



## **CDP IMMIGRATION DATA PORTAL**

# Registering your LIP membership and creating a user account

---

A step-by-step guide

---

### **INTRODUCTION TO THE IMMIGRATION DATA PORTAL**

The Community Data Program (CDP) in partnership with the National LIP Secretariat created the Immigration Data Portal (IDP) to provide access to immigration related data resources for Local Immigration Partnerships (LIPs). The primary objective of the Immigration Data Portal is to provide access to the Community Data Program for all LIPs, including those that are not members of data consortia. This step-by-step guide is intended to assist LIPS to access data through Immigration Data Portal.

### **ABOUT THE COMMUNITY DATA PROGRAM (CDP)**

The Community Data Program (CDP) is a membership-based community development initiative open to any Canadian public, non-profit or community sector organization with a local service delivery or public policy mandate. The program facilitates access to the evidence needed to tell our stories and inform effective and responsive policy and program design and implementation. The CDP makes data accessible and useful for all members with training and capacity building resources.

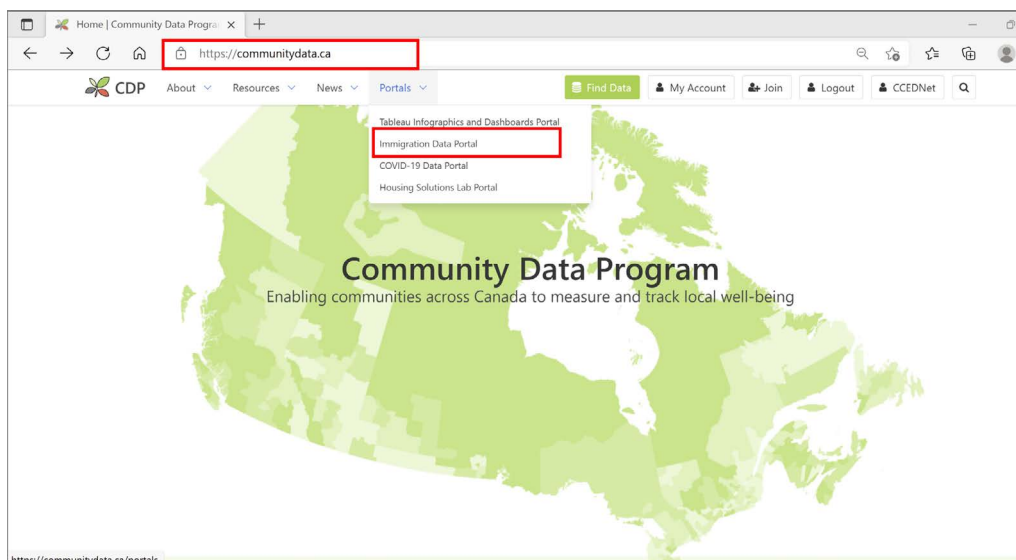
# Registering your LIP membership and creating a user account

## 1 Navigate to the immigration data portal page

- To directly access Immigration Data Portal (IDP) page, click on the URL below:  
<https://communitydata.ca/resources/immigration-data-portal>



- The IDP page can also be accessed from anywhere on the Community Data Program (CDP) website (<https://communitydata.ca>) using the menu in the page header. Hover over **Portals** and then select **Immigration Data Portal**



# Registering your LIP membership and creating a user account

## 2 Register your LIP as part of CDP's Immigration Sector Network

- From the IDP landing page at <https://communitydata.ca/resources/immigration-data-portal>, click on the link to **First register your LIP** as a member of the **Immigration Sector Network**, which has been created specifically for LIPs that are unable to join a local data consortium.

