



Office of the
Auditor General
of Canada

Bureau du
vérificateur général
du Canada

Controlled Document Interface (CODI)

Instructions for the Office of the Auditor General's External Parties

This guide provides instructions to access certain documents prepared by the Office of the Auditor General that are controlled, and that are distributed to external parties in electronic format using the Controlled Document Interface (CODI).

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I. Introduction

Certain documents prepared by the Office of the Auditor General (OAG) are classified by the Office as controlled documents. These documents are confidential and subject to restrictions and controls when distributed outside the Office.

The Office distributes these documents in electronic format using the Controlled Document Interface (CODI). All of the OAG’s external parties (for example, external advisers and other third parties under contractual agreement with the OAG) are expected to maintain the confidentiality of OAG protected documents entrusted to their care. None of the information in OAG documents can be copied or reproduced either in whole or in part without the prior written consent of the OAG.

II. Technical requirements

Recipients of electronic controlled documents need an email address, a browser, and Adobe Reader to access the documents. Adobe Reader version 11 is strongly recommended. **Recipients will not be able to access the documents with Adobe Reader version 10.1 or with previous versions.**

III. Key steps and dates for the electronic delivery of the OAG controlled document

Step	Details	Time frame
The OAG team requests email addresses of the external parties who need access to the document.	The OAG team sends an email to each external party to request an email address.	2 weeks before delivery of document
The OAG team emails a registration request to external parties, followed by a second email to activate their account.	<p>External parties will receive a generic “do not reply” email inviting them to register by providing their first and last name, and by creating a password.</p> <p>Immediately after registration, users will receive another email to activate their account.</p> <p>See Appendix A for examples of these steps.</p> <p>During an audit, external parties need to register only once in the CODI system. Once registered, they will enter the same username and password to</p>	1 week before delivery of document

Step	Details	Time frame
	<p>view any protected OAG document sent to them via the CODI tool. They should be sure to remember their username and password.</p> <p>For security reasons, external parties who remain registered in the CODI system for more than one year will automatically be sent an email asking them to re-register and create a new password.</p>	
<p>The OAG team emails the document to all registered external parties.</p>	<p>External parties will receive an email with the password-protected document attached. When they click to open the attachment, they will be asked to enter their username and password.</p> <p>External parties will also be asked if they wish to view the document offline. They should click Yes if they want to have this option. Doing so will mean that, for limited periods of time—usually three days—they can view the document when they are not connected to the network.</p> <p>See Appendix B for examples of these steps.</p> <p>Forgot your password? If external parties forget their password, they can contact the OAG audit team to request a password reset. External parties will then receive an email inviting them to re-register in the system, which will allow them to reset their password.</p>	<p>Day of delivery of document</p>

IV. Working in the document offline

To work offline with the document, users must first open it at least once on the same device that they used for registration, while it is connected to the Internet. This confirms that the user has access to the document on this device and starts the clock for offline use. After this, for the entire period of authorized offline use, the document can be opened and closed without entering a username and password. Note also that each time the document is opened while the device is connected to the Internet, the offline access period restarts and permits another three days of offline access.

V. What to do if external parties are experiencing problems working with the document

- A. If the problem is related to knowledge about how to use Adobe Reader, external parties should consult Adobe support information online.
- B. If the problem is related to the registration process or access to the controlled document, external parties should contact the OAG team member(s) identified in the relevant email.

VI. Adding and sharing comments in the controlled document

The document will be in a read-only mode and protected to prevent copying, printing, and unauthorized sharing. However, Adobe Reader versions 10 and higher allow comments to be entered into the document. To learn more about how the commenting function works, external parties should consult Adobe support information online.

VII. Providing comments on documents to the OAG team

External parties should provide their comments to the OAG by embedding the final comments in the protected draft, saving and attaching it to an email to the OAG audit team, or by preparing a separate, unprotected document. If the latter approach is used, we remind external parties that none of the information in OAG controlled documents can be reproduced. Therefore, any references to OAG draft content should be limited to paragraph or page numbers.

VIII. Revoking access

Access to controlled documents will normally be revoked the day after the report is tabled in the House of Commons or, for Special Examinations, the day after the report is provided to the Board of Directors. The OAG reserves the right to revoke access sooner.

