ᐅᓂᒃᑳᕐᓂᖅ ᐊᑭᓖᔾᔪᑎᓂᒃ
ᐱᖃᐅᑎᓐᓂ ᐊᐅᓚᑦᑎᓂᕐᒥᑦ

ᐅᓂᒃᑳᕐᓂᖅ ᑳᓐᑐᕌᒃᑎᓂᒃ

ᓇᓪᓕᐅᒃᑯᒫᓕᕆᔨᓂᑦ ᐊᑭᖏᑕ

ᓇᐃᓈᖅᓯᒪᓂᖏᑦ

ᐸᐃᐹᑦ ᐱᓕᕆᒋᐊᕈᓐᓇᐅᑎᑦ

ᐃᑭᐊᖅᖠᒥᐅᑕᖅ ᐱᓕᕆᐊᖑᔪᖅ

ᑐᓴᐅᒪᑎᑦᑎᔾᔪᑎ
ᐃᖅᑲᓇᐃᔭᖅᑎᖁᑎᓕᖕᓄᑦ

ᐅᓂᒃᑳᓕᐊᖓᓂ ᐋᓐᓂᕐᓂᕐᓄᑦ

ᓈᒻᒪᒋᔭᐅᓂᕐᒥ ᐱᓗᓂ

ᑕᑯᓗᒋ ᖃᐅᔨᓴᖅᑕᐅᓃᑦ ᐊᑭᖏᑦ

ᓇᖕᒥᓂᕆᔭᐃᑦ ᐊᑎᓕᐅᕈᒃ

ᐊᑭᓖᓃᑦ

ᐅᐸᒡᓗᒍ ᐊᐅᓚᑦᑎᔾᔪᑎᓕᕆᔨᒃᑯᑦ
ᐅᐸᒃᓯᔪᓐᓇᖅᑐᑦ ᑕᒪᐃᓐᓂ
ᖃᕋᓴᐅᔭᑎᒍᑦ−ᐱᔨᑦᑎᕋᕐᓂᕐᒧ
ᐃᖅᑲᓇᐃᔭᖅᑎᓄᑦ ᐊᑦᑕᓇᖅᑐᓂᒃ ᐊᒻᒪ

ᓇᓪᓕᐅᒃᑯᒫᓂᒃ ᖃᐅᔨᓴᖅᑏᑦ (WSCC)
ᖃᕋᓴᐅᔭᑎᒍᑦ−ᓇᖕᒥᓂᖃᕐᓂᕐᒧᑦ.

ᐊᑐᖃᑦᑕᖅᑐᓄᑦ ᐱᖃᐅᑎᖏᑦ ᐊᐱᖅᑯᑕᐅᒐᔪᒃᑐᑦ

3

* ᑕᐃᒪᐃᓕᐅᕆᐊᖃᖅᑐᖅ ᑭᓯᐊᓂ ᓯᕗᓪᓕᖅᐸᐅᒍᕕᑦ ᐃᖅᑲᓇᐃᔭᖅᑎᖁᑎᓕᒃ ᐃᓚᓇᓱᒡᓗᒍ. ᖃᐅᔨᒪᒋᑦ: ᓯᕗᓪᓕᖅᐹᖅ ᐃᓄᒃ ᐃᒪᐃᒃᑯᓂ ᐃᓚᒋᐊᖅᑎᑦᑎᓂᖅ ᐃᖅᑲᓇᐃᔭᖅᑎᑦᑎᔨᒥ ᐃᓚᓯᔪᖅ ᐃᖅᑲᓇᐃᔭᖅᑎᐅᑉ ᐅᐸᒡᓗᒍ ᐊᐅᓚᑦᑎᔾᔪᑎᓕᕆᔨᙳᖅᑐᖅ ᐊᒻᒪᓗ

ᐱᔭᒃᓴᖃᖅᖢᓂ ᐱᔪᓐᓇᕐᓂᖅᑖᖅᑎᑦᑎᓂᕐᒥ ᐊᓯᖏᓐᓂ ᐊᑐᖃᑦᑕᖅᑐᓂᒃ WSCC Connect
ᐃᖅᑲᓇᐃᔭᖅᑎᑦᑎᔨᒧᑦ ᑭᒡᒐᖅᑐᕐᓗᒍ.

