

## Declaration Instructions – No Convictions

To complete your declaration when you have no convictions to declare, please follow the steps below.

**Step 1:** Log into the ESS Portal (where you check your pay statements)

<https://nssb-webapps.gov.ns.ca/nwbc>

**SAP NetWeaver**

System: SRE  
Client:\* 200  
User:\*  
Password:\*  
Language: English  
 Accessibility  
**Log On**

[Change Password](#) [Password Forgotten](#)  
Click here to access your pay statement on a mobile device

ECC Production:  
SRE Client 200

If you require a password reset, please follow the instructions at  
<https://nssb-webapps.gov.ns.ca/password-reset>

While Microsoft Internet Explorer is the recommended browser for

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**Step 2:** On the “My Requests” tab you must select “My Offense Declaration”.

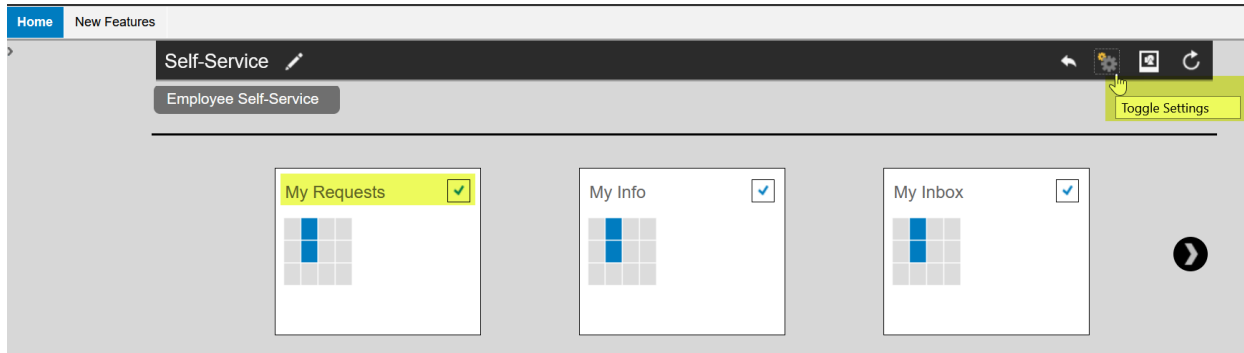
Home New Features

Self-Service

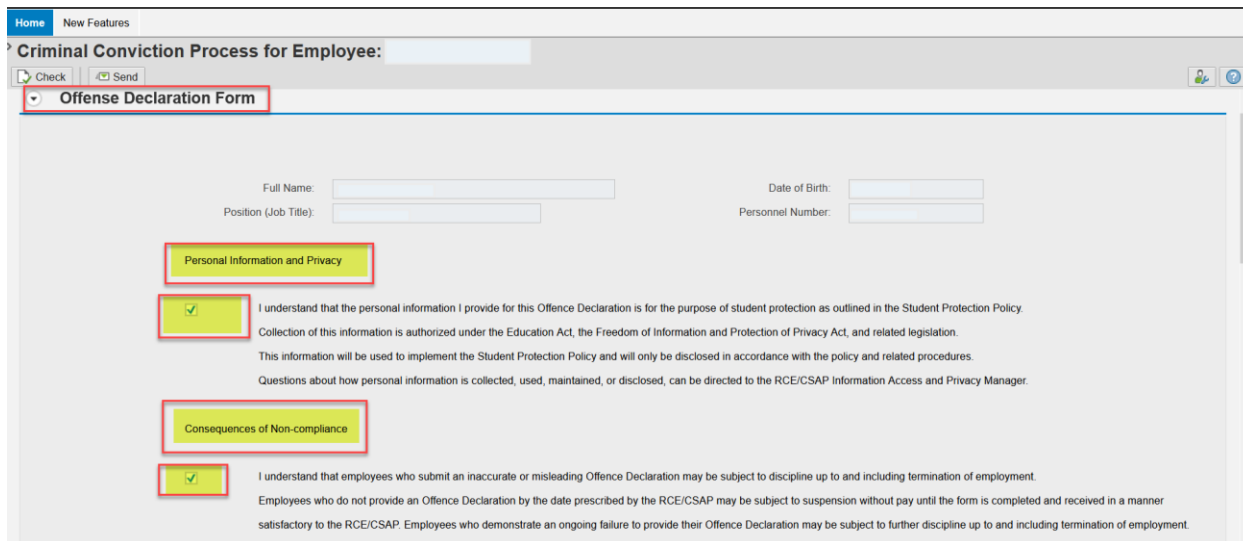
My Inbox My Info **My Requests**

My Inbox Manage Substit...  
Job Letter Request Tax Form Reprint  
Salary Statement Personal Data  
My Leave My Termination  
My Address Chan... My Name Change  
My Marital Status **My Offense Decla...**

If you don't see the **"My Requests"** tab, click on the  (Toggle Settings) icon and click on the box for the my **"My Requests"** tab.



