



# Canadian Coast Guard Uniform Apparel Store – Employee Registration

August 2020

# Welcome to your **NEW** Uniform Ordering Platform

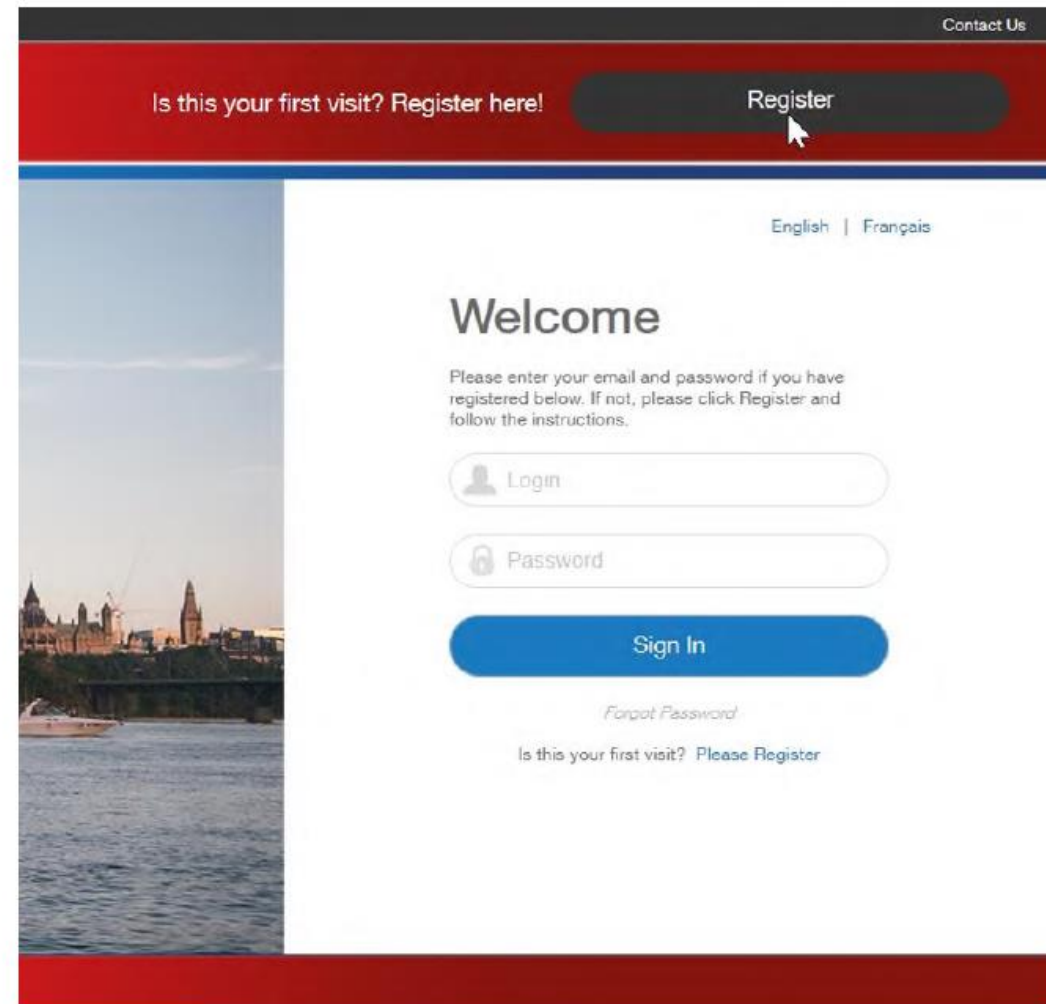
- URL - <https://ccg-gcc.unisync.store/default.aspx>
- The default URL will bring you to an English version of the Uniform Ordering Platform
- Pour accéder au site Web en français, vous pouvez cliquer sur l'hyperlien **Français** ou y accéder directement à l'aide de l'URL suivante : <https://ccg-gcc.unisync.store/DefaultCG.aspx?language=FR>





