

RECOGNITION COUNTS (RC) – REFERRAL PROCESS WALKTHROUGH

SUMMARY

Referral Staff meets with a client and believes a loan would be the right option for them and decides to refer them to SEED

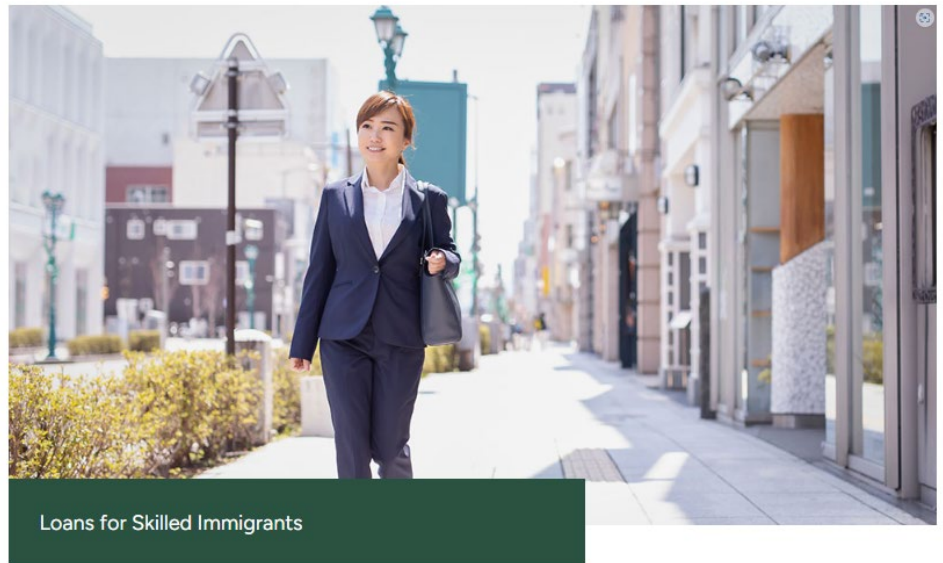
1. Referral Staff logs-in (SEED provides temporary username and password), obtains and gives a Registration Code to the client. Provide the client with a Registration Guide and a User Guide.
 - Client registers using that code and completes their online Career Action Plan
 - Referral Staff receives an automatic email notification once the client submitted the CAP
2. Referral Staff logs-in, reviews the CAP following the [Referral Checklist](#) provided on the Recognition Counts website and discusses, if needed, options with client - **Staff clicks YES / NO** to recommend or not the CAP to be considered by SEED

DETAILS

Step 1. Logging in and generating Registration Codes for new clients:

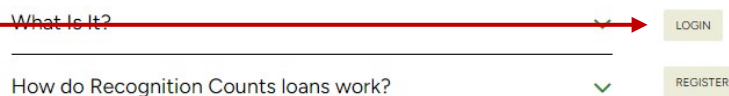
[HOME](#) > [PROGRAMS](#) > [RECOGNITION COUNTS](#)

Recognition Counts



Go to recognitioncounts.ca
and click on **LOGIN**

You will be taken to the
login page:



Login

Please fill out the following form with your login credentials:

Username *

Password *

[Forgot Password?](#)

I am using a public computer

Remember me next time

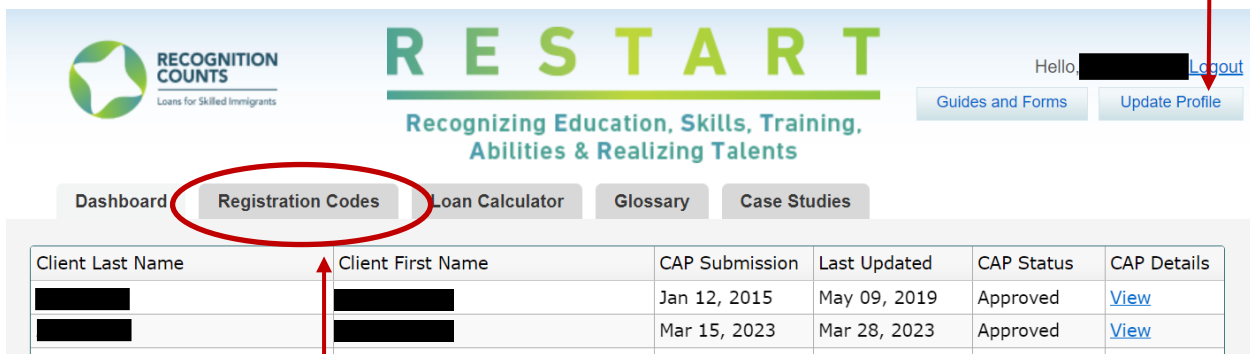
Login

If you always use the same computer, check **“Remember me next time”** (you won’t need to login every time you access the page).

Default is: **I’m using a public computer** you will be logged out automatically after 30 minutes of inactivity

Enter the login information you received from SEED and you will be taken to the Recognition Counts Dashboard.

