

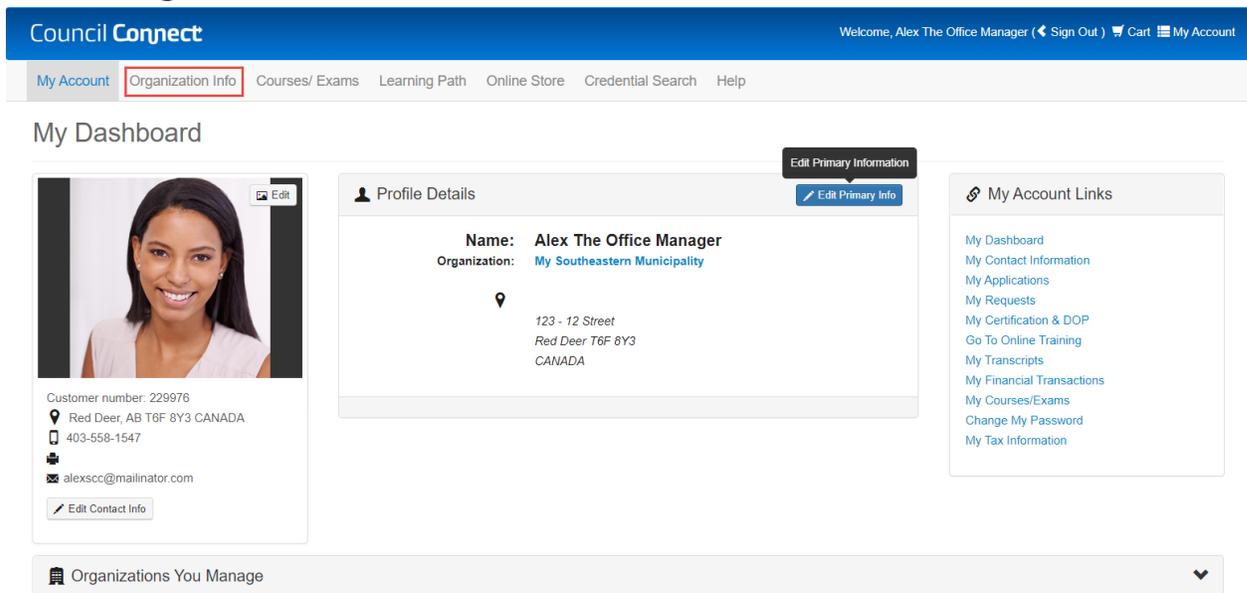
Organization - Request Designation of Powers Closure

This tutorial walks authorized representatives of accredited organizations through the steps to request closure of a Designation of Powers (DOP).

Note: The steps authorized representatives of accredited organizations use to request DOP closures in Council Connect are slightly different from the steps individual safety codes officers and permit issuers use to request the closure of their own DOPs.