The screenshot shows the Immigration Data Portal website. The browser address bar is <https://communitydata.ca/resources/immigration-data-portal>. The navigation menu includes "Find Data", "My Account", "Join", "Logout", and "CCEDNet". A red box highlights the "Join" button. Below the navigation is a banner for the "Immigration Data Portal" featuring a bar chart titled "Survey Participants (K)" with data for various regions: Region (20.4), West Coast (20.1), Central Canada (20.0), Atlantic (21.4), and Immigration (20.4). Below the banner, the text reads: "This portal provides access to a selection of Community Data Program (CDP) resources for Local Immigration Partnerships (LIPs) that are not members of a community data consortium." Under the "Membership" section, it states: "If your LIP is already a full member of the CDP, you can register a new account here. Once your account is activated, you can start looking for data here." "If your LIP is not a member of the CDP but would like to join a data consortium in your local community, learn how to become a member here." "If your LIP cannot join a data consortium or there isn't one in your community, it can join the CDP's Immigration Sector Network:"

- First [register your LIP here.](#)
- Under "Consortium," please select ["Immigration Sector Network."](#)
- Once your organization's registration has been approved, you can register a user account here.

# Registering your LIP membership and creating a user account

- **FILL THE ONLINE REGISTRATION FORM** to register as a member organization.  
Under consortium, please select **Immigration Sector Network**, which has been created specifically for LIPs that are unable to join a local data consortium.  
(<https://communitydata.ca/node/add/member-organization>)

The screenshot shows the 'Create Member Organization' form on the CDP website. The form is divided into several sections:

- ABOUT THIS ORGANIZATION**: Includes a text field for 'Organization name \*' with the placeholder 'Type your name here', a text area for 'About this organization' with the placeholder 'Be sure to add a short description of your LIP here', and a text field for 'Website' with the placeholder 'If your LIP has a website, please add the link here'.
- Consortium \***: A dropdown menu with the placeholder '- Select a value -' and the instruction 'Select "Immigration Sector Network" from the drop-down menu'.
- ORGANIZATION CONTACT INFORMATION**: Includes text fields for 'Contact name \*', 'Job title', 'Email \*', and two 'Phone' fields.
- CAPTCHA**: A checkbox labeled 'I'm not a robot' and a CAPTCHA image.
- Save**: A button at the bottom of the form.

# Registering your LIP membership and creating a user account

## Hints

- Under **Organization name**, type in the **name of your LIP**.
- Under **Consortium**, select **Immigration Sector Network**.
- Check the **Captcha** box at the bottom and then click **Save**.

## NOTE

You will be notified by e-mail when your LIP's registration is approved. Approval of your LIP's registration may take up to two business days. Once your LIP's registration is approved, complete Step 3.

### 3 Create a user account

- Once your organization's registration has been approved, you can register a user account by clicking on **My Account** on the IDP page header or **Register a user account here** in the same page below. (<https://communitydata.ca/resources/immigration-data-portal>)

CDP About Resources News Portals Find Data My Account Join Logout CCEDNet

## Immigration Data Portal

Home / Resources / Immigration Data Portal

This portal provides access to a selection of Community Data Program (CDP) resources for Local Immigration Partnerships (LIPs) that are not members of a community data consortium.

### Membership

If your LIP is already a **full member of the CDP**, you can [register a new account here](#). Once your account is activated, you can start looking for data here.

If your LIP is not a member of the CDP but would like to join a data consortium in your local community, [learn how to become a member here](#).

If your LIP cannot join a data consortium or there isn't one in your community, it can join the CDP's *Immigration Sector Network*:

- First, [register your LIP here](#).
- Under "Consortium," please select "**Immigration Sector Network**."
- Once your organization's registration has been approved, [you can register a user account here](#).

# Registering your LIP membership and creating a user account

- CREATE A NEW USER ACCOUNT

<https://communitydata.ca/user/register>

**CDP** About Resources News Portals Find Data My Account Join CCEDNet

## Create new account

Create new account Log in Request new password

Home / User account / Create new account

Accounts are available for employees of active member organizations. To join, member organizations must be not-for-profit entities and have a local (sub-provincial) mandate. If your organization is interested in becoming a member or the Community Data Program, please enter your contact information here. Please note that it can take up to three business days to activate user accounts.