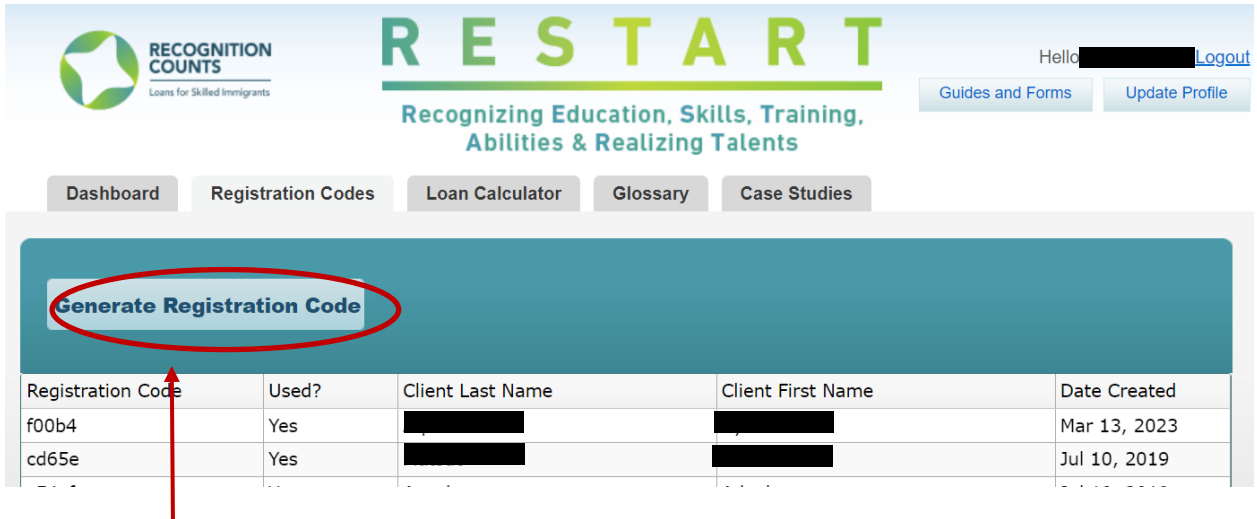
Note: If this is the first time you login, change your password immediately by hitting *Update Profile*



The screenshot shows the Recognition Counts dashboard. At the top left is the logo. The main header features the word "RESTART" in large green letters, followed by the tagline "Recognizing Education, Skills, Training, Abilities & Realizing Talents". On the right, there is a user greeting "Hello, [redacted]" with a "Logout" link, and two buttons: "Guides and Forms" and "Update Profile". Below the header is a navigation menu with tabs for "Dashboard", "Registration Codes", "Loan Calculator", "Glossary", and "Case Studies". The "Registration Codes" tab is circled in red. Below the navigation is a table with columns: Client Last Name, Client First Name, CAP Submission, Last Updated, CAP Status, and CAP Details. Two rows of data are visible, with the first name and last name columns redacted.

Click on Registration Codes

You will be taken to the summary page of all registration codes you have assigned, if any.



RESTART
Recognizing Education, Skills, Training, Abilities & Realizing Talents

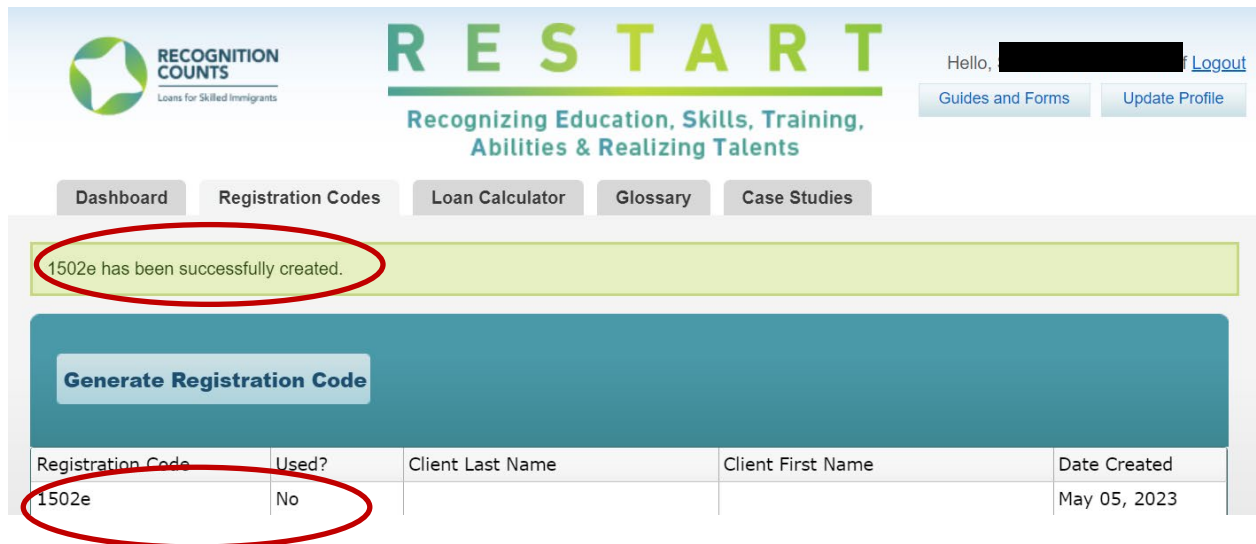
Dashboard | **Registration Codes** | Loan Calculator | Glossary | Case Studies

Generate Registration Code

Registration Code	Used?	Client Last Name	Client First Name	Date Created
f00b4	Yes	[REDACTED]	[REDACTED]	Mar 13, 2023
cd65e	Yes	[REDACTED]	[REDACTED]	Jul 10, 2019

Click on *Generate Registration Code* and you will see the new Registration Code created. Provide this code to the client.