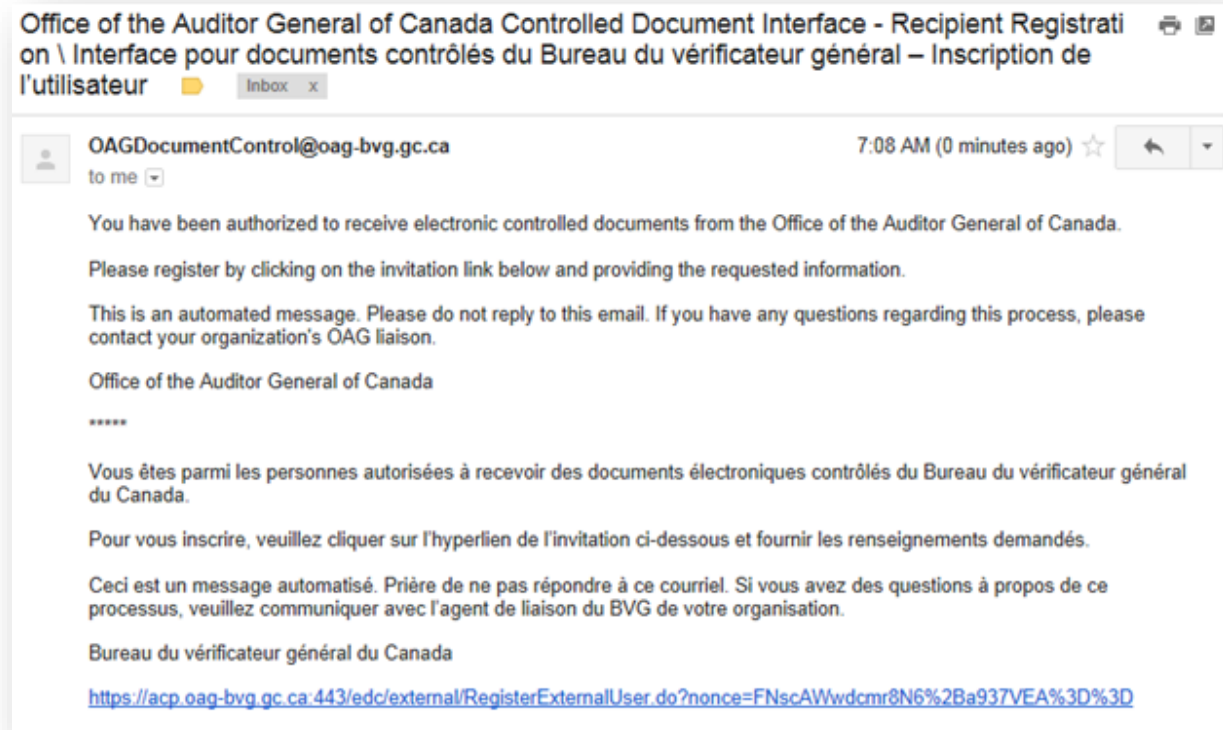
We recommend that external parties delete the copy(ies) of password-protected OAG documents after revocation, as they will no longer be accessible.

IX. User feedback


To improve this tool, the OAG would appreciate any feedback you may have. Please share any comments with your OAG audit team contact.

Appendix A—User registration and activation process

Registration email




User registration



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User Registration \ Inscription de l'utilisateur

 Please register with Office of the Auditor General's Controlled Document Interface by completing the starred boxes below. You must choose your own password. A confirmation email will be sent to you to complete the registration process.

Veillez vous inscrire à l'Interface pour documents contrôlés du Bureau du vérificateur général en remplissant les cases marquées d'un astérisque ci-dessous. Vous devez choisir votre mot de passe. Un courriel de confirmation vous sera envoyé pour terminer le processus d'inscription.

Email Address: \ Courriel :
ricardlf@oag-bvg.gc.ca
Remember: Your EMAIL ADDRESS is your USER NAME for OAG Controlled Document Interface
Important : Votre COURRIEL est votre NOM D'UTILISATEUR pour l'Interface pour documents contrôlés du BVG.

* First Name: \ Prénom :


* Last Name: \ Nom de famille :


User Name: \ Nom d'utilisateur :
ricardlf@oag-bvg.gc.ca

* Password: \ Mot de passe : (must be at least 8 characters) \ (doit être d' au moins 8 caractères)

* Confirm Password: \ Confirmation du mot de passe :


Click the Register button to receive your confirmation email and activation of your account.
Cliquez sur le bouton « Register » pour recevoir le courriel de confirmation et activer votre compte.



