

NationsConnect

User Guide



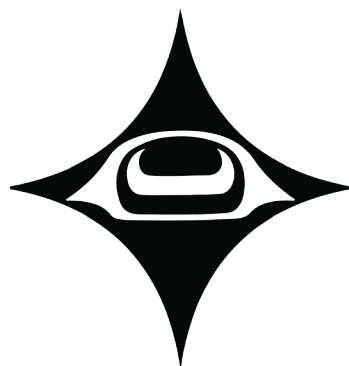
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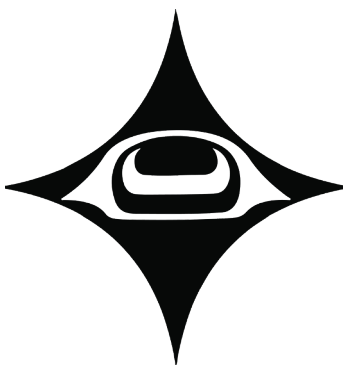
Welcome

NationsConnect

This screenshot guide details how to use NationsConnect, an online portal for delivering consultation projects to Indigenous communities to assist with their review of industrial projects.

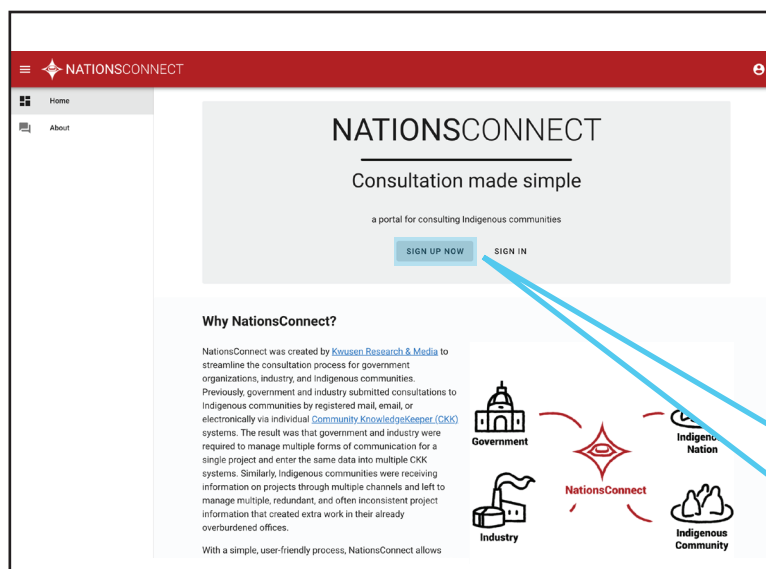
With a simple, user-friendly process, NationsConnect allows government and industry users to submit consultation projects directly to multiple communities at once. Projects are sent to a CommunityKnowledgeKeeper (CKK) database or as an email notification to communities without their own dedicated CKK system.

The straightforward submissions process only requires a few short steps to get started.



Getting Started: Sign Up

Go to **nationsconnect.ca** to begin the process of registration. If you have already created an account, sign in. If you are a new user, click on the **Sign Up Now** button to get started.



Getting Started: Register

To register, begin by adding your first and last name, email address, and phone number.

The image shows a registration form for NationsConnect. The form is titled "Register" and includes a "SIGN IN" button. Below the sign in button are fields for "First name", "Last name", "Email address", and "Phone number". The "Phone number" field has radio buttons for "Mobile", "Office", and "Home". At the bottom of the form is a "REGISTER" button. To the right of the form, there are five callout boxes with colored borders and arrows pointing to specific parts of the form:

- Sign In:** Use previous credentials if an account already exists. (Points to the SIGN IN button)
- Display name:** Your first and last name for registration. (Points to the First name and Last name fields)
- Email:** Your work email. (Points to the Email address field)
- Phone number:** Your work phone number. (Points to the Phone number field)
- Register:** Hit the "Register" button to create your account. (Points to the REGISTER button)

Once you have registered, an email will be sent out to you. Follow the instructions to set up a password and then send a request to be added to your organization. Once you have been added, you will receive another confirmation email and will be able to begin using the system.



Getting Started: Main Menu

Begin the process of setting up a new consultation from the Main menu. Hitting the Home button will always return you to this page.

