

All Staff

Offence Declaration Requirement 2009-2010 **School Year**

As part of our mandate, Human Resources require updates to your Offence Declaration annually.

All Staff, including Staff returning from leave, must complete an Offence Declaration Form.

In order to meet this requirement for the 2009 - 2010 school year, please log on to IMENU (link below) and submit your OFD electronically.

ELECTRONICALLY via IMENU Link below

<https://imenu.ottawacatholicschools.ca/ecno/index.jsp>

Login - user account (is your employee ID) and your password (is one you've created).

Click on Employee

Click on Offence

Click on Declaration and follow instructions to complete.

If you have never accessed IMenu before you will need to create a new account. Click on *New User* in order to do this.

We appreciate your continued support and we wish you great success in the 2009-2010 school year.