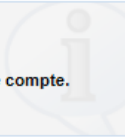


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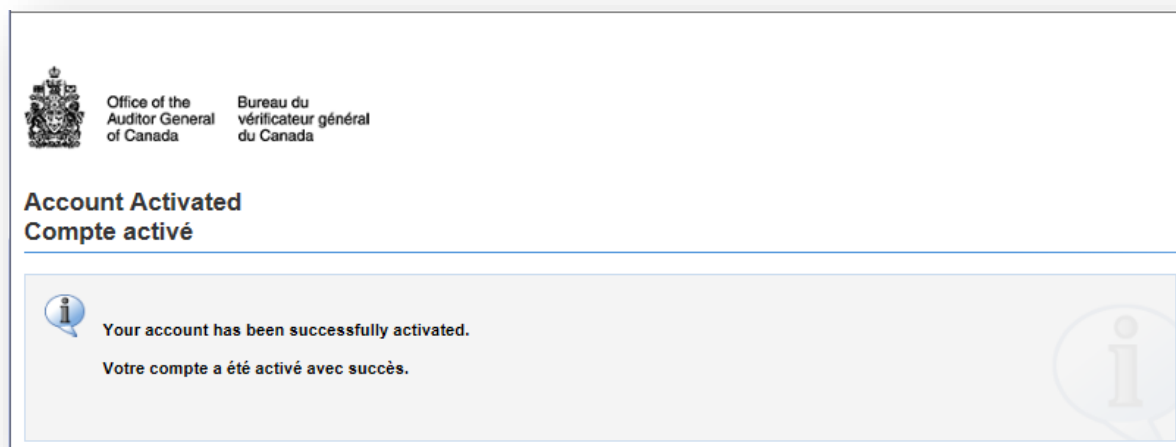
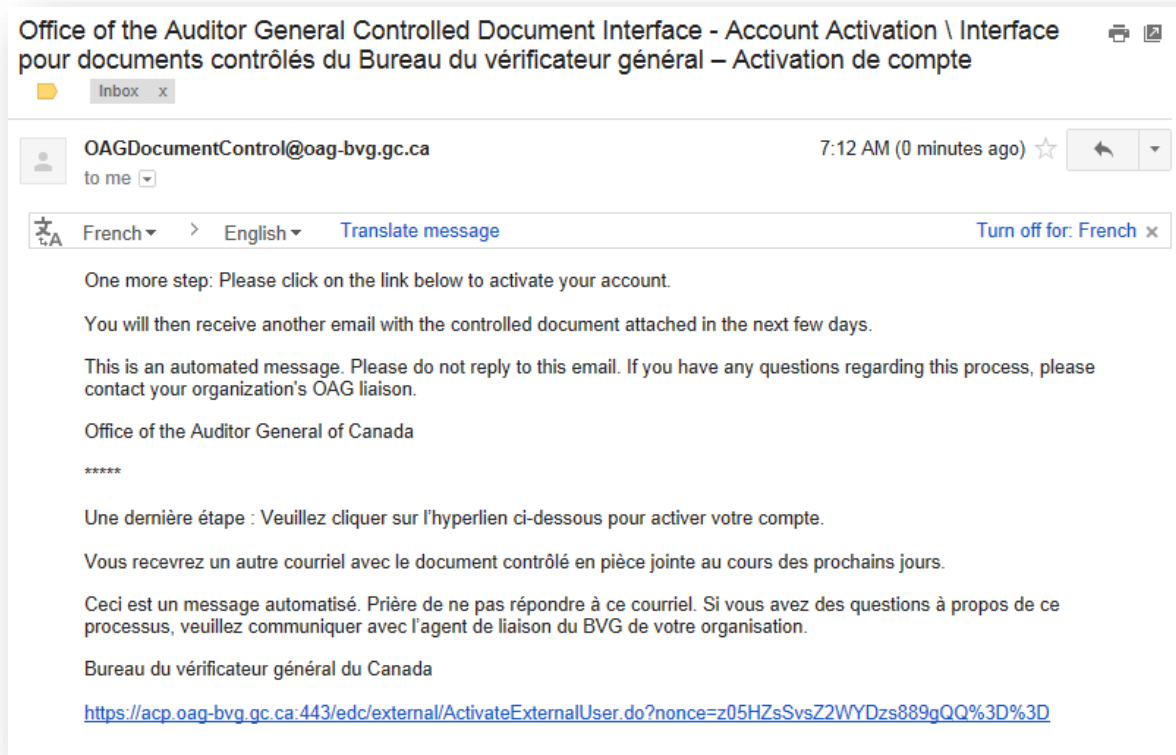
User Registration - Thank You Inscription de l'utilisateur — Merci

 Thank you for registering. Please check your email for a message that will allow you to activate your account.