From the main menu, you can:

The screenshot shows the NationsConnect main menu interface. The left sidebar contains a navigation menu with the following items: Home (pink), About (light blue), Consultations (green), GeoKeeper (orange), Conversations (purple), and Organizations (brown). The main content area displays a 'Welcome to NationsConnect!' message, a 'Recent consultations' list, and a 'CREATE NEW CONSULTATION' button. Callouts provide the following information:

- Hitting the Home button will always return you to the Main Menu** (points to the Home button in the sidebar).
- Manage and view all consultations for your organization** (points to the Consultations button in the sidebar).
- Organizations that use GeoKeeper can access it here** (points to the GeoKeeper button in the sidebar).
- All organizations that you are associated with appear here** (points to the Organizations button in the sidebar).
- Shows all conversations related to consultations** (points to the Conversations button in the sidebar).
- Create a new consultation** (points to the CREATE NEW CONSULTATION button).

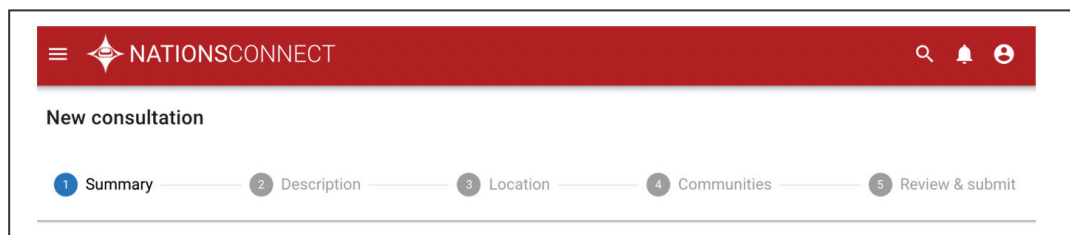
The 'Recent consultations' list shows two entries:

- 123456: Test Project** (Created 6 months ago by Brock McBrockerton) - Draft
- 123456: Test Project** (Created 6 months ago by Brock McBrockerton) - Draft

A 'VIEW ALL »' link is located at the bottom right of the consultations list.

Create a Consultation: The Steps Involved

Along the top of every New consultation screen, you will see each step of the consultation process clearly labeled and in the order they should be performed. This makes it easy to keep track of where you are in the process. Clicking on any of the icons will return you to that step.



Create a Consultation:

1 Summary

To create a consultation, fill in as many of the other fields as you can.

Project name:
What is the project's name?

Region:
Where is the project located?

Consultation identifier:
Do you have a unique ID for the project?

Primary contact:
Select the primary contact associated with the consulting organization

Once you've filled out the information, click "Create"

Once created, additional contacts can be added to the consultation

Supplemental organization:
Select a proponent, regulatory agency, or informed third party associated with the project if appropriate

Once you've filled out the information, click "Save & continue"

The image displays two screenshots of the NationsConnect web application. The first screenshot shows the 'Create new consultation' form. It includes fields for 'Project name', 'Region', 'Consultation identifier', and 'Consulting organization'. A 'Primary contact' dropdown is also present. A 'CREATE' button is at the bottom. Callouts explain the purpose of these fields. The second screenshot shows the 'User Guide Test Project' form, which is a multi-step process. The 'Summary' step is active, showing the project name, region, and identifier. A 'SAVE & CONTINUE' button is at the bottom. Callouts explain the next steps in the process, including adding supplemental organizations and additional contacts.



Create a Consultation:

2 Description

Each consultation needs to be described through the following steps:

Consultation stream: select a consultation stream for the project

Planned project start date/end date: provide a start and end date for the project. Click on the calendar icon to the left of the field to select the date

Click on the **"Add Link"** button and provide a label (title) and the destination for the web page

Project type: select a project type. Please note that project types are different for each consultation stream

Project description: Provide a description for the project

Upload generic, non-spatial project documentation to be sent to all consulted communities. Spatial data can be added at Step 3 and **community-specific letters at Step 4**. Remember to hit the green "upload" button after selecting your files

Once you've filled out the information, click **"Save & Continue"**

Important Note for Uploading Documents

The screenshot shows the 'Test Project' form in the NationsConnect system. The form includes sections for 'Description', 'Location', and 'Communities'. The 'Description' section has a 'Project type' dropdown, a 'Planned project start date/end date' field with a calendar icon, and a 'Project description' text area. Below this is a section for 'Project documentation' with an 'Add Link' button and a 'Drop files here or browse files' area. At the bottom, there is a 'SAVE & CONTINUE' button. Callouts provide detailed instructions for each of these elements.



