Pan-Canadian Projectathon 2025

Registration Process

Introduction

This document outlines the detailed registration process for Gazelle, divided into four stages:

1. **Stage 1**: This stage is for new Organizations that have never participated in the Pan Canadian Projectathon. These participants need to register at least one user account and then register their organization.
2. **Stage 2**: This stage applies to existing participants with new teams participating for the first time. They need to create user accounts and select their existing organization.
3. **Stage 3**: This stage is for all new users created in Stage 1 or Stage 2.
4. **Stage 4**: This stage is mandatory for all participants. All participating organizations must register their systems for the upcoming event.
5. **Stage 5**: This stage is mandatory for all participants. Additional organizations must add the attendees from their company to the event.

Stage 1: Registering a New Organization in Gazelle

Step 1: User Sign-Up or User Information

1. **Access the Sign-Up Page**: Navigate to the Gazelle Test Management homepage https://pancanadianio.ca/gazelle/home.seam and click on "Sign up."
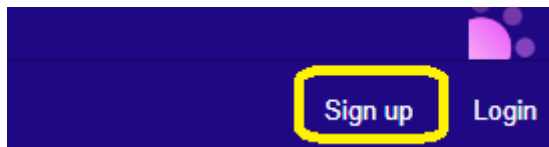
2. **Complete the User Registration Form**: You will be redirected to the User Registration form. Fill in your details and click "Next."

Step 2: Organization Information

You will encounter two options on the Organization Information form:

- **Option 1: Join an Existing Organization**
  If your organization is already registered in Gazelle, select it from the list and click "Next."
- **Option 2: Register and Administer a New Organization**
  If your organization is not yet registered, select this option. Then, enter the following details:
  - **Organization's Legal Name**: For example, "Canada Health Infoway."
  - **Short Name**: Organization Keyword (eg. 'BMC' for Big Medical organization)
  - **Website URL**: Enter the official website of your organization

Step 3: Summary and Confirmation

1. **Review Information**: On the Summary and Confirmation page, review your entered information.
2. **Accept Terms**: Click on the "terms of service and privacy policy" link to read the content.

3. **Confirm**: Click the "Confirm" button to accept the terms of use.

Once confirmed, an email will be sent to the vendor admin of your organization for account activation. After activation, you can log in to Gazelle with your email and password.
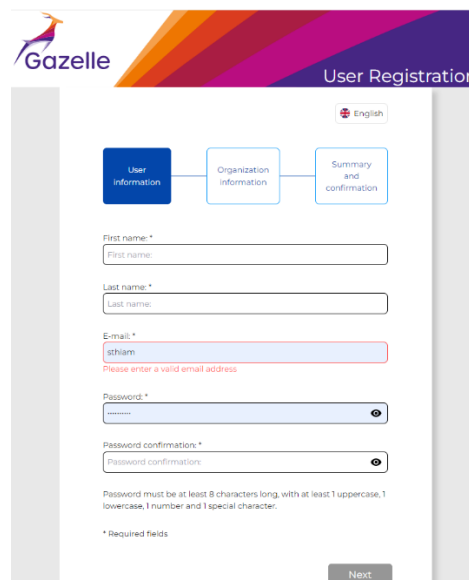
Stage 2: New User Registration in an Existing Organization

Step 1: User Sign-Up

1. **Access the Sign-Up Page**: Go to the Gazelle Test Management homepage
https://pancanadianio.ca/gazelle/home.seam and click on "Sign up."
All new users must register using this link.
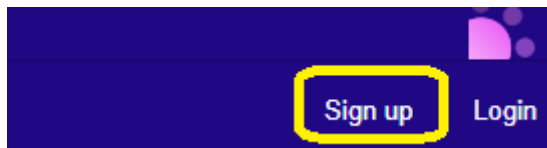
2. **Complete the User Registration Form**: You will be redirected to the User Registration form. Enter your details and click "Next."


Step 2: Organization Information

On the Organization Information form, you will have two options:

- **Option 1 : Join an Existing Organization**
  If your organization is already registered in Gazelle, select it from the list and click "Next".
- **Option 2 : Register and Administer a New Organization**
  Do **not** select this option. Instead, choose "Option 1 - Join an Existing Organization" to proceed.