Organization Representative – Close DOP

Access the Organization Dashboard

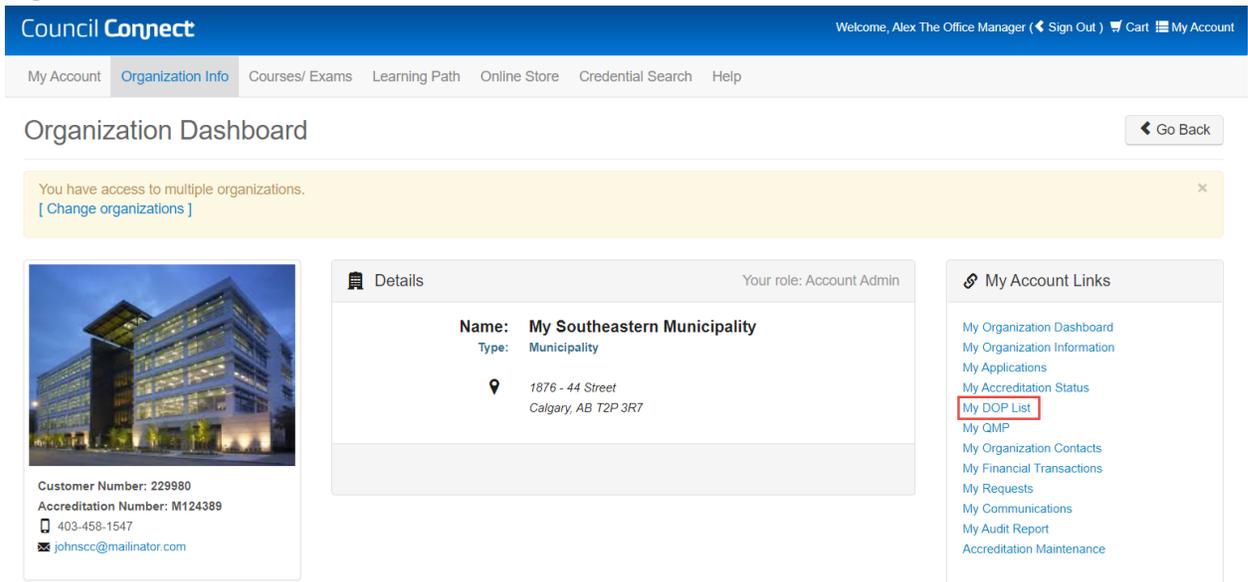


The screenshot shows the Council Connect user interface. At the top, a blue navigation bar contains the Council Connect logo and the user's name, "Welcome, Alex The Office Manager", along with links for "Sign Out", "Cart", and "My Account". Below this is a secondary navigation bar with tabs for "My Account", "Organization Info" (highlighted with a red box), "Courses/ Exams", "Learning Path", "Online Store", "Credential Search", and "Help". The main content area is titled "My Dashboard" and features three primary sections: 1) A profile card with a photo of Alex The Office Manager, her contact information (customer number 229976, address in Red Deer, AB, phone 403-558-1547, and email alexscc@mailinator.com), and an "Edit Contact Info" button. 2) A "Profile Details" section showing her name, organization ("My Southeastern Municipality"), and address ("123 - 12 Street, Red Deer T6F 8Y3, CANADA"), with an "Edit Primary Information" button. 3) A "My Account Links" sidebar with a list of links including "My Dashboard", "My Contact Information", "My Applications", "My Requests", "My Certification & DOP", "Go To Online Training", "My Transcripts", "My Financial Transactions", "My Courses/Exams", "Change My Password", and "My Tax Information". At the bottom of the dashboard, there is a section for "Organizations You Manage" with a dropdown arrow.

1. From the **My Dashboard** page:
 - a. Click the **Organization Info** tab to access the organization

Note: Only organization contacts that have been set up by the Council will have access to the Organization Dashboard. If you need to be granted access submit a request through **Help – Contact Us**.

Navigate to the DOP List



Council Connect Welcome, Alex The Office Manager (Sign Out) Cart My Account

My Account Organization Info Courses/ Exams Learning Path Online Store Credential Search Help

Organization Dashboard [Go Back](#)

You have access to multiple organizations. [Change organizations](#)



Customer Number: 229980
Accreditation Number: M124389
403-458-1547
johnscc@mailinator.com

