

# National Database System (NDS)

A collection of information on how to access and use the CSP National Database System.

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# Accessing the NDS

The National Database System is located at <https://www.skipatrol.ca/portal/eng/menu.php3>.

## First time user

The President will need to have your registration information entered in the NDS before you can request access to the NDS. It is done at the latest on December 15th of every year. If you have been provided a CSP ID, your information has been entered in the NDS.

Head over to the [Setting up your CSP ID number and password](#) page and fill in the form with your Last Name, City and Date of Birth. A confirmation will be sent to you by email.

## Returning user

To access the NDS, you will need to enter your CSP ID including the leading 0. Yukon Zone CSP ID all start by "07070" followed by 2 digits for your registration number and the last 2 digits are your registration year. If you have forgotten your password, you can use the [Forgot your password](#) link.

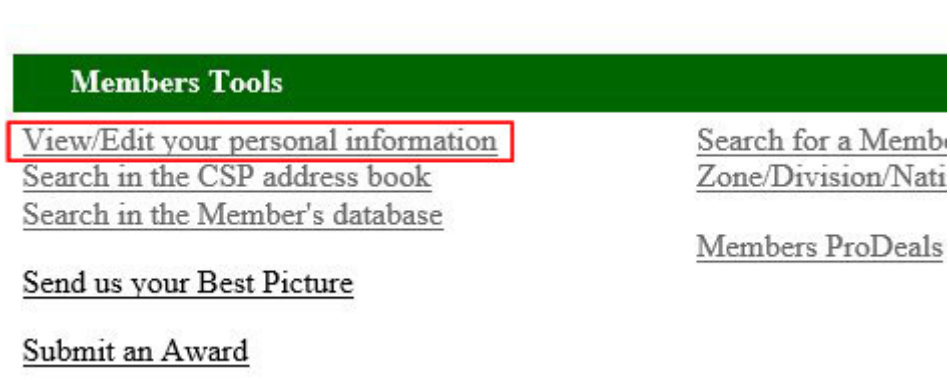
## If there's a problem accessing the NDS

The president has access to reset a patroller's password on their behalf. Please contact [president@yukonskipatrol.ca](mailto:president@yukonskipatrol.ca) if you couldn't get your first access to the NDS or if the password reset feature is defective.

# Updating your personal information in the National Database

While the president attempts to record your contact information accurately in the Canadian Ski Patrol National Database System (NDS), it is each patroller's responsibility for making sure their personal information is accurate and up to date. You can find the instructions on how to access the NDS here.

Once you are **connected to the National Database**, click on the **View/Edit your personal information** link.