Merci de votre inscription. Veuillez consulter vos courriels pour y trouver un message qui vous permettra d'activer votre compte.



Activation email



Appendix B—Opening a document

Log In To Restricted Document ✕

Access to this document is restricted by this remote server:

devacp1.oag-bvg.gc.ca

You must sign in with your account information to be granted access to this document. Your account information will be sent securely to the remote server. To learn more about what this means for you, please click on the 'Privacy and Security' button.

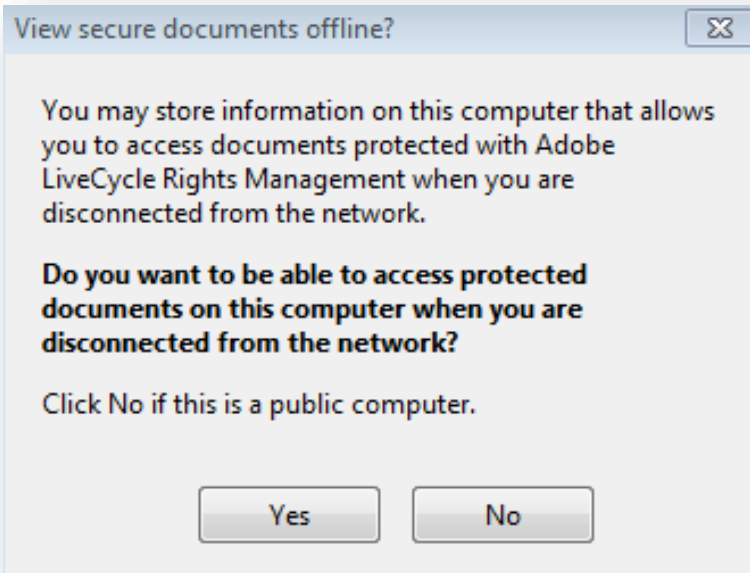
As a controlled OAG Working Paper, this document must be kept confidential.


Vous devez ouvrir une session à l'aide des informations sur votre compte pour avoir accès au document. Les informations sur votre compte seront envoyées de façon sécurisée au serveur à distance. Pour en savoir plus, veuillez cliquer sur le bouton « Protection des renseignements personnels et sécurité ».

À titre de feuille de travail contrôlée du BVG, ce document doit demeurer confidentiel.

Username

Password



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Privacy and Security Information

Your interactions with this document will be audited by the Office of the Auditor General of Canada (OAG). Auditing will record events such as opening, printing, or modifying the document. If you do not want to have your interactions audited, click Cancel and do not Log In. If you do not log in, however, you will not be able to open this document.

This document is controlled by the OAG and restrictions have been placed on the actions you can take in relation to this document. To see the restrictions that apply to this document, Log In, and when the document opens, click on the padlock located in the window.

This document is provided for authorized use only. None of the information in this document shall be reproduced or distributed either in whole or in part, including reproducing excerpts in other documents, without the prior written consent of the Office of the Auditor General of Canada.

If you have additional questions about the restrictions placed on this document, please contact your organization's OAG liaison.

Vos interventions sur ce document seront vérifiées par le Bureau du vérificateur général du Canada (BVG). Le processus de vérification enregistrera des procédures telles que l'ouverture, l'impression, ou la modification du document. Si vous ne souhaitez pas que vos interventions soient vérifiées, cliquez sur Annuler et ne vous connectez pas. Cependant, si vous ne le faites pas, vous ne serez pas en mesure d'ouvrir ce document.

Ce document est contrôlé par le BVG et des restrictions ont été imposées sur les activités que vous pouvez mener sur ce document. Pour voir les restrictions qui s'appliquent connectez-vous et quand le document s'ouvre, cliquez sur le cadenas situé dans la fenêtre.

Le présent document doit être utilisé aux fins prévues seulement. Nous vous rappelons qu'aucune information contenue dans ce document ne doit être reproduite ni distribuée, en tout ou en partie – il est notamment interdit d'en reproduire des extraits dans d'autres documents sans le consentement écrit préalable du Bureau du vérificateur général du Canada.

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