ᖃᓄᖅ ᐅᓄᖅᑎᒋᔪᓂᒃ ᐅᐸᒡᓗᒍ

ᐊᐅᓚᑦᑎᔾᔪᑎᓕᕆᔨᓂᒃ ᐊᑕᐅᓯᖅ

ᐃᖅᑲᓇᐃᔭᖅᑎᖁᑎᓕᒃ ᐱᖃᕈᓐᓇᖅᐸ?

ᓯᕗᓪᓕᖅᐹᖅ ᐃᓄᒃ ᐃᒪᐃᒃᑯᓂ ᐃᓚᒋᐊᖅᑎᑦᑎᓂᖅ ᐃᖅᑲᓇᐃᔭᖅᑎᑦᑎᔨᒥ ᐅᕗᖓ WSCC Connect-ᒧ ᐊᑐᖃᑦᑕᖅᑐᓄᑦ ᐱᖃᐅᑎᖏᓐᓄ ᐊᓱᐃᓛᒃ ᐅᐸᒡᓗᒍ ᐊᐅᓚᑦᑎᔾᔪᑎᓕᕆᔨᙳᕐᓗᓂ ᑖᔅᓱᒧᖓ ᐃᖅᑲᓇᐃᔭᖅᑎᑦᑎᔨᒧᑦ. ᐊᑐᖃᑦᑕᖅᑐᒃᑲᓐᓂᕐᓂ ᐃᓚᓯᔪᖃᕈᓐᓇᕐᒥᔪᖅ ᑖᔅᓱᒧᖓ ᐱᓕᕆᐊᖑᔪᒧᑦ. ᐃᖅᑲᓇᐃᔭᖅᑎᖁᑎᓕᒃ ᖃᔅᓯᒐᓚᖕᓂ ᐅᐸᒡᓗᒍ ᐊᐅᓚᑦᑎᔾᔪᑎᓕᕆᔨᓂᒃ ᐱᖃᕈᓐᓇᖅᑐᖅ, ᐃᓚᐃᓕᐅᕈᓐᓇᕐᓗᓂ:

• ᐱᔪᓐᓇᖅᑎᑦᑎᓗᓂ/ᐋᒃᑳᖅᓯᓗᓂ ᐅᐸᒃᓯᓂᕐᒧ ᐱᔪᒪᔪᒥ ᐊᓯᖏᓐᓄ ᐊᑐᖃᑦᑕᖅᑐᓂᒃ;
• ᐃᓚᓯᓗᓂ ᐱᓕᕆᐊᖑᔪᓂᒃ ᐊᓯᖏᓐᓄ ᐊᑐᖃᑦᑕᖅᑐᓄᑦ;
• ᐊᑐᖃᑦᑕᖅᑐᓂᒃ ᐃᓚᐅᖃᑕᐅᖁᔨᓗᓂ ᐅᐸᒡᓗᒍ WSCC
Connect ᐃᖅᑲᓇᐃᔭᖅᑎᑦᑎᔨᒧᑦ ᑭᒡᒐᖅᑐᕐᓗᒍ; ᐊᒻᒪᓗ
• ᑕᑯᒍᓗ ᐃᖅᑲᓇᐃᔭᖅᑎᐅᑉ ᐊᕐᕕᓂᓖᑦ−ᓈᓴᐅᑏᑦ ᑲᑎᖃᑕᐅᒋᑦ
ᓇᓗᓇᐃᒃᑯᑕᖓᓂ.

1

WSCC Connect ᑕᑯᒋᐊᒃᑭᑦ ᖃᕋᓴᐅᔭᖅᓯᐅᑎᒥᑦ ᐃᑲᔪᖅᑕᐅᔪᒪᒍᕕᑦ ᑐᑭᓯᒋᐊᕈᑎᒃᑲᓐᓂᕐᓂ. connect.wscc.nt.ca • connect.wscc.nu.ca

WSCC Connect ᒪᕐᕉᖕᓂ ᖁᓕᕇᖑᔪᓂᒃ
ᐊᑐᖃᑦᑕᖅᑐᓄᑦ ᐱᖃᐅᑎᖏᓐᓂ ᐱᑕᖃᖅᑐᖅ:

ᐅᐸᒡᓗᒍ ᐊᐅᓚᑦᑎᔾᔪᑎᓕᕆᔨ ᐊᒻᒪᓗ ᑕᒪᐃᑎᒍ ᐊᑐᖃᑦᑕᑐᓄᑦ.

