Ontario

GO SECURE

Go Secure

A Quick-Start Guide
to Registration and Signing-in

Guide to Go-Secure

- Go-Secure is a security authentication and authorization system that complies with the latest Ontario Public Service Information Technology Security Policies and Standards. The security system was designed to protect the integrity of data submitted.

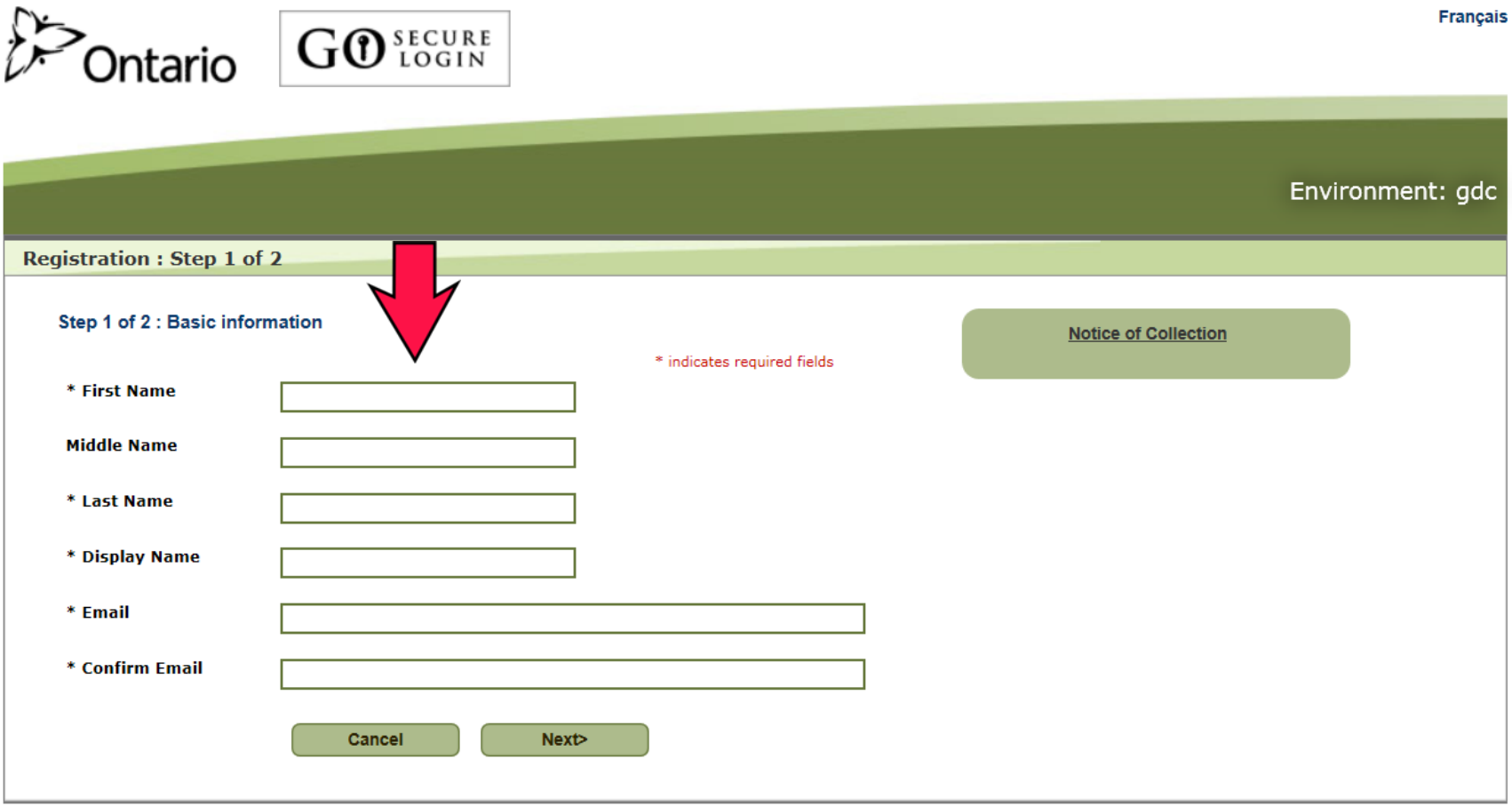
In this guide, you will learn…

- Registration for all users
  - New users
- Accessing Go Secure
  - Signing-in
- Basic troubleshooting
  - Password resets etc.