**Step 3:** The **"Offence Declaration Form"** will be displayed. You must click on the boxes to confirm you accept the mandatory **"Personal Information and Privacy"** & **"Consequences of Non-compliance"** Statements.

The screenshot displays the 'Criminal Conviction Process for Employee' form. At the top, there are 'Check' and 'Send' buttons. The 'Offense Declaration Form' section is expanded and highlighted with a red box. Below this, there are input fields for 'Full Name', 'Date of Birth', 'Position (Job Title)', and 'Personnel Number'. The 'Personal Information and Privacy' section is highlighted with a red box and contains a green checkmark in a yellow box. The text below it states: 'I understand that the personal information I provide for this Offence Declaration is for the purpose of student protection as outlined in the Student Protection Policy. Collection of this information is authorized under the Education Act, the Freedom of Information and Protection of Privacy Act, and related legislation. This information will be used to implement the Student Protection Policy and will only be disclosed in accordance with the policy and related procedures. Questions about how personal information is collected, used, maintained, or disclosed, can be directed to the RCE/CSAP Information Access and Privacy Manager.' The 'Consequences of Non-compliance' section is also highlighted with a red box and contains a green checkmark in a yellow box. The text below it states: 'I understand that employees who submit an inaccurate or misleading Offence Declaration may be subject to discipline up to and including termination of employment. Employees who do not provide an Offence Declaration by the date prescribed by the RCE/CSAP may be subject to suspension without pay until the form is completed and received in a manner satisfactory to the RCE/CSAP. Employees who demonstrate an ongoing failure to provide their Offence Declaration may be subject to further discipline up to and including termination of employment.'

**Step 4:** If you have no conviction click the “No Conviction” option.

The screenshot shows the 'Criminal Conviction Process for Employee' form. At the top, there are 'Check' and 'Send' buttons. Below them is a section titled 'I DECLARE that: (check one)'. Two radio button options are present: 'No Conviction' (which is selected and highlighted with a red box) and 'Conviction'. The 'No Conviction' option is accompanied by a text box containing the declaration: 'I have no convictions under the Criminal Code of Canada or the Controlled Substances Act, up to and including the date of this declaration, for which a record suspension has not been granted.' The 'Conviction' option is accompanied by a text box: 'I have been convicted of the following offences under the Criminal Code of Canada or the Controlled Substances Act for which a record suspension has not been granted.' Below this is a section for 'List of Offences (Use additional comments section if necessary)'. It contains a numbered list starting with '1.' and three input fields: 'Conviction Date:', 'Court Location:', and 'Conviction:'. To the right of these fields is another input field labeled 'Section of Criminal Code:'.

**Step 5:** You must select the mandatory check box at the bottom of the “Offence Declaration Form” (I acknowledge the data entered on this offense declaration form is accurate and true). Click on “Check” (if you have missed any fields, you will be prompted to complete it).

If you wish to leave a comment, there is an “Additional Comment” section.

This screenshot shows the same form as the previous one, but with more fields filled out. The 'Check' button at the top left is highlighted with a yellow box. The 'List of Offences' section now contains three numbered entries (1, 2, and 3), each with its own set of 'Conviction Date:', 'Court Location:', and 'Conviction:' input fields, and a 'Section of Criminal Code:' field to the right. Below the list is an 'Additional Comments' section, which is currently empty and highlighted with a red box. At the bottom of the form, there is a checkbox with a checkmark inside, also highlighted with a red box, and a text box next to it that reads: 'I acknowledge the data entered on this offense declaration form is accurate and true.' The 'Check' button is also highlighted with a red box.

**Step 6:** Click on “Send” to submit the “Offence Declaration Form”.

Home New Features

Criminal Conviction Process for Employee:

Check Send

Review Without Errors

2. Conviction: [ ] Section of Criminal Code: [ ]

Conviction Date: [ ]

Court Location: [ ]

Conviction: [ ] Section of Criminal Code: [ ]

3. Conviction Date: [ ]

Court Location: [ ]

Conviction: [ ] Section of Criminal Code: [ ]

Additional Comments:

No Conviction.

I acknowledge the data entered on this offense declaration form is accurate and true.

**Step 7:** You will receive a reference number to confirm your declaration has been submitted.

Home New Features

**Step Completed**

Data sent (process reference number: 000000003508)