ᐅᑯᐊᑕᕝᕙ ᖁᓪᓕᖅᐹᑦ ᐱᖓᓱᑦ (3) ᐊᐱᖅᑯᑕᐅᒐᔪᒃᑐᑦ:

2

ᖃᓄᖅ ᐋᖅᑭᒃᓯᔪᓐᓇᖅᐳᖓ
ᐊᑐᖃᑦᑕᖅᑐᓄᑦ ᐱᖃᐅᑎᒥᒃ ᐅᐸᒡᓗᒍ

ᐊᐅᓚᑦᑎᔾᔪᑎᓕᕆᔨᐅᖏᒃᑯᒪ?

ᓴᓇᔨᐅᒍᕕᑦ ᐅᕝᕙᓘᓐᓃᑦ ᑭᒡᒐᖅᑐᐃᔨᐅᒍᕕᑦ ᐃᖅᑲᓇᐃᔭᖅᑎᑦᑎᔨᒧᑦ
ᑎᑎᕋᖅᓯᒪᔭᕇᖅᑐᒥ ᐃᖅᑲᓇᐃᔭᖅᑎᓄᑦ ᐊᑦᑕᓇᖅᑐᓂᒃ ᐊᒻᒪ ᓇᓪᓕᐅᒃᑯᒫᓂᒃ ᖃᐅᔨᓴᖅᑏᑦ (WSCC)−ᒃᑯᓐᓂ, ᐊᖏᖅᑕᐅᓯᒪᔭᕆᐊᖃᖅᑐᑎᑦ ᐅᐸᒡᓗᒍ ᐊᐅᓚᑦᑎᔾᔪᑎᓕᕆᔨᒥᒃ ᐊᑐᕈᓐᓇᖁᓪᓗᒍ WSCC Connect-ᒧ ᐃᖅᑲᓇᐃᔭᖅᑎᑦᑎᔨᒧᑦ ᑭᒡᒐᖅᑐᕐᓂᐊᕈᕕᐅᒃ.

ᒪᓕᒋᐊᓕᒃ 1: ᐋᖅᑭᒃᓯᓗᑎᑦ ᖃᕋᓴᐅᔭᖅᓯᐅᑎᑎᒥᒃ ᐊᑐᖃᑦᑕᖅᑐᓄᑦ ᐱᖃᐅᑎᖏᓐᓂ

ᐅᐸᒍᒃ connect.wscc.nt.ca ᐅᕝᕙᓘᓐᓃᑦ
connect.wscc.nu.ca

1. ᖁᓛᓂ ᑕᓕᖅᐱᐅᑉ ᐃᖅᑯᐊᓂ, ᓇᕿᓪᓗᒍ Create an Account (ᐋᖅᑭᒃᓯᓂᖅ ᐱᖃᐅᑎᖏᓐᓂ).
2. ᑕᑕᑎᕐᓗᒋ ᑎᑎᕋᑦᑎᐊᖅᓯᒪᔪᖁᑎᑎ.
3. ᖃᕋᓴᐅᔭᒃᑯᑦ ᑎᑎᕋᕐᕕᐅᔪᓐᓇᖅᑐᒃᑯᑦ ᓇᓗᓇᐃᖅᓯᓯᒪᔪᒥ
WSCC Connect-ᒥᑦ ᑎᑎᖅᑲᐅᓯᐊᕐᓂᐊᖅᑐᑎᑦ.
4. ᓇᕿᓪᓗᒍ ᑐᕋᕈᑎᖓ ᓇᓗᓇᐃᖁᓪᓗᒍ ᖃᕋᓴᐅᔭᒃᑯᑦ ᑎᑎᕋᕐᕕᐅᔪᓐᓇᖅᑐᖅᑯᑏᑦ.
5. ᓈᒻᒪᒃᓯᔪᑎᑦ ᐅᐸᓪᓗᒍᒥ ᖃᕋᓴᐅᔭᖅᓯᐅᑎᑎᒍ ᐊᑐᖃᑦᑕᖅᑐᓄᑦ ᐱᖃᐅᑎᖏᓐᓂ.