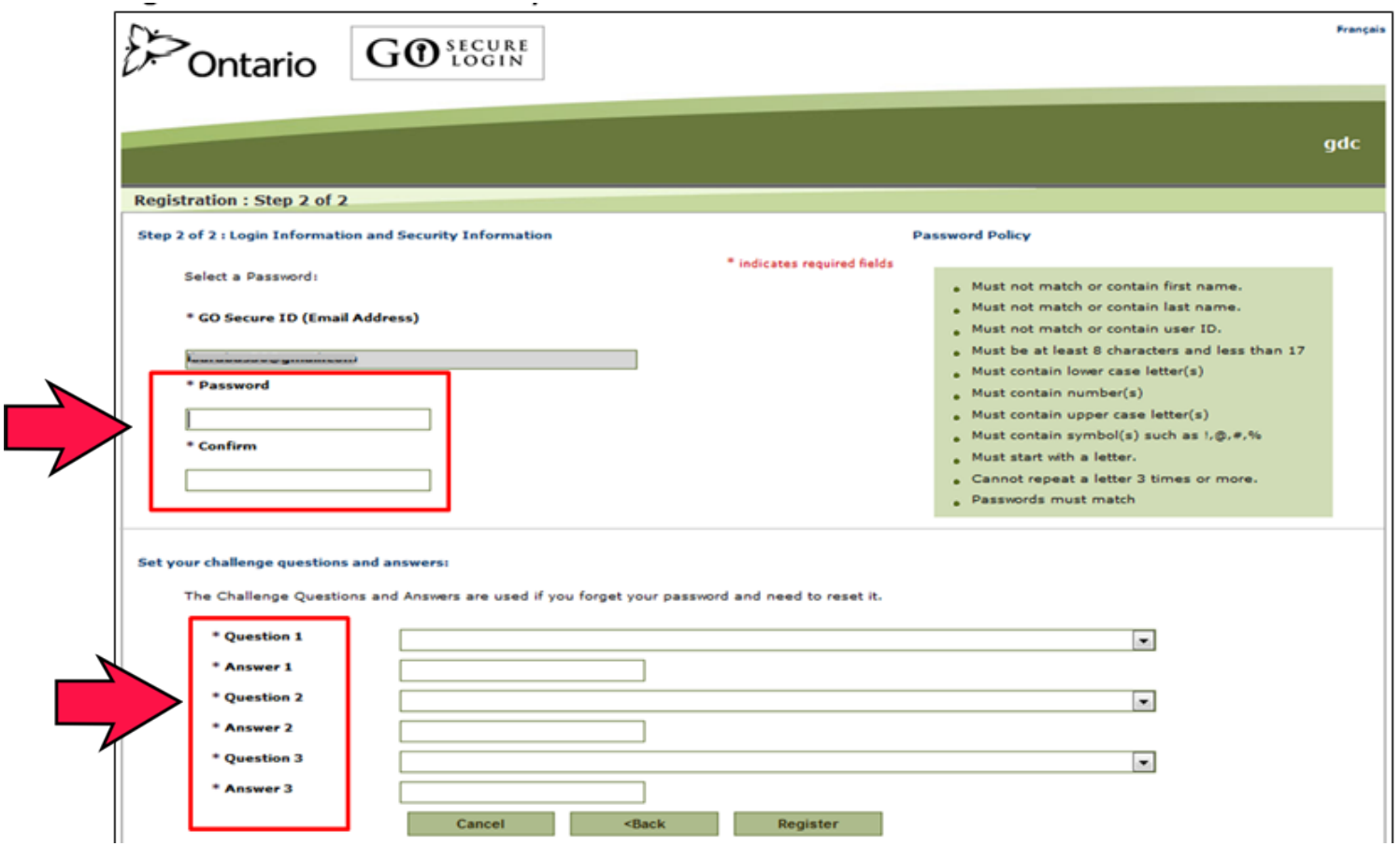
Registration for all new users

- To register for a <u>new</u> GO Secure account, visit the registration link: https://www.iam.security.gov.on.ca/

