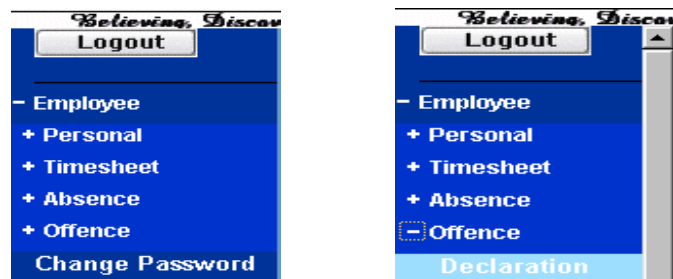


IMENU INSTRUCTIONS TO COMPLETE YOUR OFFENCE DECLARATION

ELECTRONIC COMPLETION

From any computer that has Internet access, logon to Imenu at the following link:
<https://imenu.ottawacatholicschools.ca/ecno>

Click on the + sign beside Offence to expand the list, then click on Declaration



You will be brought to a screen containing a Declaration form. There are two options to declare:

1) you have no convictions, and 2) you have convictions.

- Click with your mouse on the appropriate one, and then click Declare.
- You will be presented with a new screen containing a declaration form. The form will have your name, date of birth, position and employee id fields already completed
- You must complete the block **Dated At: with OTTAWA, Ontario**
- If you have no convictions to declare, press the 'I Agree' button

If you are declaring that you have convictions the declaration form will require you to list the Date, Court Location, and Conviction. After you have finished entering these fields, you must complete **Dated At: with OTTAWA, Ontario** Next, press the 'I Agree' button.

An offence declaration can only be entered once and it must be made annually. Once the declaration has been made it cannot be changed. After a declaration has been made the screen will indicate that the declaration has already been made. If you have noticed a discrepancy or there is a need to change your current declaration, contact Vicky Lafontaine, Human Resources Department 224-4455 x 2419.

MANUAL COMPLETION

Download and print off the Offence Declaration Form. (Log onto 'Firstclass/ Forms Catalogue/Human Resources/Criminal Background Check Forms/Offence Declaration) Complete Offence Declaration Form. Send the original signed OFD to Vicky Lafontaine, Human Resources Department, Catholic Education Centre, 570 West Hunt Club Road.