

York Catholic DSB students

1. Login in as **Student** and enter a Username and Password (leaving no spaces)
2. Username & Password is the 9-digit student OEN number located on the student’s report card
3. The system will prompt you for a new password after successfully logging in the first time but just reset your password using the same OEN number.
4. First time users will be prompted to enter a valid email address in order to receive confirmation and communication from the Continuing Education Dept.
5. Click **“Submit”** after entering email address
6. Click on HOME tab (top right corner) to continue
7. Browse the **“Current Classes Available”** under the Secondary heading
8. Select the course you are interested in registering for
9. In the CLASS SEARCH panel, scroll down to view all the Course & Location available
10. Select the Course and Location you want and Click on **“Open”**
11. Review the information to ensure that it is correct before clicking on **“Register”**
12. After completing your registration online, grades 9-12 students will be pending approval until a Guidance Counselor approves it.
13. Once the registration has been approved students (Grades 9-12) will receive another email notification that their registration has been approved for admission.
14. Grade 8 students will be approved automatically after completing their registration online.
15. Students can register until the first day of classes.
16. To retrieve a lost password, click on the words **“Forgot Password”** found under the login box. On the next page, enter the email address that you originally entered when you first logged in to the portfolio home page.

SAMPLE OF Ontario Education Number



Ministry of Education

Provincial Report Card, Grades 9–12

Semester	Reporting Period	Date
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STUDENT:	OEN:	Grade:	Homeroom:	Principal:
Address:		School Council Chair:		
SCHOOL:	Telephone:	BOARD:	Email/Website:	
Address:	Fax:	Address:		

Secondary - On-line Registration Procedures

for CREDIT & NON CREDIT COURSES

Non York Catholic DSB & VISA Students

1. Browse the **“Current Classes Available”** under the Secondary heading
2. Select the course you are interested in registering for
3. In the CLASS SEARCH panel, scroll down to view all the Course & Location available
4. Select the Course and Location you want and Click on **“Open”**
5. Scroll down to the bottom of the page and click on the **View Registration Form** link
6. Click on **“Secondary Registration Form”**
7. You will be re-directed to an On-line Registration form.
Make sure you have the student OEN (Ontario Education Number) handy since this is one of the mandatory fields required. The 9-digit student OEN number is located on the student’s report card.
8. Grade 9-12 students ONLY must upload a copy of their Credit Counselling Summary (CCS) in the registration form. You will not be able to continue and complete the registration without this upload.
9. Enter a valid email address in order to receive confirmation and communication from the Continuing Education Dept.
10. Click **“Submit”** at the end of the registration form
11. You will receive an email with the registration information.
12. After completing the registration online, students (Grades 9-12) will be pending approval until a Guidance Counselor approves it.
13. Once the registration has been approved grades 9-12 students will receive another email notification that their registration has been approved for admission.
14. Grade 8 students will be approved automatically after completing their registration online.
15. . You cannot unregister online. You will need to contact the Continuing Education Dept. for this purpose.