Fill in all required information…



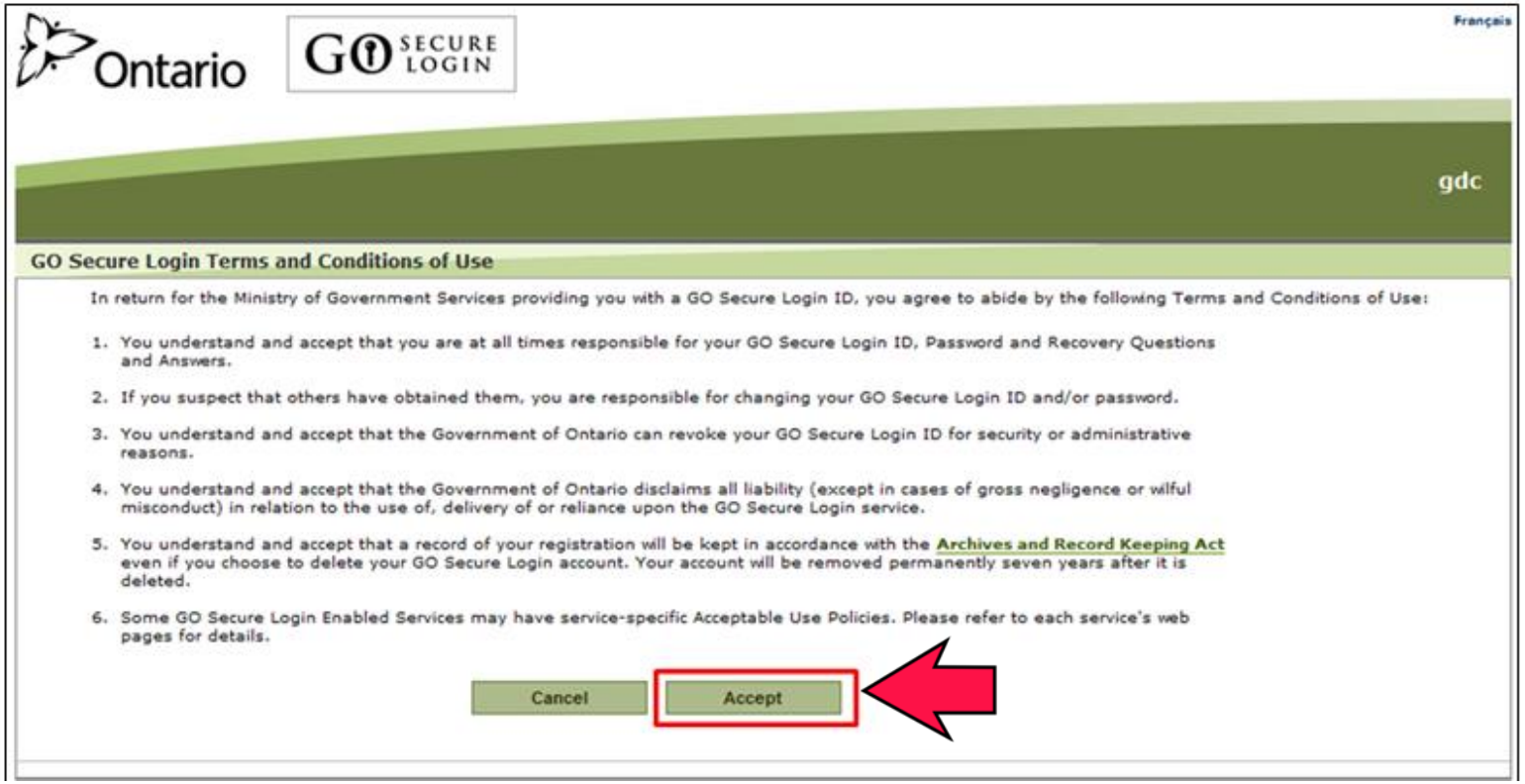
Enter Log-in and Security Information



Remember to take note of your password and secret questions and answers

Please note: passwords and secret question answers are <u>case sensitive</u>

Secure Login Terms and Conditions of Use



Check your e-mail to confirm registration with Go Secure

Access to the Application

Important

- After you have successfully registered with Go Secure, you must notify your Ministry contacts for the Annual Survey to have your permissions set up
- You will receive an email confirming your access

This message was sent because your access to the following applications has changed:

1. EDCS

   Before:

Role	Organization

   After:

Role	Organization
LIBST LSTADMIN	Ministry Administrator Organization

If you have questions about these changes, please contact the person who originally provided you with access to the application(s) in question.