Select your organization in the list then click on « Next »

Step 3: Click on Next

1. On the Summary and Confirmation page, review your information, click on the "terms of service and privacy policy" URL to read the content. By clicking on the "Confirm" button, you accept the terms of use.
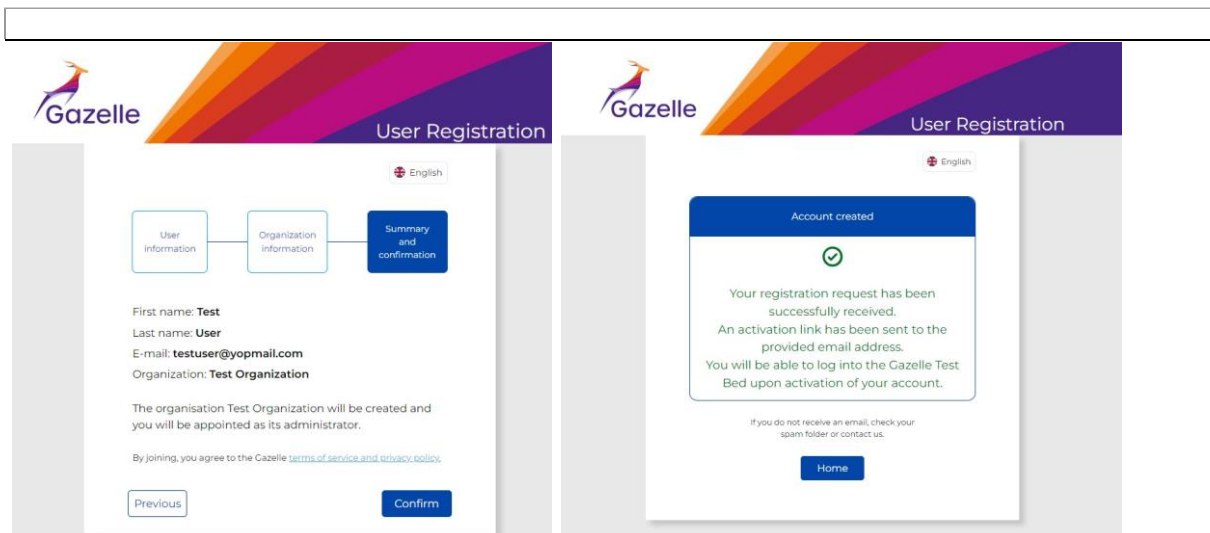

An email will be sent to the vendor admin of your organization for activation. Once your user account is activated by the vendor admin, you can login to Gazelle with your email address and password.

Stage 3: Account Activation

If you create a new account (whether from Stage 1 or Stage 2), you must activate your account by following these steps:

1. **Receive Activation Email**: After completing your registration, you will receive an email with an activation link.
2. **Activate Your Account**: Click the activation link in the email.
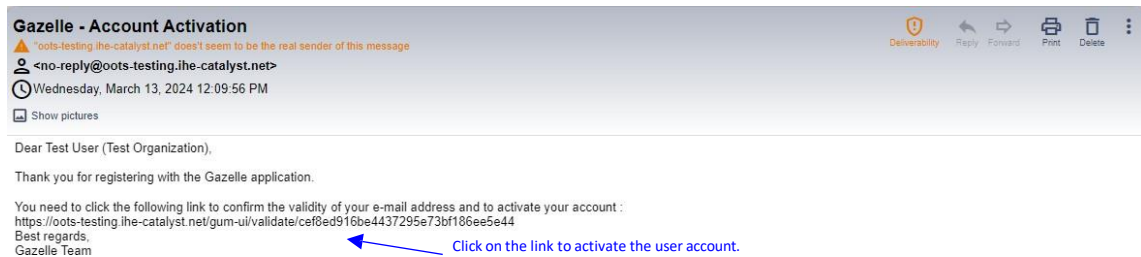
3. **Finalize Activation**: You will be redirected to the Gazelle Activate Account page. Click on the "Activate account" button. Once activated, you can log in to Gazelle with your email address and password.
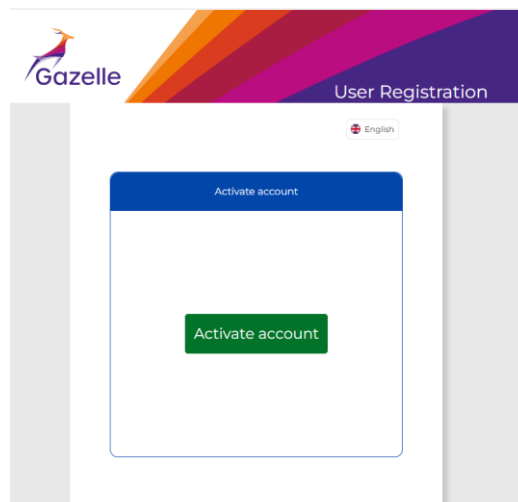
For Vendor Admins

