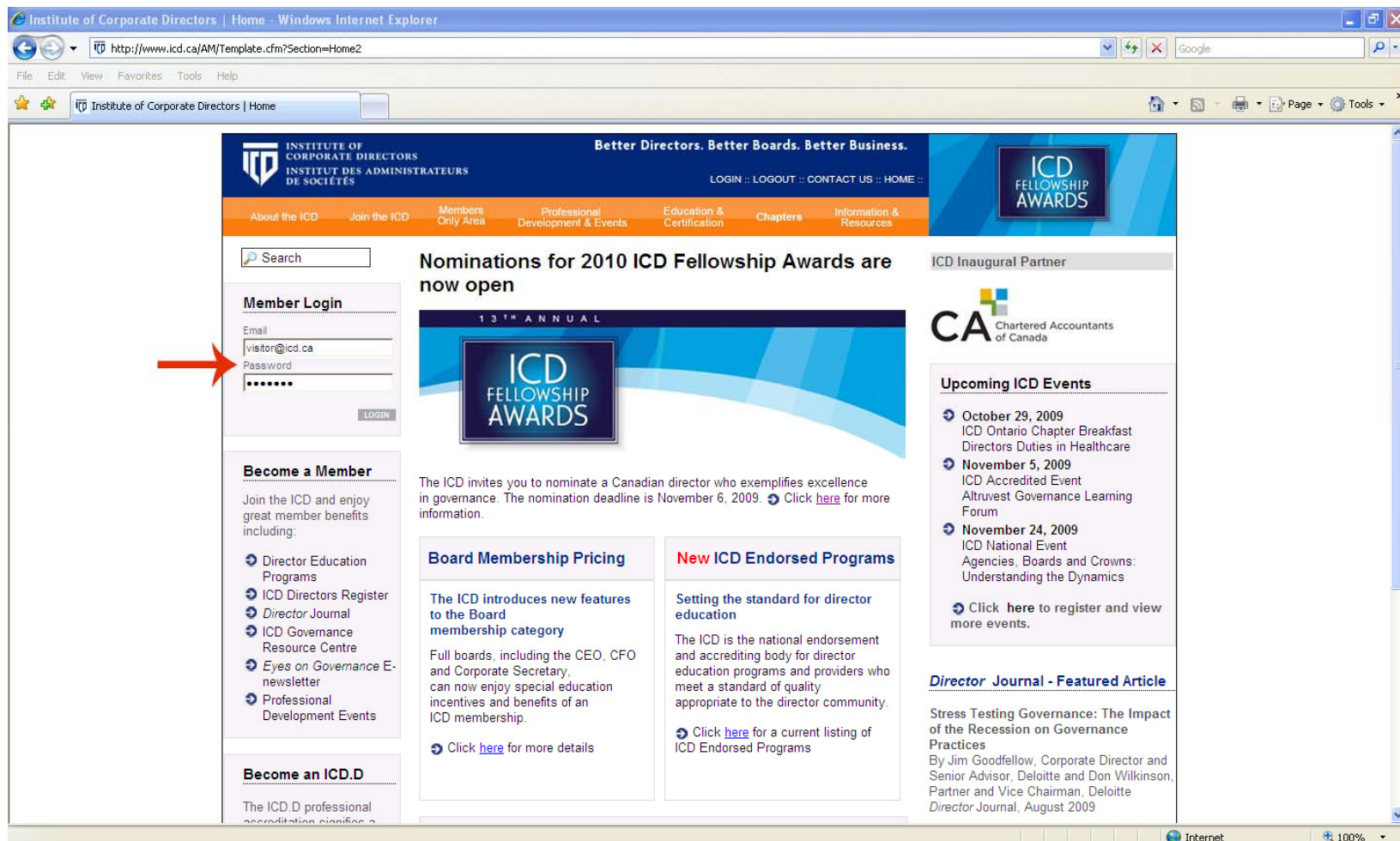


Mise à jour de vos heures de formation continue

1. Ouvrir une session



The screenshot shows the homepage of the Institute of Corporate Directors (ICD) website. The browser window is titled "Institute of Corporate Directors | Home - Windows Internet Explorer" and the address bar shows "http://www.icd.ca/AM/Template.cfm?Section=Home2". The website header includes the ICD logo, the tagline "Better Directors. Better Boards. Better Business.", and navigation links for "About the ICD", "Join the ICD", "Members Only Area", "Professional Development & Events", "Education & Certification", "Chapters", and "Information & Resources".