Ce message a été envoyé parce que votre accès aux applications suivantes a été modifié :

1. EDCS

   Avant :

Rôle	Organisme

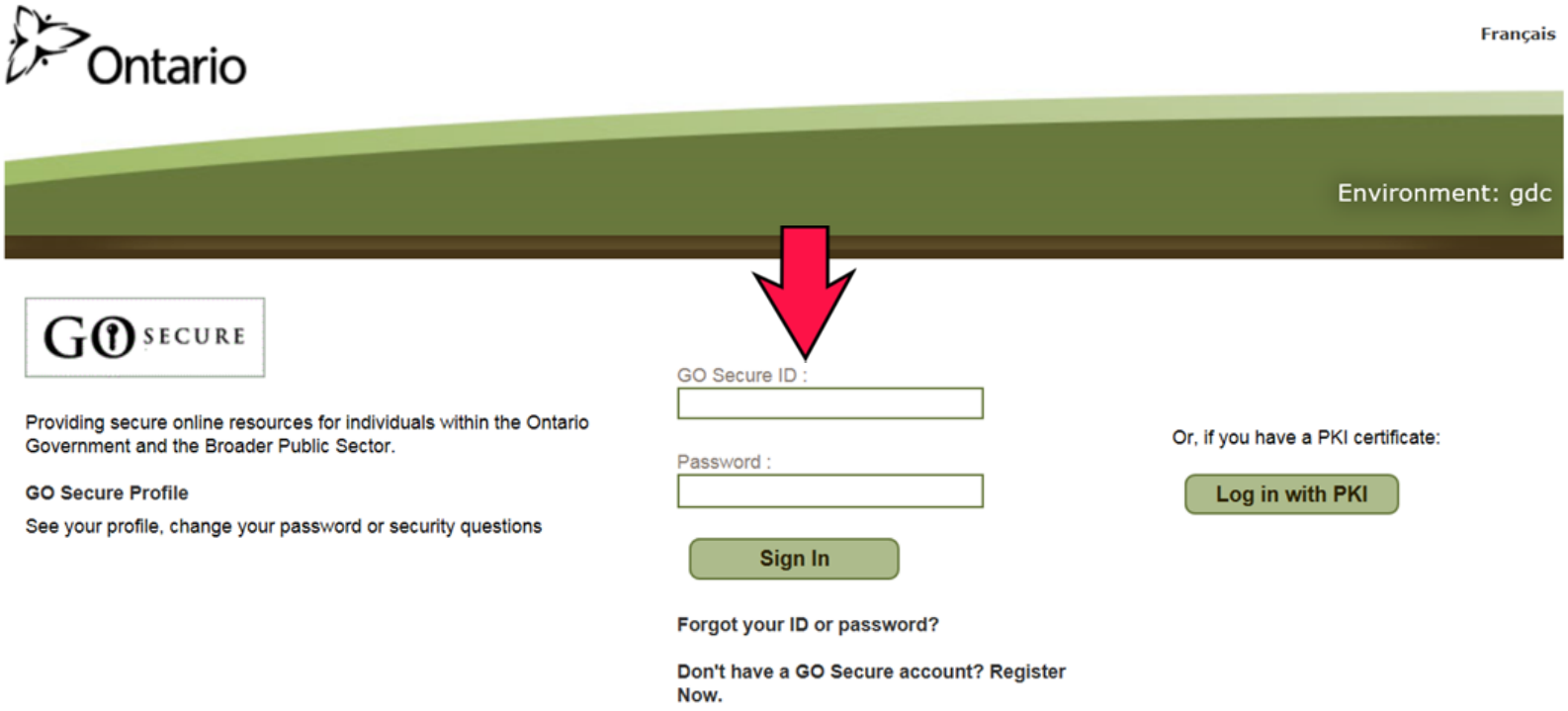
   Après :