As a vendor admin, you are responsible for verifying and activating user accounts within your organization:

1. **Review User Details**: You will receive an email with the details of users requesting to join your organization
2. **Activate User Account**: Click the link provided in the email, which will redirect you to the Gazelle Activate Account page. Click on the "Activate account" button to complete the activation.
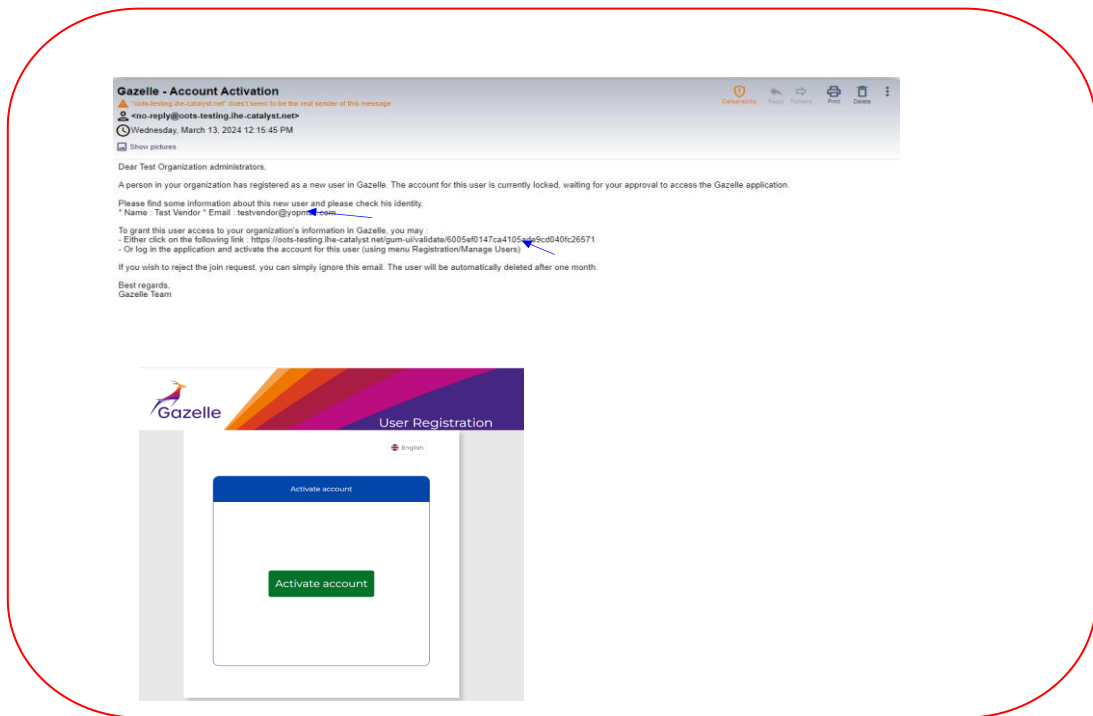
Vendor and Vendor Admin Roles

In Gazelle Test Management, there are two levels of users:

Vendor Admin Role

- Approve and maintain users' accounts.
- Maintain organization information and contacts.
- Add and maintain Systems Under Test (SUT).
- Update SUT registration status.

Vendor Role

- Maintain your own user profile in user preferences.
- Add and maintain Systems Under Test (SUT).