Create a Consultation:

3 Location

Each consultation requires details of its location. Upload location information and geo-spatial files (kml, kmz, or zip format). Ensure your spatial files are not foldered (all features listed on the same level within the file).

Location description:

This can be the Township, range, section, general area, street name or exact address

Project access requirements:

Does the project use existing access, require new access, or both?

*Project area:

Provide the project area in hectares. If you are unsure of this information, enter "0"

Click the "Upload Geo-Spatial File" button. Either drop the files onto the page, paste, or click the "browse" button to select them from your computer. After the files have been uploaded, they will appear on the map where you can confirm they display properly

*Area of new cut (disturbance):

Provide the area of new cut in hectares. If you are unsure of this information, enter "0"

Once you've filled out the information, click "Save & Continue"

The screenshot shows the 'User Guide Test Project' form in the NationsConnect system, specifically the 'Location' tab. The form includes the following sections:

- Location description:** A text area for providing location details.
- Project access requirements:** A section with three radio button options: 'Uses existing access', 'Requires creating new access', and 'Uses existing access and requires creating new access'.
- Project area:** A text field for entering the project area in hectares.
- Area of new cut (disturbance):** A text field for entering the area of new cut in hectares.
- Map:** A map of North America with an 'UPLOAD SPATIAL FILE' button.
- SAVE & CONTINUE:** A button at the bottom of the form.

Callout boxes provide additional instructions:

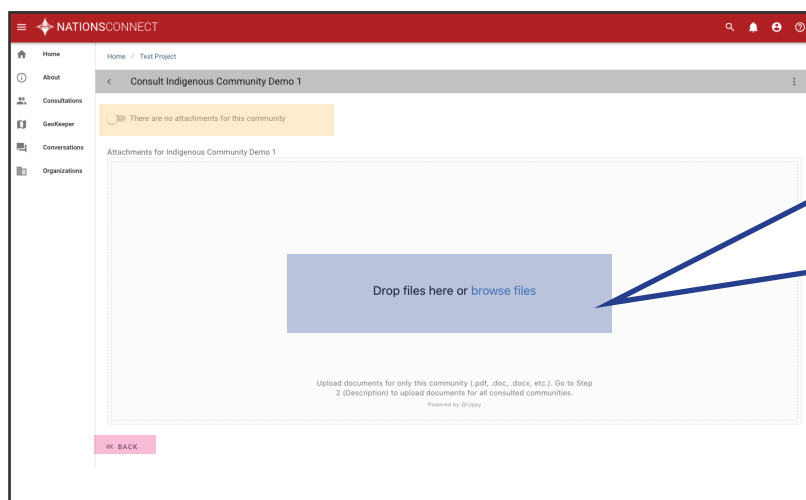
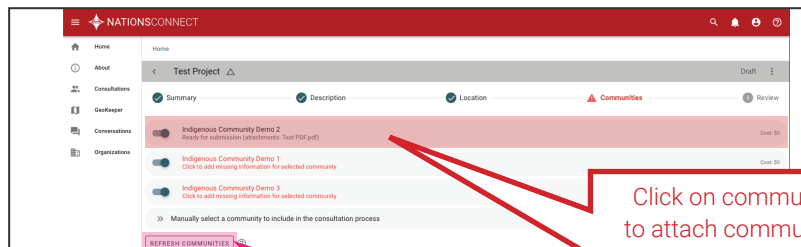
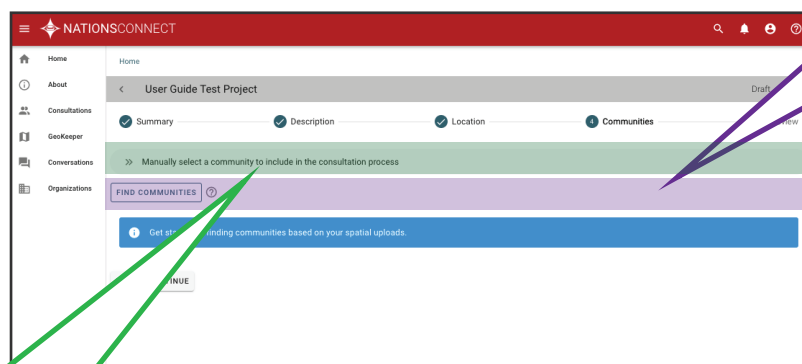
- Location description:** This can be the Township, range, section, general area, street name or exact address.
- Project access requirements:** Does the project use existing access, require new access, or both?
- *Project area:** Provide the project area in hectares. If you are unsure of this information, enter "0".
- *Area of new cut (disturbance):** Provide the area of new cut in hectares. If you are unsure of this information, enter "0".
- Upload Geo-Spatial File:** Click the "Upload Geo-Spatial File" button. Either drop the files onto the page, paste, or click the "browse" button to select them from your computer. After the files have been uploaded, they will appear on the map where you can confirm they display properly.
- Save & Continue:** Once you've filled out the information, click "Save & Continue".