Rôle	Organisme
LIBST LSTADMIN	Ministry Administrator Organization

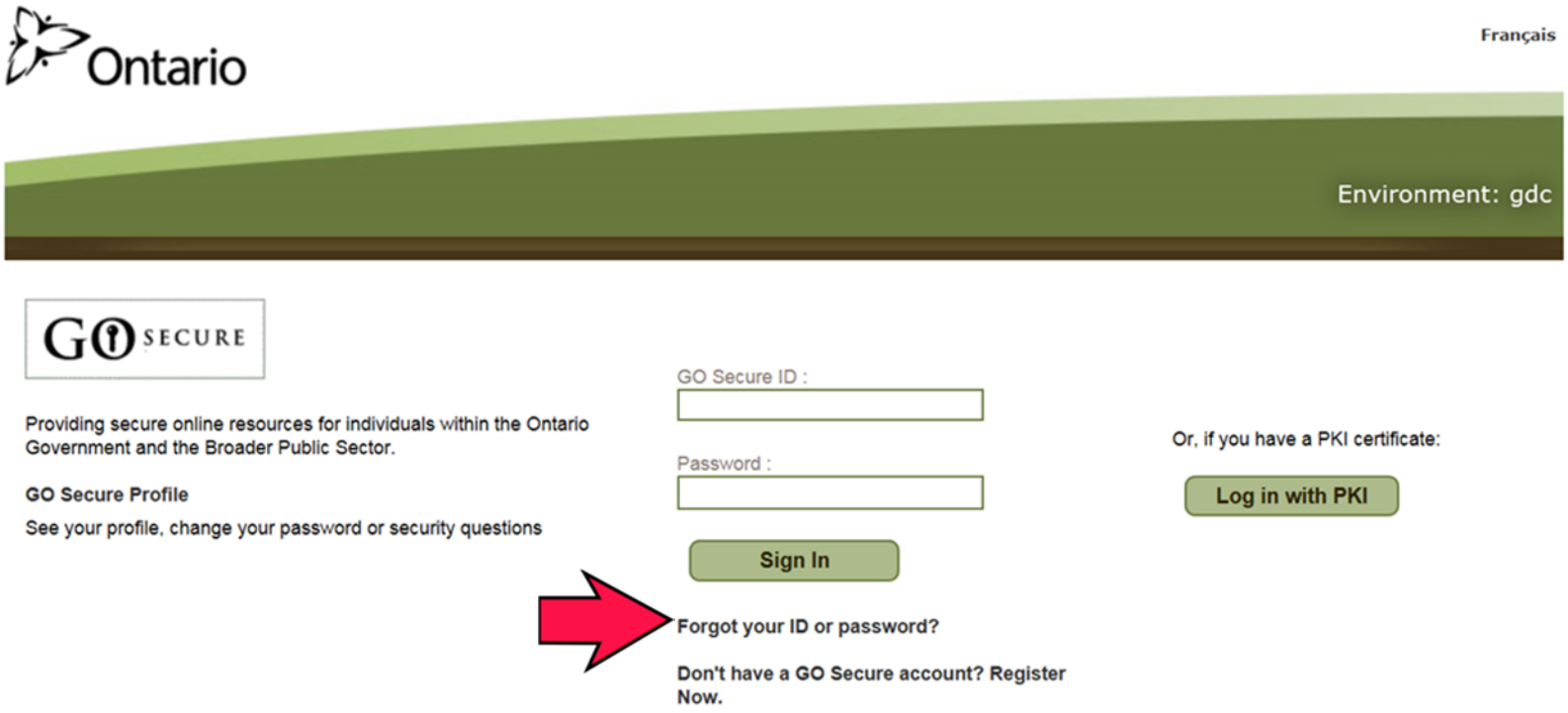
Si vous avez des questions concernant ces modifications, veuillez communiquer avec la personne qui vous a donné accès à l'application en question.