# Registration

- If this is your first visit to the new ordering website, you will be required to complete the registration process
- You must successfully register to be able to log into the uniform ordering platform
- To access the registration screen, click **Register** in the top right-hand corner of the landing page or underneath **Sign In**



# Registration – Step 1 of 2

- Each identification field must be completed accordingly:
  - First Name
  - Last Name
  - Employee ID (not your PRI #)
  - RC Code (this is the RC code of your manager)
  
- If you are not an RC Manager, please leave the box under the RC code unchecked

Registration - Step 1 of 2

Please note that only RCM registrations are being accepted until July 13, 2020.

Identification

First Name: nora      Last Name: bell

Employee ID: 040500

Language: English

Resource Centre Code

RC Code: A96C2 ⓘ

I am an RC Manager for the above RC

Continue

By clicking on the ? to the right of the RC Code box you can access a listing of available RC Code Options

## Responsibility Centre / Centre de responsabilité

| Region   | RC Code | RCM Position Title  |
|----------|---------|---|
| NHQ      | 60100   | 00100 - DFO-CGS Chief Financial Officer                   |
| Atlantic | A9000   | A9000 - Assistant Commissioner - Atlantic                 |
| Atlantic | A9400   | A9400 - Regional Director, Fleet                          |
| Atlantic | A9410   | A9410 - Superintendent, Regional Operations Centre        |
| Atlantic | A9411   | A9411 - Deputy Superintendent, Regional Operations Centre |
| Atlantic | A9420   | A9420 - Air Services                                      |
| Atlantic | A9430   | A9430 - Superintendent, Operational Business              |
| Atlantic | A9440   | A9440 - Superintendent, Marine                            |
| Atlantic | A9441   | A9441 - Deputy Superintendent, Marine                     |
| Atlantic | A9444   | A9444 - Deputy Superintendent, Marine                     |
| Atlantic | A94X1   | A94X1 - Vessel Common Costs (St. John's)                  |
| Atlantic | A94X2   | A94X2 - Vessel Common Costs (Dartmouth)                   |
| Atlantic | A9500   | A9500 - Regional Director, Navigational Programs          |
| Atlantic | A9510   | A9510 - Superintendent, Aids to Navigation                |
| Atlantic | A9511   | A9511 - Supervisor, Aids to Navigation - North            |
| Atlantic | A9512   | A9512 - Supervisor, Aids to Navigation - South            |
| Atlantic | A9513   | A9513 - Waterways Management                              |
| Atlantic | A9515   | A9515 - Supervisor, Aids to Navigation, Coast of          |

# Registration – Step 2 of 2

- Please fill out all contact information:
  - Email (employees may use their preferred email address)
  - Create a password
  - Confirm password
  - Enter a preferred contact phone number
- Please complete the Designation portion using the drop down menus for Group, Title, Level and RCM
- Once completed, click **Continue** to complete your registration



## Registration Step 2 of 2

To complete your registration, please choose a password, your designation and RC Manager.

### Contact Information

Employee ID 040510 RC Code A96C4

First Name Niora Last Name Bell

Email

Password

Confirm

Telephone  (optional)

