![Algonquin College logo](Algonquin College)

Course Outline Mapping and Management System (COMMS 3.0) Resources

Entering Program Information in COMMS 3.0

Log in

A. Navigate to COMMS at www.algonquincollege.com/comms.

B. If you access COMMS through a URL, a log in page will appear. Click "**Continue with Microsoft**" to log in. Do NOT sign in with your username and password. You are already signed into the Algonquin network so "Continue with Microsoft" is the option for you!
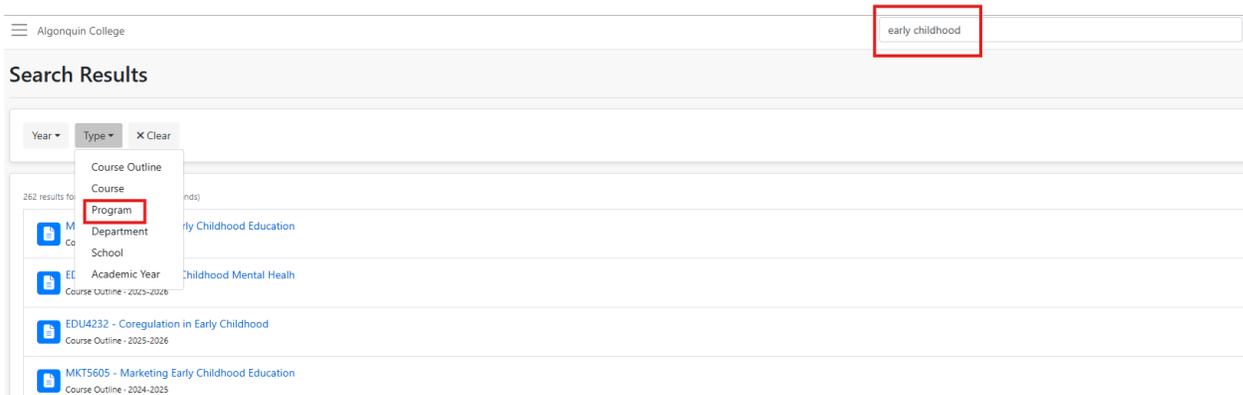
Locate the Program

A. Using the Search Bar on the top right-hand side of the screen, enter the program code or type the name of the program.
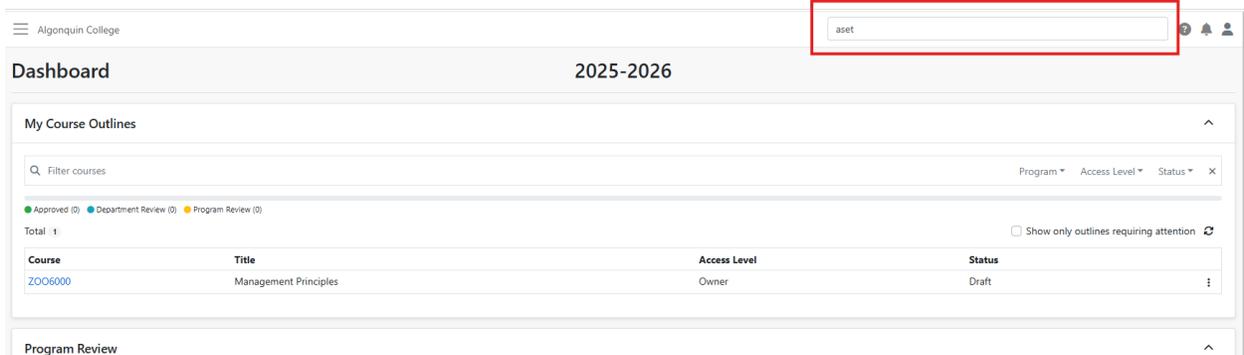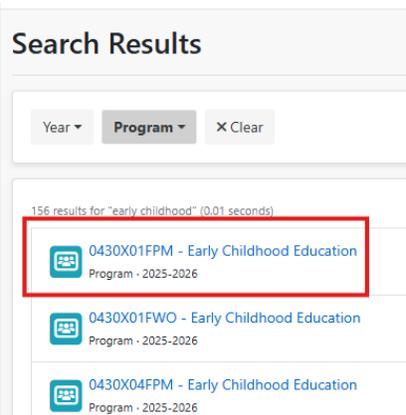

B. Click "Type" so you can filter by program. Click the appropriate program and ensure you are selecting the right academic year.

C. On the Program Page, click the Program Information

D. Click on the pencil icon and add your information in the text box. Click 'Save' When you are done.

COMMS will **automatically** populate the **Program Information Section** of each course outline in that program with Program Information.

Program Information

0430X01FPM - Early Childhood Education
Privacy Statement

I understand that within my course of study, I may have access to personal information, which may include personal health information (PHI) belonging to clients of Algonquin College's community partner agencies. Furthermore, I understand that I am responsible for the safekeeping of any personal information in my custody, and that I am accountable to the College for my actions in respect of this information. I agree that I will treat all personal information to which I have access as confidential, that I will access only that information which is needed for the purposes of my studies, and that I will not disclose this information, electronically, verbally or otherwise, for any other purpose.

I understand that a breach of this agreement may lead to academic discipline up to and including my removal from the program, and may further expose me to liability for breach of statute, including the Ontario Personal Health Information Protection Act (PHIPA).

If the **Program Information** has no text, COMMS will leave the Program Information Section empty.