The main content area features a search bar, a "Member Login" section, and a prominent announcement: "Nominations for 2010 ICD Fellowship Awards are now open". The "Member Login" section includes a search bar, a "Member Login" heading, and a form with fields for "Email" (containing "visitor@icd.ca") and "Password" (masked with dots). A red arrow points to the "Password" field. A "LOGIN" button is located below the form.

Other sections on the page include "Become a Member" (with a list of benefits like "Director Education Programs" and "ICD Directors Register"), "Board Membership Pricing", "New ICD Endorsed Programs", "ICD Inaugural Partner" (Chartered Accountants of Canada), "Upcoming ICD Events" (listing events from October 29 to November 24, 2009), and "Director Journal - Featured Article" (titled "Stress Testing Governance: The Impact of the Recession on Governance Practices").

2. Dans la section réservée aux membres, cliquer sur « My Information ».

The screenshot shows a web browser window titled "e-Customer - Windows Internet Explorer". The address bar displays the URL: https://www.icd.ca/source/Members/custMembersHomePage.cfm?Section=Members_Only_Area. The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help".

The website header features the ICD logo and the text "INSTITUTE OF CORPORATE DIRECTORS / INSTITUT DES ADMINISTRATEURS DE SOCIÉTÉS" with the slogan "Better Directors. Better Boards. Better Business." and navigation links: "LOGIN :: LOGOUT :: CONTACT US :: HOME ::". A banner for "ICD FELLOWSHIP AWARDS" is also visible.

The main navigation bar contains the following items: "About the ICD", "Join the ICD", "Members Only Area", "Professional Development & Events", "Education & Certification", "Chapters", and "Information & Resources".

The "Members Only Area" is expanded, showing a list of links: "My Information" (highlighted with a red arrow), "Dues", "Events", "Directors Register Profile", "Open Director Postings", "Enhancing Your Board Opportunities", "ICD Governance Resource Centre", "Resources and Services", "ICD Publications", "Code of Conduct", "Notice of AGM", and "Logout".

The main content area is titled "Members Home Page" and includes a "Welcome Visitor Visitor" message, a "Message Centre" link, and a thank-you message: "Thank you for logging in to your account." It also contains two links for event registration: "To view or register for events, click [here](#)." and "To view upcoming events you have registered for, click [here](#)."

The footer contains the following text: "Home | About ICD | Membership | Privacy Policy | Sitemap | Contact Us" and "Institute of Corporate Directors, 602 - 40 University Avenue, Toronto, ON Canada M5J 1T1 Telephone: (416) 593-7741 or (toll free) 1-877-593-7741 Fax: (416) 593-0636".

3. Cliquer sur l'onglet « Activities ».

The screenshot shows a web browser window displaying the ICD e-Customer portal. The browser's address bar shows the URL: https://www.icd.ca/source/Members/cMemberDisplay.cfm?ID=16508&Section=My_Information. The page header includes the ICD logo and the slogan "Better Directors. Better Boards. Better Business." along with navigation links for "About the ICD", "Join the ICD", "Members Only Area", "Professional Development & Events", "Education & Certification", "Chapters", and "Information & Resources". A red arrow points to the "activities" tab in the member profile navigation menu.

Members Only Area
My Information
Dues
Events
Directors Register Profile
Open Director Postings
Enhancing Your Board Opportunities
ICD Governance Resource Centre
Resources and Services
ICD Publications
Code of Conduct
Notice of AGM
Logout

Institute of Corporate Directors

edit | your events | relationships | notes | **activities** | billing | security | more info | login as

Visitor Visitor

ID: 16508	Record Type: ICD Staff
Major Key:	Status: Active
Company:	Company ID:
E-Mail: visitor@icd.ca	Prefix:
Work Phone:	Suffix:
Home Phone:	Category:
Toll Free:	Member: No
Fax:	Company: No
Chapter: Ontario Chapter	Exclude From Directory: No
Title:	
Nickname: Visitor	
Designation:	
Birth Date:	
Join Date: 03/01/2009 (mm/dd/yyyy)	
Paid Thru:	
Website: www.icd.ca	

Contact Addresses

Work	This mailing address is preferred: Yes	This billing address is preferred: Yes
Address:		
Home	This mailing address is preferred: No	This billing address is preferred: No
Address:		
Alternate	This mailing address is preferred: No	This billing address is preferred: No
Address:		

4. Cliquer sur l'onglet « CEU ».

The screenshot shows a web browser window displaying the ICD website. The page title is "Activity List - Windows Internet Explorer". The URL in the address bar is "https://www.icd.ca/source/Members/cActivitySearch.cfm?section=My_Information&ID=16508". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The website header features the ICD logo, the tagline "Better Directors. Better Boards. Better Business.", and navigation links for "LOGIN :: LOGOUT :: CONTACT US :: HOME ::". A secondary navigation bar includes "About the ICD", "Join the ICD", "Members Only Area", "Professional Development & Events", "Education & Certification", "Chapters", and "Information & Resources". A "ICD FELLOWSHIP AWARDS" banner is also present.