Signing-in to Go Secure

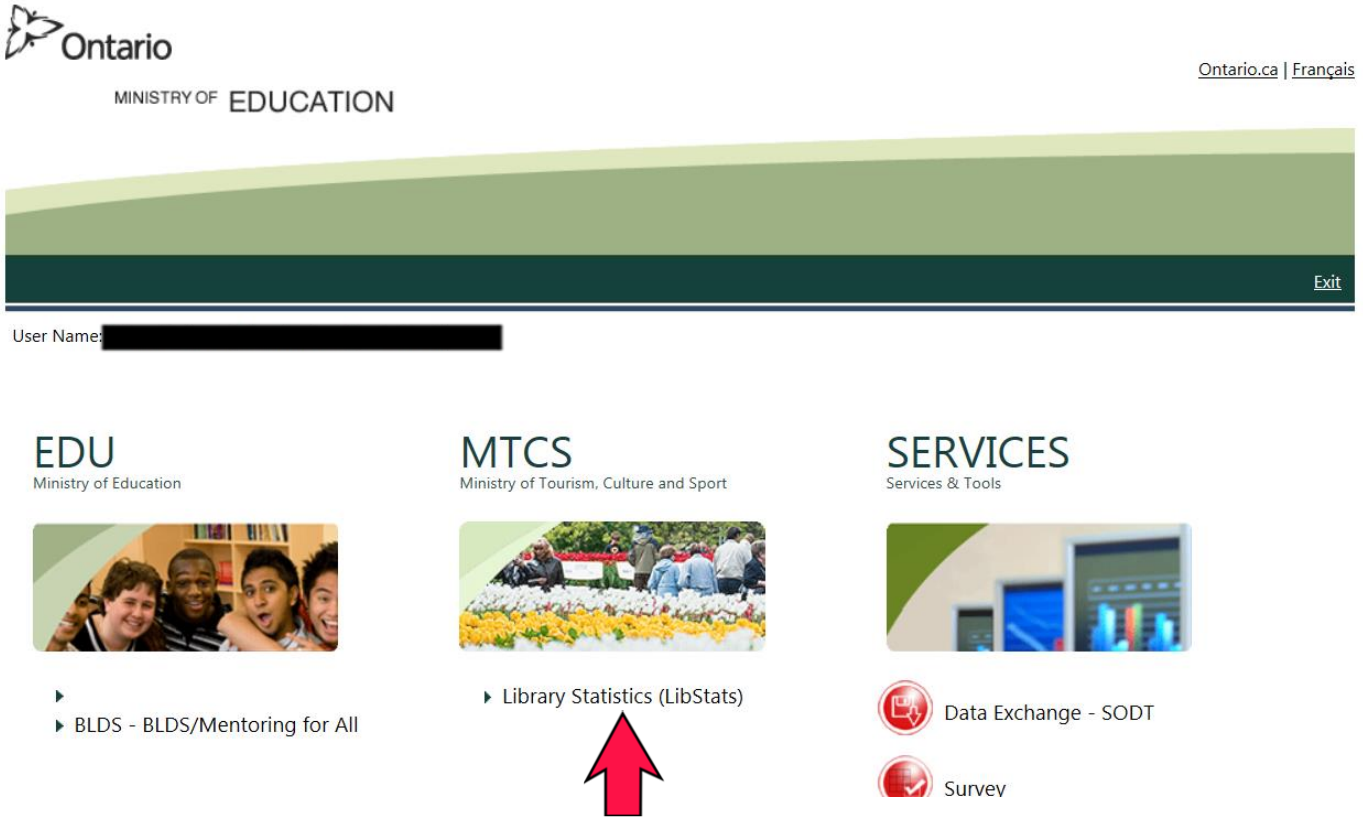
- You can access Go-Secure with the following link: https://edcs.tcu.gov.on.ca/Main/EDUPortal.aspx
- Use your Go Secure ID (your e-mail) and Go Secure password that you created when registering



If you forgot your password, click ‘Forgot your ID or password?’



Once you sign-in, select ‘Library Statistics (LibStats)’



Option to Bookmark: The very first time you sign on, you may wish to bookmark the above page by following these instructions: https://www.computerhope.com/issues/ch000858.htm

Important Note: Verify that the address for your bookmark is set to either https://edcs.tcu.gov.on.ca/Main/ or https://edcs.tcu.gov.on.ca/Main/EDUPortal.aspx

You can now begin completing your Annual Survey of Public Libraries!

- For detailed instructions on filling out the Annual Survey of Public Libraries in 'LibStats/EDCS', please refer to the separate document entitled:

Ontario's
Annual Survey of Public Libraries

A Visual Guide to Completing your Public Library Statistics

- The visual guide can be found in the 'Help' menu of LibStats/EDCS

Go Secure - Troubleshooting

- Google Chrome is the best browser for Go-Secure
- Your ‘Go Secure ID’ is the email you registered with
- If you are a new user, click ‘Don’t have a Go Secure account? Register now.’
- If you have forgotten your user ID or password, click ‘Forgot your ID or password?’

Common Errors

- Missing application link: Refresh the browser (Ctrl + F5 or F5)
- Blue screen: Close browser and clear browser history
- Error message: Close browser and clear browser history
- Oracle page: Close browser and clear browser history
- Clearing Browser History:
  - Select Tools
  - Then Options
  - Press Delete Browser History
- Rejected sign-in: please exit your browser and try signing-in again

For technical assistance with Go Secure…

You may contact the IT department for help with Go Secure username and password issues at:

DDSB.ITSupport@ontario.ca

- When contacting IT by e-mail, be sure to include a screenshot of any error messages you are receiving
- Please include the word '**LibStats**' in the subject line of your e-mail