ᒪᓕᒋᐊᓕᒃ 2: ᐃᖅᑲᓇᐃᔭᖅᑎᖁᑎᓕᒃ ᐃᓚᓗᒍ ᖃᕋᓴᐅᔭᖅᓯᐅᑎᕕᑦ ᐊᑐᖃᑦᑕᖅᑐᓄᑦ ᐱᖃᐅᑎᖏᓐᓄ

1. ᐅᐸᓪᓗᒋ WSCC Connect-ᒧ ᐊᒻᒪᓗ ᓂᕈᐊᕐᓗᒍ Add an Employer (ᐃᖅᑲᓇᐃᔭᖅᑎᖁᑎᓕᒃ ᐃᓚᓗᒍ) ᐃᖅᑲᓇᐃᔭᖅᑎᖁᑎᓕᖕᓄᑦ MY CONNECT (ᑲᑎᖃᑕᐅᔾᔪᑎᒐ) ᓂᕈᐊᕈᑎᒃᓴᖓᓂᙶᖅᑑᑉ ᐊᑖᓂ.
2. ᐱᔭᕇᕐᓗᒍ Add an Employer (ᐃᖅᑲᓇᐃᔭᖅᑎᖁᑎᓕᒃ ᐃᓚᓗᒍ) ᑕᑕᑎᕆᐊᓕᒃ ᑕᑕᑎᕐᓗᒍ:
• ᐃᖅᑲᓇᐃᔭᖅᑎᐅᑉ ᐊᑎᖓ (ᒪᓕᒐᖅᑎᒍᑦ ᐅᕝᕙᓘᓐᓃᑦ ᓇᖕᒥᓂᖃᖅᑐᑎᒍᑦ);
• ᐃᖅᑲᓇᐃᔭᖅᑎᐅᑉ ᓈᓴᐅᑖ;
• ᐃᖅᑲᓇᐃᔭᖅᑎᐅᑉ ᐊᕐᕕᓂᓖᑦ−ᓈᓴᐅᑏᑦ ᑲᑎᖃᑕᐅᒋᑦ ᓇᓗᓇᐃᒃᑯᑎᖓ;*
ᐊᒻᒪᓗ;
• ᐊᑭᓖᔾᔪᑎᓂᒃ ᑲᒪᔪᖅ ᓇᓚᐅᑦᑖᖅᓯᒪᔪᖅ ᐃᖅᑲᓇᐃᔭᖅᑎᓄᑦ ᐊᑦᑕᓇᖅᑐᓂᒃ
ᐊᒻᒪ ᓇᓪᓕᐅᒃᑯᒫᓂᒃ ᖃᐅᔨᓴᖅᑏᑦ (WSCC)−ᒃᑯᓐᓄ ᑐᓂᔭᐅᔪᑦ ᒫᓐᓇᐅᔪᒥ ᐅᓪᓗᖅᓯᐅᒻᒥ ᐊᕐᕌᒍᑕ ᐃᓗᐊᓂ.*

ᑖᒃᑯᐊ ᒪᓕᒋᐊᓖᑦ ᐱᔭᕇᕈᕕᒋᑦ ᖃᕋᓴᐅᔭᒃᑯᑦ ᑎᑎᕋᕐᕕᐅᔪᓐᓇᖅᑐᓂᒃ
ᐊᐅᓪᓚᖅᑎᑦᑎᓂᐊᖅᑐᖅ ᐃᖅᑲᓇᐃᔭᖅᑎᐅᑉ ᐅᐸᒡᓗᒍ ᐊᐅᓚᑦᑎᔾᔪᑎᓕᕆᔨᖓᓄ
ᕿᒥᕐᕈᔭᐅᓂᐊᕐᒪᑦ ᐅᐸᒍᓐᓇᖅᑕᕕᑦ ᐱᔪᒪᔭᖓ ᒪᓕᒡᓗᒍ.

