

**Subject line: MISA Collaboration Space – Reminder / Accessing the Site --  
Espace collaboratif de la GIARE – Rappel / Accès au site**

Hello **Name**,

This is a reminder to visit the MISA Collaboration Space. This site allows for collaboration and information sharing between MISA Leaders, PNC Executive Leads and Ministry staff.

Regular updates on the site include:

- calendar of events, including PNC meetings and activities
- materials from MISA Leaders' Events
- MISA memos
- OnSIS updates
- MISA Leader and PNC Executive Lead contact lists
- Ministry communications related to the use of evidence and data in boards

**TO ACCESS THE SITE:**

Address: [https://www.collaboration.gov.on.ca/edu/misa\\_lcb/](https://www.collaboration.gov.on.ca/edu/misa_lcb/)

Username: **ext\username**

Password: **(user selected – see below for instructions)**

If you have not already created a new password using the above username, please do so by clicking on the on the top right of your screen. [see “**Step A**”]

This will take you to another page for you to enter your current email address. [see “**Step B**”]

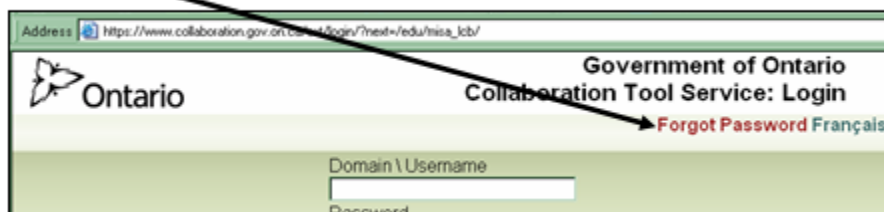
You should receive an automated email that will provide a temporary password for you to use. Please contact [karen.connor@ontario.ca](mailto:karen.connor@ontario.ca) immediately if you do not receive the email.

You can then go back to the site and enter your username “**ext\username**” and the temporary password. Also, be sure to accept the disclaimer in order to access the site. [see “**Step C**”]

Notes:

- There may be some lag time (i.e. up to 60 seconds) when you are logging in as the site is verifying your information.
- Please be sure to keep your username and password in a safe and accessible place to use in the future.

**Step A**



## Step B

Address: [https://www.collaboration.gov.on.ca/est/mail\\_password/?cts\\_lang=en&nest=/edu/misa\\_tcb/](https://www.collaboration.gov.on.ca/est/mail_password/?cts_lang=en&nest=/edu/misa_tcb/)

**Government of Ontario**  
**Collaboration Tool Service: Login**  
Français

**Lost password**

For security reasons, we store your password encrypted, and cannot mail it to you. If you would like to reset your password, fill out the form below and we will send you an email at the address you gave when you registered to start the process of resetting your password.

My domain \ username is:

If this will not work for you (for example, if you forgot your user name or your email address has changed), contact the site administration.

## Step C

Address: [https://www.collaboration.gov.on.ca/est/login/?nest=/edu/misa\\_tcb/](https://www.collaboration.gov.on.ca/est/login/?nest=/edu/misa_tcb/)

**Government of Ontario**  
**Collaboration Tool Service: Login**  
Forgot Password Français

Domain \ Username

Password

**Access Terms**

**By using this service you agree to terms below. Unauthorized access is prohibited by law. All access is logged and violators will be prosecuted to the fullest extent.**

The content added to and collaborated on within the sites created using the Collaboration Tool Service are to follow the privacy guidelines as communicated by the Ontario Government. You are not permitted to include personal information in these sites without first going through a Privacy Impact Assessment.

"Personal Information" is defined in the Provincial Freedom of Information and Protection of Privacy Act s. 2 (1) as:  
"Personal information" means recorded information about an identifiable individual,

Yes, I accept the disclaimer.

We encourage all users to visit the site and add information or make recommendations for how it can be most useful for members.

If you have any questions or comments, please do not hesitate to contact me at [Karen.Connor@ontario.ca](mailto:Karen.Connor@ontario.ca).

Sincerely,  
Karen Connor  
Policy and Program Analyst  
MISA Liaison Group  
Education Statistics and Analysis Branch  
Ministry of Education  
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