The main content area is titled "Activities Available for" and is divided into two columns. The left column, labeled "Members Only Area", contains a list of links: "My Information", "Dues", "Events", "Directors Register Profile", "Open Director Postings", "Enhancing Your Board Opportunities", "ICD Governance Resource Centre", "Resources and Services", "ICD Publications", "Code of Conduct", "Notice of AGM", and "Logout". The right column, titled "Activities Available for", lists various activity categories with a "back" button at the top right:

- [CALL](#) - Call Log
- [CERTIFICAT](#) - Certification (Enrolled)
- [CEU](#) - Continuing Education
- [COMMITTEE](#) - Committee Assignments
- [DUES](#) - Dues Payments
- [EMAIL](#) - Email
- [LETTER](#) - Member Letter
- [MEETING](#) - Meeting Attendance

A red arrow points to the "CEU" link. Below the list, there is a "Select Activity" section. A paragraph of text explains: "The Activities Section of your profile allows you to update the ICD with detailed information specific to your board experience, non-ICD continuing education hours (credits), and view a detailed history of your event information."

The browser's status bar at the bottom shows "Internet" and "100%" zoom level.

5. Cliquer sur « Insert an activity» pour ajouter une activité à votre profil.

The screenshot shows a web browser window displaying the ICD website. The page title is "Activities of Visitor Visitor". The navigation menu includes "About the ICD", "Join the ICD", "Members Only Area", "Professional Development & Events", "Education & Certification", "Chapters", and "Information & Resources". The "Members Only Area" sidebar lists various options like "My Information", "Dues", "Events", "Directors Register Profile", "Open Director Postings", "Enhancing Your Board Opportunities", "ICD Governance Resource Centre", "Resources and Services", "ICD Publications", "Code of Conduct", "Notice of AGM", and "Logout". The main content area has a heading "Activities of Visitor Visitor" and a "back" button. Below this, there is a paragraph explaining the Continuing Education Service section and a "No Record Found." message. A red arrow points to the "Insert activity" button.

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LOGIN :: LOGOUT :: CONTACT US :: HOME ::

ICD FELLOWSHIP AWARDS

Members Only Area

My Information
Dues
Events
Directors Register Profile
Open Director Postings
Enhancing Your Board Opportunities
ICD Governance Resource Centre
Resources and Services
ICD Publications
Code of Conduct
Notice of AGM
Logout

Activities of Visitor Visitor

back Insert activity

The Continuing Education Service section allows you to view, edit and insert information about non-ICD continuing education events that you are including towards your 14 hours of annual continuing education credits (required if you hold the ICD.D designation).

To view an existing item, please double click on the line item shown below.

To add new information click on the Insert Activity button

Type	Description	Date Entered	Ticker Date
No Record Found.			

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6. Inscrire le nom de l'organisation dispensataire de l'activité, le nombre d'heures de formation, la date et le titre de l'activité dans l'espace « description » et sélectionner le type de formation. Cliquer sur l'onglet "Submit" pour l'enregistrement de vos informations.

Activity Edit - Windows Internet Explorer

https://www.icd.ca/source/Members/cActivityInsert.cfm?section=My_Information&ID=16508&TYPE=CEU

File Edit View Favorites Tools Help

Activity Edit

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ICD FELLOWSHIP AWARDS

About the ICD Join the ICD Members Only Area Professional Development & Events Education & Certification Chapters Information & Resources

Members Only Area
My Information
Dues
Events
Directors Register Profile
Open Director Postings
Enhancing Your Board Opportunities
ICD Governance Resource Centre
Resources and Services
ICD Publications
Code of Conduct
Notice of AGM
Logout

Activity for - Visitor Visitor

back submit

Activity Type: Continuing Education

Date Entered: 10/28/2009 (mm/dd/yyyy)

Event Date: (mm/dd/yyyy)

ICD Event Code:

Organization:

CEU Hours:

Description:

CEU_Type:

Continuing Education (events & conferences)
Instruction/Mentorship (mentoring or participating as an ICD examiner)
Research or Publications (publishing of governance research & articles)

Complete this information including the conference provider (organization), the number of hours, the event title, a brief description and the CEU type. Then click the "Submit" button above.

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Internet 100%

Si vous aviez des questions, veuillez contacter Denise De Masi, Directrice de la formation au (416) 593-7741, poste 234.