



## Elementary Online Registration Procedure

### 1. From the CE Homepage

- Select the **Secondary** tab from the top navigation bar
  - From the dropdown list, select *“Programs”* to view the program options
  - or Click on *“Online Registration”* to be redirected to our Online Registration Platform.
  - In the ContinuEd Platform, Click on the **FAQ** tab on the top left of the screen at any time for more instructions on how to register.

OR

- Scroll down the Homepage to **“View Secondary Programs”** .
  - Select the program you are interested in registering for
  - On the program page, proceed to the follow the instructions on how to register
  - At any time, you may also click on the **FAQ** tab on the top navigation bar for more instructions on how to register

### 2. From the ContinuEd Platform

- Click on the **“Student/Adult Login”** button

The screenshot shows the top navigation bar of the ContinuEd platform. On the left, there are four buttons: Home, Help, F.A.Q, and Contact. On the right, there is the ContinuEd logo with the tagline 'continuing education software' and a 'Login' link. Below the navigation bar, there is a 'Student/Adult Login' button with a 'LOGIN' link. An arrow points from the text 'Click on the “Student/Adult Login” button' to this button. Below the login button, there is a welcome message: 'Welcome to the Continuing Education On-line Registration System' followed by 'Listed below are the classes/courses currently available.' and 'Click on the FAQ tab on the top left of the screen at any time for step-by-step instructions on how to register'.



# YORK CATHOLIC DISTRICT SCHOOL BOARD

## Continuing Education Department



If you are a YCDSB student then your Username and Password are your OEN number (9 digits, no spaces).

### Student/Adult Login

Use the form below to add / update some information

Are you a Day-school YCDSB student? Yes  No

Do you have an OEN (Ontario Education Number)? Yes  No (JK students only)

OEN:

Must be 9 digits, with no spaces or dashes, Eg. 123456789. Initial password is your OEN

Password:

[> LOGIN](#)

[Forgot Password?](#)

- If you are a **Non YCDSB student** who has taken a course with Continuing Education in the past 2 years then Login with your **First and Last Name** and **Birthdate**

### Student/Adult Login

Use the form below to add / update some information

Are you a Day-school YCDSB student? Yes  No

Do you have a current account or have you taken a course with Continuing Education in the past two years?? Yes  No

Legal First Name:

Legal Last Name:

Gender: Male  Female

Date of Birth:

Date is in the format of yyyyymmdd - 8 numbers all together - no dashes, Eg: 19820108

[> LOGIN](#)

[Forgot Password?](#)



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- o If you are a **Non YCDSB student** who has **NOT** taken a course with Continuing Education in the past 2 years then Click on the **“Register”** button to create an account.

**Student / Staff Login**

Use the forms below to login to the system. You must login to register. If you do not remember or know your password you may click the Forgot Password link to reset your password.

 If you are a YCDSB student then your Username and Password are your OEN number (9 digits, no spaces).

Student/Adult Login	
Use the form below to add / update some information	
Are you a Day-school YCDSB student?	Yes <input type="radio"/> No <input checked="" type="radio"/>
Do you have a current account or have you taken a course with Continuing Education in the past two years??	Yes <input type="radio"/> No <input checked="" type="radio"/>
<input type="button" value="REGISTER"/>	
<a href="#">Forgot Password?</a>	

- o Non YCDSB students will need to upload their Credit Counselling Summary (CCS)

### General Public Account Creation



Please fill out the form below to create your student account.

Account Details	
Use the form below to add some information	
*Student Legal First Name:	<input type="text"/>
*Student Legal Last Name:	<input type="text"/>
OEN:	<input type="text"/>
<small>Must be 9 digits, and not be all zeroes. No spaces or dashes Eg. 123456789</small>	
*Proof of Identity: (Upload file): <small>Elementary: Birth Certificate or Passport or Report Card Secondary: Credit Counselling Summary or Transcript</small>	<input type="button" value="Choose File"/> No file chosen
*Gender:	Male <input type="radio"/> Female <input type="radio"/>
*Date of Birth:	<input type="text"/> 
<small>Date is in the format of yyyyymmdd - 8 numbers all together - no dashes, Eg: 19820108</small>	
*Language the Student First Learned to Speak:	--Select--
*Student Grade:	01
<small>If registering for a summer course, the grade is the upcoming grade in September</small>	



