




## MASTER'S ACADEMY & COLLEGE

# Police Information Check – Online Instructions

Go to <http://www.calgary.ca/cps/Pages/home.aspx>;

Select  icon on right hand side of screen;



Click the green “Perform a Personal Police Information Check” button.

### PROCESS

#### **Step 1 of 11 - Checklist**

The Checklist page is the first page displayed when starting the PIC (Police Information Check) application online. This page will summarize all of the information and documents required to successfully submit an application. The purpose of this page is to identify all information and documents required prior to advancing too far into the process.

Be sure the read through the checklist thoroughly before advancing through the PIC application by clicking the green “Continue” button.

#### **Step 2 of 11 - Getting Started**

This is the first page that the ePIC Online System will begin to collect your information. All questions on this page are required.

**Please ensure you select “Volunteer” for the question “What are you applying for”.**

Once you have provided answers and they have been validated by the ePIC Online System, you can advance in the application process by clicking the green “Continue” button.

If an answer you have provided is not valid, you will not be able to continue with the online application. An error message will appear indicating the reason your application is not valid.

#### **Step 3 of 11 - Agency Information**

The *Agency Information* page will allow you to identify and associate an agency with the PIC.

**Agency you are applying for: Master's Academy & College**

#### **Step 4 of 11 - Consent to Search and Disclose Personal Information**

The *Consent to Search and Disclose Personal Information* page will prompt you to review the terms and conditions and agree prior to moving forward with the PIC application. You must agree to each of the four pre-determined checkboxes available on the page prior to advancing in the PIC application process.

Once each of the “I agree” statements have been read through carefully and checked off, you can advance in the application process by clicking the green “Continue” button.

#### **Step 5 of 11 - Create Account**

An account must be created. This account will allow you to return to your application in the future, check on the status of an application submission, or review results and share results with agencies available in the system.

##### *Account Email Confirmation*

Once you have received the automated email notification and clicked on the link in the email to verify your email address, you will automatically be redirected to the PIC online system to continue with the process of submitting your PIC application.

#### **Step 6 of 11 - Supporting Documentation**

The *Supporting Documentation* page will collect the required government issued identification.

You must upload a maximum of two (2) pieces of identification with at least one (1) being photo identification.

#### **Step 7 of 11 - Your Personal Information**

The *Your Personal Information* page will prompt you with the questions required to verify your identity. The information collected on this screen will be passed directly through to initiate an identification check by Equifax eIDVerifier.

You must be 18 years of age or older to complete the ePIC application.

### **Step 8 of 11 - Verify Your Identity**

The questions asked on this page will be populated as a result of the previous page *Step 7 - Your Personal Information* and will be subject to change based on the requirements identified by Equifax and the eIDVerifier.

If your identity was successfully verified, you will be advanced to Step 9.

If your identity is not successfully identified, an error message will appear. If you receive this message, you must exit the application and attend in person at one of the CPS locations identified. All information will be automatically deleted from the ePIC system.

### **Step 9 of 11 - Applicant Information**

The *Applicant Information* page will collect all of the detailed information required. This information will include personal information, birth date information, place of birth, telephone numbers, current residing address and mailing address (if different from current residing address).

### **Step 10 of 11 - Reason for Application**

The *Reason for Application* page will collect the information regarding why you are performing the PIC online and also collect any supporting documentation to identify if you are applying for a legitimate volunteer position. The questions displayed on the page are dynamic and change based on your answers.

**As a Volunteer, you will need to upload a letter provided to you by the office (please contact the office prior to completing the PIC to obtain this letter). The VOAN number will be required - this number is included in the Volunteer letter. If you do not obtain a letter from the office, you will be charged the standard fee for your PIC.**

### **Step 11 of 11 - Success**

Once the application has been successfully submitted, a *Success* page will be displayed.

## **YOUR APPLICATION RESULT**

You may log in with your existing account once you have submitted your PIC to check on the status/results of your PIC, and to share the results with other volunteer organizations you may be associated with. **Master's Academy & College will automatically receive notification of submitted and processed PICs.**

**Please Note:** The results displayed on the *Your Submitted Application(s)* page will only be available for **6 months** once the PIC has been processed. After which, the results will be automatically deleted from the ePIC Online System, including all personal information, uploaded documents, and results.