Stage 4 : System Registration in Gazelle

Step 1: Confirm the Testing Session

1. **Login** to Gazelle Test Management at https://pancanadianio.ca/gazelle/home.seam
2. **Check Session**: At the top left of the page, ensure you are in the testing session labeled "PAN-Canadian-Projectathon 2025"

   o   If you are not in the correct session, click the button **"Join another session"** to switch to the appropriate one.
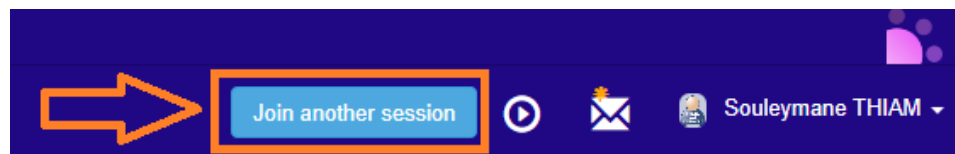
3. **Confirm** by clicking the check button.
    o   You will be automatically redirected to the correct session, "PAN-Canadian-Projectathon 2025"

Step 2: Create a System in the Testing Session

Once you click on this button, you will be redirected in the following page
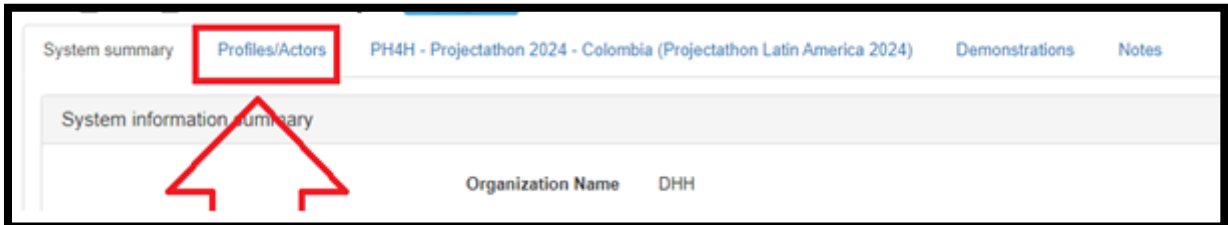

1. **System/Product Name**: Enter your System name
2. **System Type**: Select "OTHER"
3. **System Keyword**: Enter any keyword for your system
4. **Version**: This field is optional; you may enter any value

Step 3: Click the green button « Save » to create your system.
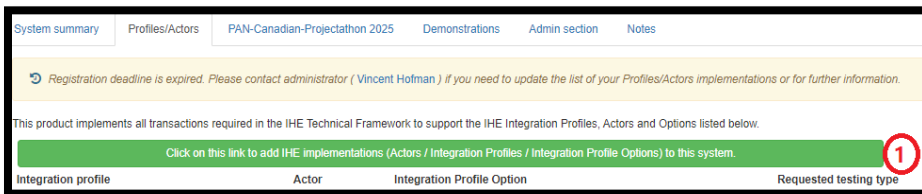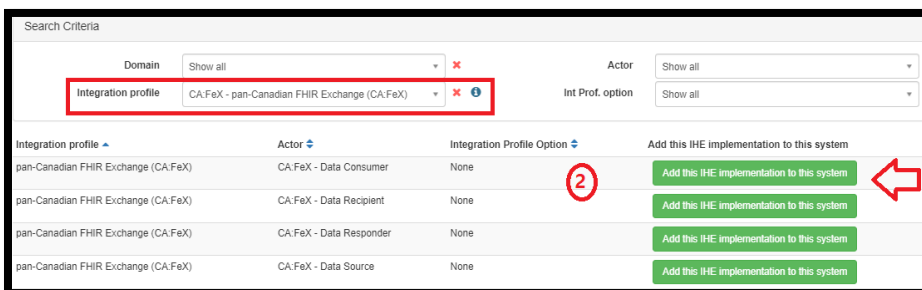
Step 4: Assign Actors

Click on the section « Profiles/Actors »

1. Click each green button to add all required actors for your system.

Select the list of actors supported by your system. You can filter by profile, domain, actor name, etc.