Details Your role: Account Admin

Name: My Southeastern Municipality
Type: Municipality

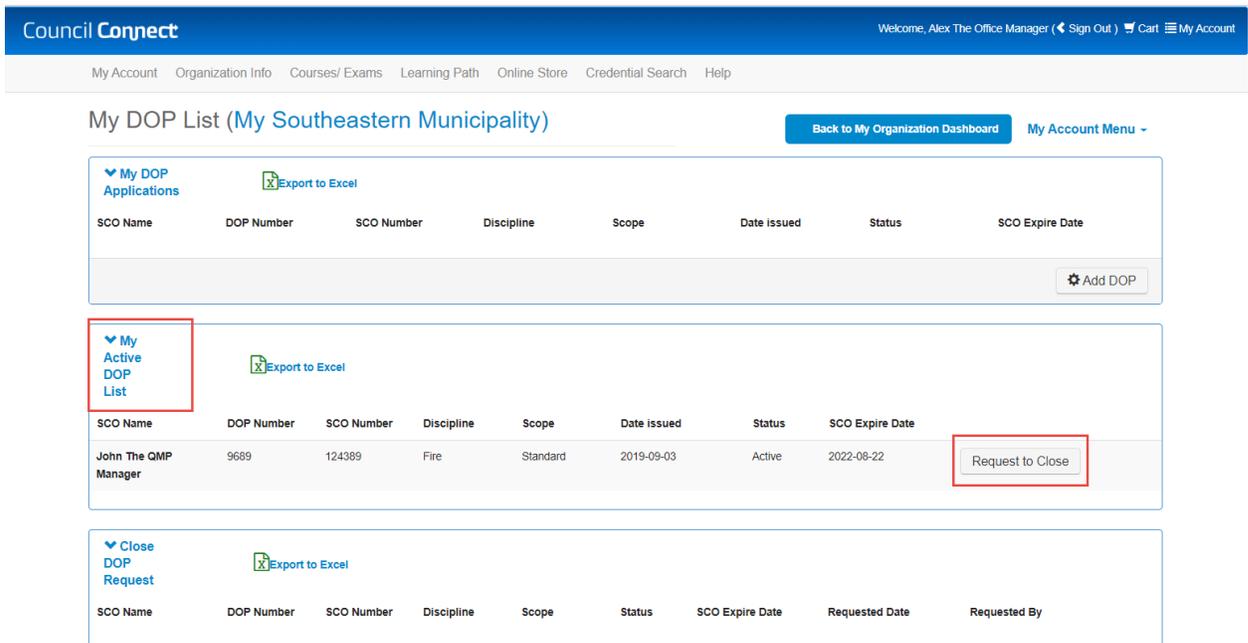
1876 - 44 Street
Calgary, AB T2P 3R7

My Account Links

- My Organization Dashboard
- My Organization Information
- My Applications
- My Accreditation Status
- My DOP List**
- My QMP
- My Organization Contacts
- My Financial Transactions
- My Requests
- My Communications
- My Audit Report
- Accreditation Maintenance

2. Under the organization's **My Account links** menu:
 - a. Click the **My DOP List** link

Request DOP Closure



Council Connect Welcome, Alex The Office Manager (Sign Out) Cart My Account

My Account Organization Info Courses/ Exams Learning Path Online Store Credential Search Help

My DOP List (My Southeastern Municipality) [Back to My Organization Dashboard](#) My Account Menu -

My DOP Applications [Export to Excel](#)

SCO Name	DOP Number	SCO Number	Discipline	Scope	Date issued	Status	SCO Expire Date
Add DOP							

My Active DOP List [Export to Excel](#)

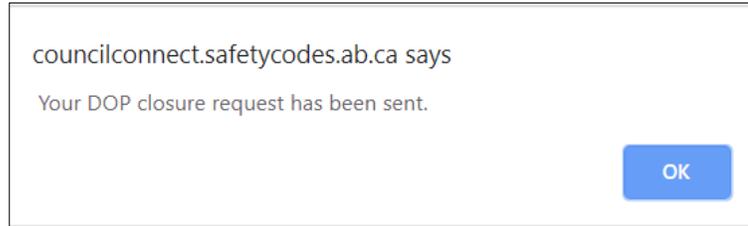
SCO Name	DOP Number	SCO Number	Discipline	Scope	Date issued	Status	SCO Expire Date	
John The QMP Manager	9689	124389	Fire	Standard	2019-09-03	Active	2022-08-22	Request to Close

Close DOP Request [Export to Excel](#)

SCO Name	DOP Number	SCO Number	Discipline	Scope	Status	SCO Expire Date	Requested Date	Requested By
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3. Locate the desired DOP to close in the **My Active DOP List**
4. Click the **Request to Close** button

Review DOP Closure Requests



- Click **Ok** to close the request confirmation window.

Council staff will process the request within 2-3 business days.

Council Connect Welcome, Alex The Office Manager (Sign Out) Cart My Account

My Account Organization Info Courses/ Exams Learning Path Online Store Credential Search Help

My DOP List (My Southeastern Municipality)

[Back to My Organization Dashboard](#) [My Account Menu](#)

My DOP Applications Export to Excel

SCO Name	DOP Number	SCO Number	Discipline	Scope	Date issued	Status	SCO Expire Date
Add DOP							

My Active DOP List Export to Excel

SCO Name	DOP Number	SCO Number	Discipline	Scope	Date issued	Status	SCO Expire Date
John The GMP Manager	9989	124389	Fire	Standard	2019-09-03	Active	2022-08-22

Close DOP Request Export to Excel

SCO Name	DOP Number	SCO Number	Discipline	Scope	Status	SCO Expire Date	Requested Date	Requested By
John The GMP Manager	9989	124389	Fire	Standard	Active	2022-08-22	2019-10-23	Alex The Office Manager

My Inactive DOP List Export to Excel

SCO Name	DOP Number	SCO Number	Discipline	Scope	Date issued	Status	SCO Expire Date
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Remains active until processed by Council staff

Once closed, inactive DOPs will display in this area

- Closure requests will display in the **Close DOP Request** area.
- Once closed,
 - Both the organization representative and the individual DOP holder will receive email notifications advising the DOP has been closed, and
 - the DOP will display in the **My Inactive DOP List** area.