### Designation

Group

Title

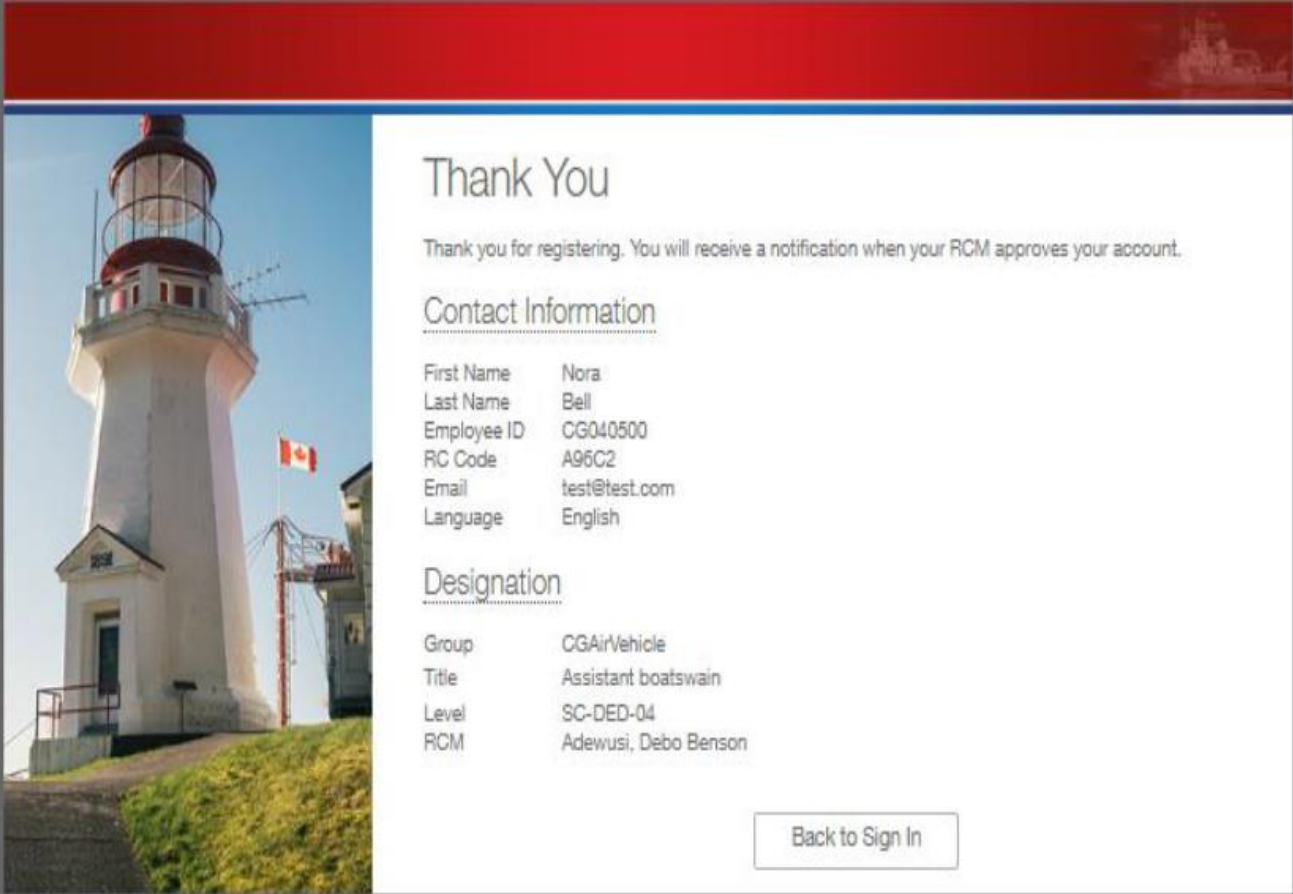
Level

RCM



# Registration Completion

- A confirmation screen will pop up to acknowledge completion of the registration process
- Select **Back to Sign In** to go back to the landing page
- An email will be sent to the RC Manager to approve the registration
- Once approved by your RCM, an email will be sent advising you of your successful registration



Thank You

Thank you for registering. You will receive a notification when your RCM approves your account.

Contact Information

|             |               |
|-------------|---------------|
| First Name  | Nora          |
| Last Name   | Bell          |
| Employee ID | CG040500      |
| RC Code     | A96C2         |
| Email       | test@test.com |
| Language    | English       |

Designation

|       |                      |
|-------|----------------------|
| Group | CGAirVehicle         |
| Title | Assistant boatswain  |
| Level | SC-DED-04            |
| RCM   | Adewusi, Debo Benson |

[Back to Sign In](#)