



International Languages (JK-8) & Skills Development (7/8) Programs

York Catholic DSB students

1. Go to <https://coned.ycdsb.ca>
2. Login in as **Student** and enter a Username and Password (leaving no spaces)
3. Username & Password is the 9-digit student OEN number located on the student's report card
4. 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.
5. Click "**Submit**" after entering email address
6. Click on HOME tab (top right corner)
7. Select the program and location you wish to register for
8. Click "**Open**"
9. Select the PayPal link to be re-directed to PayPal for payment. Once your payment is processed successfully you will be re-directed back to the ConED website and registration is complete.
10. You will receive an email with the registration information.
11. You cannot unregister online. You will need to contact the Continuing Education Dept. for this purpose.
12. 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.

Non York Catholic DSB students

1. Go to <https://coned.ycdsb.ca>
2. If you have taken an International Languages or Skills Development program within the past year then Login in as **Student** and enter a Username and Password (leaving no spaces)
3. **If you have registered within the past year**, for any of these programs and do not remember your OEN number, complete the online **OEN Request Form**.
4. Due to a NEW Ministry requirement for the Skills Development programs, a Principal Recommendation Form, is now required and must be included when registering. Download a copy of this form from our webpage prior to registering.
5. Continue to register by selecting the program and location you wish to register for and Click "**Open**"
6. Scroll down to the bottom of the page and either click on the **View Registration Form** link if you are registering for the first time or the Login link
7. Click "**Submit**" at the end of the registration form
8. You will be re-directed to PayPal for payment. Once your payment is processed successfully your registration is complete.
9. You will receive an email with the registration information.



All General Interest Fee-Paying Programs

York Catholic DSB students

1. Login using the **Student Login** box
 2. Input your 9-digit student OEN number (Ontario Education Number) located on the student's report card. Although this is not a mandatory field for fee-paying programs, it is recommended for verification purposes.
 3. Enter a valid email address in order to receive confirmation and communication from the Continuing Education Dept.
 4. Once you have logged in, scroll down to the bottom of the page and click on the PayPal button to complete your online registration.
 5. You will receive an email with the registration information.
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Non York Catholic DSB students

1. **If you have taken a Continuing Education program within the last year** and you already have a Student Account, then login using the **Student Login** box and input your Username and Password
2. **If you have registered within the past year**, for any of these programs and do not remember your OEN number, complete the online **OEN Request Form**.
3. **If you have NOT taken a Continuing Education program in the past year**, and this is the first time registering, then click on the **Create a New Account** link in the **General Public** box to set up a Student Account
4. Enter a valid email address in order to receive confirmation and communication from the Continuing Education Dept.
5. Once you have logged in, scroll down to the bottom of the page and click on the PayPal button to complete your online registration.
6. You will receive an email with the registration information