ᐅᐸᒡᓗᒍ

ᐊᐅᓚᑦᑎᔾᔪᑎᓕᕆᔨ

ᖃᕋᓴᐅᔭᖅᓯᐅᑎᑎᒍ ᐊᑐᖃᑦᑕᖅᑐᓄᑦ ᐱᖃᐅᑎᖏᓐᓂ

ᐱᖃᓕᕋᒪ, ᖃᓄᖅ ᐅᓂᒃᑳᓕᐅᕐᓂᐊᖅᐳᖓ ᐋᓐᓂᕐᓂᕐᐅᔪᓂᒃ?

ᐃᖅᑲᓇᐃᔭᖅᑎᖁᑎᓕᖕᓄᑦ ᐅᓂᒃᑳᓕᐊᖓᓂ ᐋᓐᓂᕐᓂᕐᓄᑦ ᐱᔭᕇᖅᓯᒃᐸᓘᓐᓃᑦ ᐅᕝᕙᓘᓐᓃᑦ ᐊᑭᓖᓇᓱᒃᐸᓪᓘᓐᓃᑦ, ᐊᔪᕐᓇᙱᓛᖑᔪᖅ ᐃᓚᓯᒃᑲᓐᓂᕐᓗᓂ ᐊᑐᖃᑦᑕᖅᑐᓂᒃ
ᐃᓚᐅᖃᑕᐅᖁᔨᓗᒋ ᖃᕋᓴᐅᔭᑎᒍᑦ−ᐱᔨᑦᑎᕋᕐᓂᕐᒧ.

ᐅᕝᕙ ᖃᓄᐃᓕᐅᕈᓐᓇᖅᑕᐃᑦ:

ᐅᑯᐊ ᐱᓯᒪᔭᕆᐊᖃᖅᑕᑎ ᐊᑐᓂ ᐃᓄᖕᓄᑦ:
• ᖃᕆᓴᐅᔭᒃᑯ ᐃᕐᙲᓐᓈᕈᓐᓇᐅᑖ
• ᐊᑎᖏᑦ ᐊᒻᒪᓗ ᐊᑎᕈᓯᖏᑦ
• ᐅᖃᓘᑖ

ᐊᓱᐃᓛᒃ, ᐃᒪᐃᓕᐅᕐᓗᑎᑦ:
1. ᐅᐸᓪᓗᒋ WSCC Connect-ᒧ
2. ᓇᕿᓪᓗᒍ MY CONNECT (ᑲᑎᖃᑕᐅᔾᔪᑎᒐ)

3. ᓇᕿᓪᓗᒍ ᐊᔾᔨᙳᐊᖅ ᑕᐃᔭᐅᔪᖅ Manage
Users (ᐊᐅᓚᓪᓗᒋ ᐊᑐᖃᑦᑕᖅᑐᑦ)

ᖃᓄᖅ ᐅᐸᒡᓗᒍ ᐊᐅᓚᑦᑎᔾᔪᑎᓕᕆᔨ

ᐃᓚᓯᒃᑲᓐᓂᕈᓐᓇᖅᐸ ᐊᑐᖃᑦᑕᖅᑐᓂᒃ?

4. Manage Users (ᐊᐅᓚᓪᓗᒋ ᐊᑐᖃᑦᑕᖅᑐᑦ) ᒪᒃᐱᒐᖓᓃᓕᕈᕕᑦ, ᓇᕿᓪᓗᒍ ᑎᑎᖅᑲᖅ ᐊᑖᓃᑦᑐᖅ
ᓴᐅᒥᐊᑕ ᑎᕆᖅᑯᐊᓂ ᐅᖃᓕᒫᖅᖢᓂ Add a user to access e-Services for this employer (ᐃᓚᓗᒍ ᐊᑐᖃᑦᑕᖅᑐ ᐅᐸᒡᓗᒍ ᖃᕋᓴᐅᔭᑎᒍᑦ−ᐱᔨᑦᑎᕋᕐᓂᕐᒧ ᑖᔅᓱᒧᖓ ᐃᖅᑲᓇᐃᔭᖅᑎᑦᑎᔨᒧᑦ). ᑖᓐᓇ Add a User (ᐃᓚᓗᒍ ᐊᑐᖃᑦᑕᖅᑐᖅ) ᒪᒃᐱᒐᖓᓄᐊᖅᑎᓐᓂᐊᖅᑖᑎ.
5. Add a User (ᐃᓚᓗᒍ ᐊᑐᖃᑦᑕᖅᑐᖅ) ᒪᒃᐱᒐᓃᓕᕈᕕᑦ, ᓂᕈᐊᕐᓗᒍ ᑕᒻᒪᖏᑦᑐᖅ ᐃᖅᑲᓇᐃᔭᖅᑎᖁᑎᓕᒃ ᑕᐅᓄᖓ

ᐃᓕᓗᒍ ᓂᕈᐊᕈᑎᒃᓴᖓᓂᙶᖅᑐᖅ.