As soon as the client registers, it will be automatically assigned to the staff that generated the code as shown below.



RESTART
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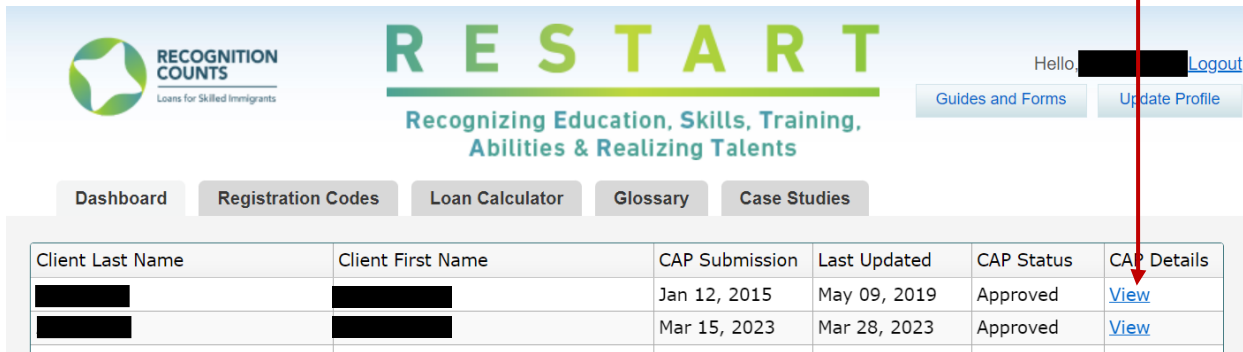
Dashboard | **Registration Codes** | Loan Calculator | Glossary | Case Studies

1502e has been successfully created.

Generate Registration Code

Registration Code	Used?	Client Last Name	Client First Name	Date Created
1502e	No			May 05, 2023

Once the client logs in using this registration code and submits a CAP for you to review, you will get an email notifying you to review a new CAP. You will also be able to access it from the Dashboard where you can see the CAP details by hitting *view*.



The dashboard features the Recognition Counts logo and the word "RESTART" in large green letters. Below it is the tagline "Recognizing Education, Skills, Training, Abilities & Realizing Talents". A navigation menu includes "Dashboard", "Registration Codes", "Loan Calculator", "Glossary", and "Case Studies". A table lists CAP submissions with columns for Client Last Name, Client First Name, CAP Submission, Last Updated, CAP Status, and CAP Details. A red arrow points from the text above to the "View" link in the CAP Details column.

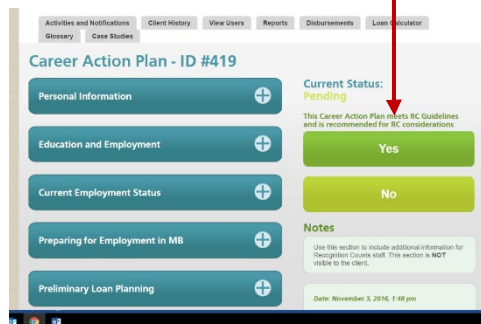
Client Last Name	Client First Name	CAP Submission	Last Updated	CAP Status	CAP Details
[REDACTED]	[REDACTED]	Jan 12, 2015	May 09, 2019	Approved	View
[REDACTED]	[REDACTED]	Mar 15, 2023	Mar 28, 2023	Approved	View

Step 2. Reviewing and submitting the client's CAP to Recognition Counts

Once you received the automatic email notification that a CAP has been submitted, login again, review the CAP following the [Referral Checklist](#) and click on **YES / NO**

Note:

You can add comments, highlights or concerns about that CAP and/or client. The client will not see the notes. These are meant to help Recognition Counts staff to have a better understanding of the client's plan.



The screenshot shows the "Career Action Plan - ID #419" review screen. It has a sidebar with expandable sections: Personal Information, Education and Employment, Current Employment Status, Preparing for Employment in MB, and Preliminary Loan Planning. The main area shows the "Current Status: Pending" and a message: "This Career Action Plan meets RC Guidelines and is recommended for RC considerations." Below this are two large buttons: "Yes" (green) and "No" (yellow). A "Notes" section is also visible, with a prompt to use this section for additional information. A red arrow points from the text above to the "Yes" button.

If you have any question about the online process or referring clients to SEED, contact:

Recognition Counts Loan Coordinator (204) 927-9937 jeff@seedwinnipeg.ca

Recognition Counts Program Manager (204) 594-0549 sandra@seedwinnipeg.ca

Recognition Counts website: www.recognitioncounts.ca