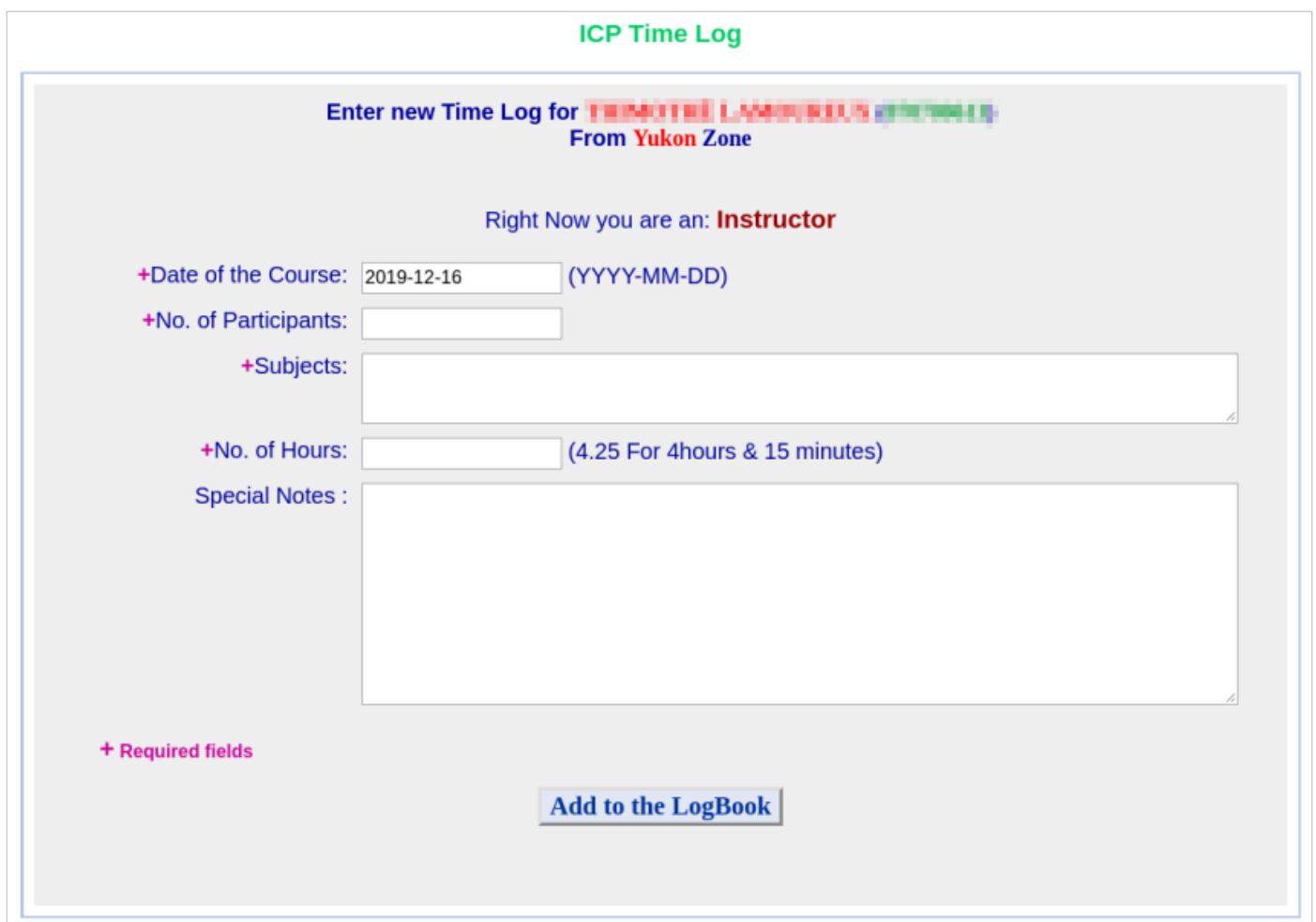


Review all the fields to make sure they are accurate and up to date. Please note that the photo can only be changed by the zone president. If you want or need it changed, please send them an email.

# Instructors: Logging your instructor hours

All instructors (First-aid and On-snow) are required to enter any hours they have worked as an instructor. This is done in the **NDS in the Instructor Certification Program (ICP)**. Find out more on [how to log in the NDS](#) if needed. These records are mandatory if you are to maintain your instructor status.

Timesheets must be entered one at a time so don't wait too long because it can become tedious to submit many of them. The form looks like this:



The screenshot shows a web form titled "ICP Time Log" in green text. Below the title, it says "Enter new Time Log for" followed by a redacted name and "From Yukon Zone". Below this, it says "Right Now you are an: Instructor". The form contains several input fields: "+Date of the Course:" with a date picker showing "2019-12-16" and a hint "(YYYY-MM-DD)"; "+No. of Participants:" with a text input field; "+Subjects:" with a large text area; "+No. of Hours:" with a text input field and a hint "(4.25 For 4hours & 15 minutes)"; and "Special Notes :" with a large text area. At the bottom left, there is a pink "+ Required fields" label. At the bottom center, there is a blue button labeled "Add to the LogBook".

If you require assistance, you can always contact the VP of Education.

# Obtaining a copy of your CSP Certification

If you need a copy of your First Aid certification before the cards are issued or if you have lost your card, you can go to your profile on the National Database and print the certification. You will need to scroll (way) down below the section where your training completion lists are.

For CPR cards, National requests they be printed on card stock. You can coordinate with the president to order them from Renee at National.