## YORK CATHOLIC DISTRICT SCHOOL BOARD Continuing Education Department



- Once you have logged in select the program/course from the “**Current Classes Available**” chart

**Current Classes Quick Search**

Show/Hide Search Options ▼

**Current Classes Available**

<p><b>Elementary Fall/Winter International Languages</b> International Languages</p> <p><b>Elementary General Interest</b> French</p> <p><b>Elementary Summer General Interest</b> Computer Studies Culture Club French Literacy Preparation Mathematics The Arts</p> <p><b>Elementary Summer International Languages</b> International Languages</p> <p><b>Elementary Summer Skills Development (Grade 7 &amp; 8)</b> Skills Development (Grade 7 &amp; 8)</p>	<p><b>Evening Homework Helper</b></p> <p><b>Extended Hours Program</b> Extended Hours</p> <p><b>Summer Reaching Up Credit</b> Learning Strategies</p> <p><b>Summer School Accelerated Full &amp; Half Credit Courses</b> Canadian and World Studies &amp; Civics Computer Studies English French Guidance and Career Education Health and Physical Education Interdisciplinary Studies Literacy Skills Mathematics Ontario Literacy Course Science Social Sciences and Humanities</p> <p><b>Summer School Credit Recovery Courses</b> Credit Recovery Placeholder</p>	<p><b>Summer School eLearning</b> Business Studies Canadian and World Studies &amp; Civics Computer Studies English Guidance and Career Education Health and Physical Education Mathematics Ontario Literacy Course Science Social Sciences and Humanities</p> <p><b>Summer School Non-Credit (Gr. 8, 9, 10)</b> Literacy Preparation Math Preparation</p>
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- 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**” in the Active column

The results of your search are listed below. To register, please click on the OPEN link under the Action column next to the location you have chosen .

Show/Hide Search Options ▼

Class Search Results					
The results of your search are listed below. Click on the link on the far right of each row to view more details of the class and to register.					
Course Code	Title	Program Area	Date Range	Location	Action
CASCKM-a	Cantonese	Elementary Summer International Languages	<a href="#">June 29, 2020 - July 24, 2020</a>	Christ The King CES	<a href="#">Open</a>
CASSFXM-a	Cantonese	Elementary Summer International Languages	<a href="#">June 29, 2020 - July 24, 2020</a>	St Francis Xavier CES	<a href="#">Open</a>
CASSLRM-a	Cantonese	Elementary Summer International Languages	<a href="#">June 29, 2020 - July 24, 2020</a>	San Lorenzo Ruiz CES	<a href="#">Open</a>
CASSMAM-a	Cantonese	Elementary Summer International Languages	<a href="#">June 29, 2020 - July 24, 2020</a>	St Monica CES	<a href="#">Open</a>
CASSMWM-a	Cantonese	Elementary Summer International Languages	<a href="#">June 29, 2020 - July 24, 2020</a>	St Matthew CES	<a href="#">Open</a>
CASSEM-a	Cantonese	Elementary Summer International Languages	<a href="#">June 29, 2020 - July 24, 2020</a>	St Elizabeth MacCallan CES	<a href="#">Open</a>



**YORK CATHOLIC DISTRICT SCHOOL BOARD**  
Continuing Education Department



- Review the information to ensure that it is correct before clicking on “**Register**”

Cantonese (CASCTKM-a)			
Cantonese			
Session Dates:	<u><b>June 29, 2020 - July 24, 2020</b></u>	Location:	Christ The King CES ( <a href="#">Map</a> )
Room Number:			
Registration Deadline:	July 21, 2020	Cost:	\$20.00

You must pay before you can register for this course.

**Please select the PayPal symbol to pay by PayPal, Credit or Debit Card**



- After completing your registration & payment online (if applicable), you will receive an email notification that their registration has been approved for admission.
- Students registering for a fee paying course will automatically receive a Paypal payment confirmation after the payment has successfully been processed.