According to the technical framework, there may be dependencies to add to your system if the actor you previously added is grouped with other profiles. If this is the case, the orange button will become active, and you should click on it to add the necessary dependencies.
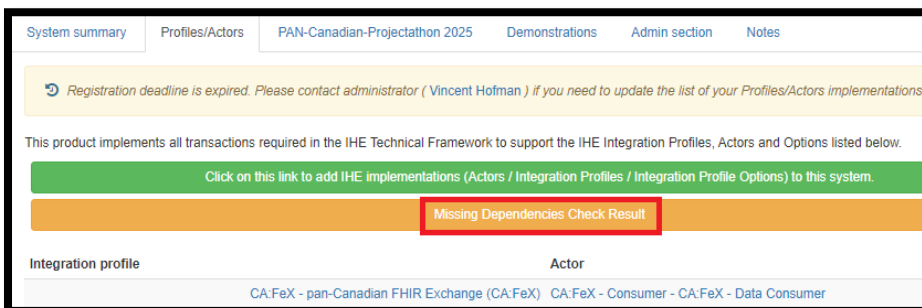
List of possible missing Dependencies according to the Technical Framework (pick the one you need)
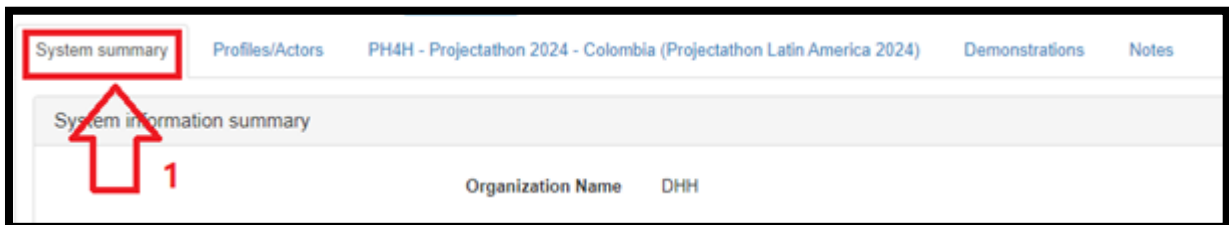
Rule not matched

Name: CA:FeX - Consumer/CA:FeX or CA:FeX - Source/CA:FeX requires AUTH_CLIENT/IUA
Missing:
✖ AUTH_CLIENT/IUA ✚

Rule not matched

Name: */CA:FeX/* requires TIME_CLIENT/CT
Missing:
✖ TIME_CLIENT/CT ✚

Rule not matched

Name: */CA:FeX/* requires ARR/CA:AUD or AUDIT_RECORD_FORWARDER/CA:AUD or AUDIT_CREATOR/CA:AUD or AUDIT_CONSUMER/CA:AUD
Missing:
✖ ARR/CA:AUD ✚
or ✖ AUDIT_RECORD_FORWARDER/CA:AUD ✚
or ✖ AUDIT_CREATOR/CA:AUD ✚
or ✖ AUDIT_CONSUMER/CA:AUD ✚

Step 5: Update System Registration
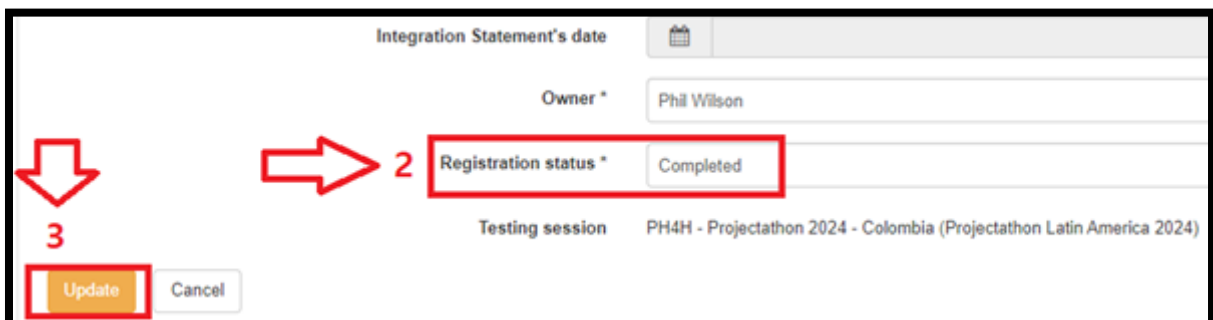
Go back to the « System summary » section. Then update the status to « Completed » and then click on the button « Update »