Create a Consultation:

4 Communities

Once you have entered the project parameters, NationsConnect will intersect the project footprint with the CKK communities located within or near the project boundaries and list the communities to be contacted.



Create a Consultation:

5 Review and Submit

An essential step of the submission process is the review. This step ensures that the spatial file is displaying correctly and all information accurately represents the project. Once you have reviewed this information and can confirm its accuracy, tick the box and hit “Submit for Review”.

The screenshot shows the 'Test Project' page in the NationsConnect application. The page has a red header with the 'NATIONSCONNECT' logo and navigation icons. A sidebar on the left contains links for Home, About, Consultations, GeoKeeper, Conversations, and Organizations. The main content area has a breadcrumb trail: < Test Project. Below this is a progress bar with four steps: Summary (checked), Description (checked), Location (checked), Communities (checked), and Review (active). The central part of the page features a satellite map of a region with a blue polygon highlighting a specific area. Below the map, there is a section titled 'Selected communities for consultation' with a bulleted list: Indigenous Community Demo 2, Indigenous Community Demo 1, and Indigenous Community Demo 3. Further down, a green box displays '123456 Test Project' and 'Created 6 months ago by Brock McBrockerton'. Below this is a checkbox with the text: 'I certify that the information entered is ready to be submitted. I also understand that once distributed—after internal review—the consultation information entered cannot be changed.' At the bottom of the page is a red button labeled 'SUBMIT FOR REVIEW'. Three callout boxes provide instructions: a green box points to the '»»»' icon next to the project name, stating 'Clicking »»» allows you to see all the details entered for the project'; a purple box points to the checkbox, stating 'Once you have reviewed the information and its accuracy, tick this box to continue'; and an orange box points to the 'SUBMIT FOR REVIEW' button, stating 'Click to submit for review'.

Clicking »»» allows you to see all the details entered for the project

Once you have reviewed the information and its accuracy, tick this box to continue

Click to submit for review

When you submit your project, Kwusen staff will manually validate your project information and approve transmission to the communities being consulted. Follow-up questions may be sent for your review. **Your consultation has not been submitted to the community until this step has been taken.** When the community receives the project, a notification email will be sent to you.

Update a Consultation: Messages

If you need to provide any updates to the consultation, you can message the consulted communities directly from the “Messages” section on the “Submitted” consultation page by following the steps below. The consultations you’ve submitted, along with any draft consultation or consultation in review, can be found in the “consultations” section of the main menu.

The screenshot displays the NationsConnect web application interface. The top navigation bar is red with the NationsConnect logo and search, notification, and user icons. The left sidebar contains a menu with 'Home', 'About', 'Consultations', 'GoKeeper', 'Conversations', and 'Organizations'. The main content area shows the 'Test Project' consultation page, which is marked as 'Submitted' and 'READY'. Below the project title, it lists 'Communities chosen for consultation' with three entries: 'Indigenous Community Demo 1', 'Indigenous Community Demo 2', and 'Indigenous Community Demo 3'. A 'New conversation' modal is open, featuring a 'Message subject' field with a 'Send to each selected' dropdown, an 'ATTACHMENTS' section, a large 'Message' text area, and a 'SEND' button at the bottom. Four callout boxes provide instructions: a blue box points to the 'Message subject' field, a purple box points to the 'ATTACHMENTS' section, a black box points to the 'Message' text area, and an orange box points to the 'SEND' button.

Message Subject:
Provide the topic of the message

You can include attachments to your messages

Message:
Fill out the details of the message.

Once you have filled out the information, click “Send”



Questions

NationsConnect

If you have any questions or you require additional support getting set up on NationsConnect, please contact us at support@nationsconnect.ca.