6. ᑭᖑᓪᓕᕐᒥ, ᑕᑕᑎᕐᓗᒍ ᕿᒥᕐᕈᕝᕕᐅᑉ ᐃᓂᐊᓃᑦᑐᖅ,
ᐊᒻᒪᓗ ᖁᒻᒧᑦ ᑎᑎᕆᐊᓕᒃ ᑎᑎᖅᑲᓂᒃ ᓇᕿᓪᓗᒍ
ᐊᑕᐅᓯᖅ ᐅᕝᕙᓘᓐᓃᑦ ᐅᓄᖅᑐᓂᒃ ᑎᑎᕋᖅᓯᒪᔪᓂᒃ

ᐃᓚᓯᔾᔪᑎ ᐊᑐᖃᑦᑕᖅᑐᖅ (ᐆᒃᑑᑏᑦ: Obtain A Clearance (ᓈᒻᒪᒋᔭᐅᓂᕐᒥ ᐱᓗᓂ); Employer’s Report of Incident* (ᐃᖅᑲᓇᐃᔭᖅᑎᖁᑎᓕᖕᓄᑦ ᐅᓂᒃᑳᓕᐊᖓᓂ ᐋᓐᓂᕐᓂᕐᓄᑦ).
7. ᑭᖑᓪᓕᕐᒥ, ᓇᕿᓪᓗᒍ Add User (ᐃᓚᓗᒍ ᐊᑐᖃᑦᑕᖅᑐᖅ) ᓇᕿᑦᑕᒐᖅ. (ᑖᓐᓇ ᖃᕋᓴᐅᔭᒃᑯᑦ ᑎᑎᕋᕐᕕᒃᑎᒍ ᐊᐅᓪᓚᖅᑎᑦᑎᓂᐊᖅᑐᖅ ᖃᐅᔨᑎᑦᑎᓗᓂ ᐊᑐᖃᑦᑕᖅᑐᒥ ᐅᐸᒍᓐᓇᖅᓯᓂᖓᓂ ᑐᕌᖓᔪᒥ ᖃᕋᓴᐅᔭᑎᒍᑦ−ᐱᔨᑦᑎᕋᕐᓂᕐᒧ ᑖᔅᓱᒧᖓ ᐃᖅᑲᓇᐃᔭᖅᑎᑦᑎᔨᒧᑦ).
8. ᐱᓕᕆᓂᐅᔪᖅ ᑕᐃᒪᐃᓕᐅᒃᑲᓐᓂᕐᓗᒍ ᐊᑐᓂ ᐃᓄᖕᒧ ᐃᓚᔪᒪᔭᕐᓄᑦ.

ᑖᒃᑯᐊ ᒪᓕᒋᐊᓖᑦ ᒪᓕᒡᓗᒋᑦ ᐅᐸᒍᓐᓇᖁᓪᓗᒋ ᐃᓄᐃᑦ ᖃᕌᓴᐅᔭᑎᒍᑦ ᐊᑐᖃᑦᑕᖅᑐᓄᑦ ᐱᖃᐅᑎᖏᓂᒃ ᐱᖃᕇᖅᑐᓄᑦ.

*ᑖᓐᓇ ᓂᕈᐊᕈᓐᓇᐅᑎ ᐊᑐᐃᓐᓇᐅᓂᐊᖅᑐᖅ ᒫᑦᓯ 20, 2020 ᖄᖏᖅᐸᑦ.

ᐊᑐᐃᓐᓇᐅᔪᑦ
ᖃᕋᓴᐅᔭᑎᒍᑦ−
ᐱᔨᑦᑎᕋᕐᓂᕐᒧ
ᐊᒻᒪᓗ ᓱᓕᒃᑲᓐᓂᖅ
ᐃᓚᔭᐅᓂᐊᖅᑐᑦ!