**Records Information Management Training FAQ**

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| What is RIM? | Recorded Information Management |
| Why is RIM Training mandatory? | Part of the 3 year RIM Strategy announced December 2016 by the Department of Education, Early Learning & Culture.Records Management Strategy: Under the mandate of the Archives and Records Act, the Province of Prince Edward Island is bound to ensure records created and kept by government offices are managed effectively and disposed of responsibly.All government staff will be required to have records management training to ensure compliance. |
| Does all government staff include casuals, agencies, etc? | Yes. All government staff applies to all permanent, part time or casual employees in all departments, including Health, Public Schools Branch, and agencies, boards and commissions.  |
| Can we hold group sessions? | Yes, however each participant must complete the Acknowledgement form. |
| What is the website? | <https://moodle.gov.pe.ca> Ensure you enter the link in the address bar, not a search engine. |
| Can I register at home? | Yes, the course is accessible at home. Ensure the link includes the ‘s’ in https. |
| Do I have to complete it in one sitting? | No, you can take it in multiple sessions. |
| How long does it take? | Approximately 1 ½ hours. |
| Where do I send the Acknowledgement form | Email form to ammcisaac@gov.pe.ca or by mail toAM McIsaac, Government RIM Coordinator, 1st Floor, Sullivan Building. |
| Who can witness the form? | Any staff member. |
| What is the timeline for completion? | None. The training will continue to be made available to enable new staff to take the training. |
| How do I register? | 1. In a browser, navigate to <https://moodle.gov.pe.ca/moodle/>
2. In the top right corner, click **Log in.**
3. Click **Create new account**.
4. Complete the required fields for:
	* Username – recommended to use your network login.
	* Password
	* Email address – must be your government email address
	* First name
	* Surname
5. Click **Create my new account.**
6. You will receive a confirmation email with a link that you must click to activate your account.
7. After you click the link, you are given a success message. Click **Continue**.
8. On the RIM Learning Management System page, select the course you would like to take:
	* RIM Basics 101 English
	* RIM Basics 101 French
9. On the Enrolment options page, click **Enrol me**.
10. You will receive an email confirming your enrolment.
11. Follow the instructions on the screen to complete the course.
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| Who do I contact for help? | Please log an incident by contacting the Service Desk at 620-3600. |