**Username \***  
  
Spaces are allowed; punctuation is not allowed except for periods, hyphens, apostrophes, and underscores.

**E-mail address \***  
  
A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.

**Password \***  
 Password strength: \_\_\_\_\_

**Confirm password \***  
  
Provide a password for the new account in both fields.

**First name**

**Last name**

**Member Organization \***  
  
Can't find your organization? [Add it here.](#)

**Consortium**  
- None - **Select "Immigration Sector Network" from the drop-down menu**

Please make sure that you have filled out all fields on this form, including member organization and consortium. Member organization and consortium auto-fill once you begin typing in the space provided. Select the correct option from the choices provided instead of finishing the field yourself.

After completing all fields, please read and agree to the Terms and Conditions of Use below.

**TERMS AND CONDITIONS OF USE** **Scroll down to read all the Terms and Conditions**

**Schedule C: Data sharing and end use license agreement**

**1. Purpose of agreement**  
The purpose of this agreement is to allow Authorized Users (see definition below) to use data available from the Community Data Program (CDP) Catalogue and to permit the dissemination of any resulting data products or publications, while restricting Authorized Users from transferring raw data from the Community Data Program Catalogue to those who are not members of the Community Data Program.

**2. Summary of DOs and DON'Ts**

**DO**

- Use the data for your organization's in-house analysis, research, and policy-making
- Use the data for educational purposes, e.g. to publish indicators or community profiles
- Share reasonable and small amounts of data for the purposes of *ad hoc* public information requests

**DON'T**

- Transfer, disseminate, or reuse data

**Accept Terms & Conditions of Use \***

**CAPTCHA**

This question is for testing whether you are a human visitor and to prevent automated spam submissions.

**I'm not a robot**

# Registering your LIP membership and creating a user account

## NOTE

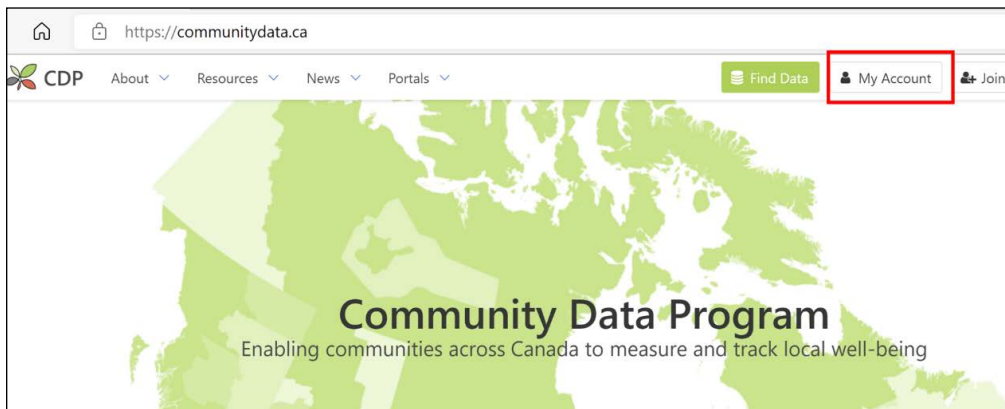
You will be **notified by e-mail** when you have been registered as an Immigration Data Portal user for your LIP.

Approval of **your user account** may take up to two business days.

Once your user account is activated, you will be able to **log in** and **access the data** in the **Immigration Data Portal**, as shown in **Step 4**.

## 4 Log in to the Immigration Data portal

- To **Log in**, go to the CDP website at <https://communitydata.ca> and select **My Account** from the header. Note that your account can be accessed from any page on the CDP website.



- Log in to the **Immigration Data Portal** (<https://communitydata.ca/user>)

Home / Log in

**Username \***  
Your e-mail address is your username

Enter your Community Data Program username.

**Password \***

Enter the password that accompanies your username.

Log in