

# Sore RL Serious Occurrence Reporting - Residential Licensing

## **SOR-RL Registration Guide**

**July 2019** 

#### Introduction

The Serious Occurrence Reporting and Residential Licensing system (SOR-RL) is the online tool used by service providers to submit and manage serious occurrence reports and residential licences.

**Tip:** Before you can work in SOR-RL, you must complete a face-to-face registration meeting with a **Local Registration Authority (LRA)** from your organization. At that meeting a temporary password is provided to you which you will enter into the system twice (see: steps # 3 and 6) as part of your account creation.

#### **Registration Steps**

Important Note: You must complete the following one-time process before you can access SOR-RL.

 Click: <u>https://www.iaccess.gov.on.ca/SORRL/public/login.xhtml</u>. The Log in page appears.

Ontario 😵	
Log in	
It is fraudulent to access SOR-RL using another person's login credentials. Login ID: *	
user ID	
Password: *	
Password:	
Log in Forgot password?	

- 2. In the **Login ID** field, enter the email address that your LRA used to create your account.
- 3. In the **Password** field, enter the temporary password you were provided by your organization's LRA during your in-person registration meeting.

- 4. Click
- Log in . The Enter Verification Code page appears.

<b>Enter Verification C</b>	ode
We sent to your registered en	nail
To complete login, please ent	er verification code
Code: *	
Resend Verification Code	Verify

- 5. You will receive an email with a SOR-RL verification code. Enter the code.
- Verify The Terms and Conditions page appears. 6. Click

erms of Use Agreement for Serious Occurrence Reporting and Residential Licensing (SOR-RL)	
ou are at the last step of the enrolment process for the Ministry of Children, Community and Social Services ' SOR-RL hosted on the IACC atform. To complete your enrolment, you must read and accept the terms of use outlined below that are applicable to all Users.	ESS
v selecting 'I agree' at the bottom of this page, you are acknowledging your acceptance of the terms of use presented when using SOR-RI nce you have completed this enrolment process, you will be automatically re-directed to your SOR-RL verification code page to enter the mamically generated six-digit pin transmitted to the email address associated with your SOR-RL User account.	
ection One: General Terms of Use	
efinitions	
• Ministry means Her Majesty the Queen in Right of Ontario as represented by the Minister of Children, Community and Social Servi	ces.
<ul> <li>Serious Occurrence Reporting and Residential Licensing ("SOR-RL") means the secure Ministry website that provides role-base access to serious occurrence reporting and children's residential licence information and associated inquiry and update functionality applicable). Access to SOR-RL, as well as the functionality available within this application (i.e. view or view and update functional can only be granted to me by an LRA from my organization who has been authorized by a Ministry RAA.</li> </ul>	if
l accept the terms and conditions	

- 7. Read the conditions then click the "I access the terms and conditions" checkbox.
- 8. Click Submit . The Complete Your Registration page appears.

C	Current password: *
N	lew password: *
C	Confirm new password: *
s	ecurity Question1: *
	Please select 🗸
S	ecurity Answer1: *
S	ecurity Question2: *
	Please select 🗸
s	ecurity Answer2: *
S	ecurity Question3: *
[	Please select 🗸
S	ecurity Answer3: *
[	

- 9. In the **Current Password** field, enter the password that you were provided by your organization's LRA at your in-person registration meeting.
- 10. Create and enter a New Password.

## Note: The password must be at 8 to 20 characters in length and contain:

- ✓ At least one UPPERCASE letter, AND
- ✓ At least one lowercase letter, AND
- ✓ At least one number, AND
- ✓ At least one special character. ()! \_ @ # \$ % ^ &\* +
- 11. Retype your new password in the **Confirm New Password** field.
- 12. Select the security questions and enter the answers.

### Tip: If you forget your password, you will be asked for answers to your security questions.

13. Click Submit. A confirmation message appears.

Your Registratio	on is Completed
Go to Landing Page	

14. To go to the SOR-RL software click Go to Landing Page. You are done registering.

Note: You won't need to reference this document again.

Tip: The SOR-RL Serious Occurrence Reporting Guide for SOR Initiators outlines the step-by-step processes for everything a registered SOR Initiator user can do in SOR-RL. The Guide is available on the portal.