



## Secondary Online Registration Procedure

### 1. From the CE Homepage

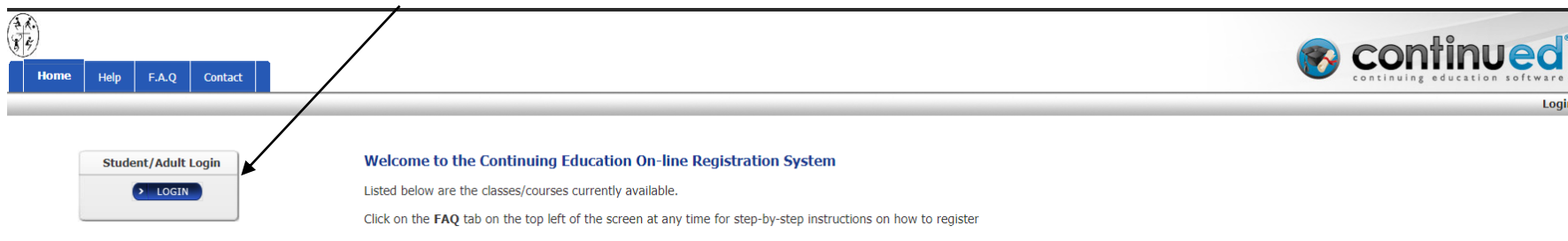
- Select the **Secondary** tab from the top navigation bar
  - From the dropdown list, select *“Programs”* to view the program options
  - or Click on *“Online Registration”* to be redirected to our Online Registration Platform.
  - In the ContinuEd Platform, Click on the **FAQ** tab on the top left 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





# 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 <input type="radio"/> No <input checked="" type="radio"/>	
Do you have an OEN (Ontario Education Number)? Yes <input checked="" type="radio"/> No (JK students only) <input type="radio"/>	
Must be 9 digits, with no spaces or dashes, Eg. 123456789. Initial password is your OEN	
OEN:	<input type="text"/>
Password:	<input type="text"/>
<a href="#">&gt; LOGIN</a>	
<a href="#">Forgot Password?</a>	

- 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 <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 checked="" type="radio"/> No <input type="radio"/>	
Legal First Name:	<input type="text"/>
Legal Last Name:	<input type="text"/>
Gender:	Male <input type="radio"/> Female <input type="radio"/>
Date of Birth:	<input type="text"/>
Date is in the format of yyyyymmdd - 8 numbers all together - no dashes, Eg: 19820108	
<a href="#">&gt; LOGIN</a>	
<a href="#">Forgot Password?</a>	



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- 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"/>
<a href="#">REGISTER</a>	
<a href="#">Forgot Password?</a>	

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

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



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

- 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

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
CGW4UAH-a	World Issues: A Geographic Analysis	Summer School Accelerated Full & Half Credit Courses	<a href="#">July 2, 2020 - July 24, 2020</a>	Holy Cross Catholic Academy	<a href="#">Open</a>
CGW4UAJ-a	World Issues: A Geographic Analysis	Summer School Accelerated Full & Half Credit Courses	<a href="#">July 2, 2020 - July 24, 2020</a>	St Joan Of Arc CHS	<a href="#">Open</a>
CGW4UAN-a	World Issues: A Geographic Analysis	Summer School Accelerated Full & Half Credit Courses	<a href="#">July 2, 2020 - July 24, 2020</a>	St Brother André CHS	<a href="#">Open</a>
CGW4UAT-a	World Issues: A Geographic Analysis	Summer School Accelerated Full & Half Credit Courses	<a href="#">July 2, 2020 - July 24, 2020</a>	St Theresa Of Lisieux CHS	<a href="#">Open</a>
CHC2DAB-a	Canadian History since World War I	Summer School Accelerated Full & Half Credit Courses	<a href="#">July 2, 2020 - July 24, 2020</a>	Father Bressani CHS	<a href="#">Open</a>
CHC2DAH-a	Canadian History since World War I	Summer School Accelerated Full & Half Credit Courses	<a href="#">July 2, 2020 - July 24, 2020</a>	Holy Cross Catholic Academy	<a href="#">Open</a>
CHC2DAJ-a	Canadian History since World War I	Summer School Accelerated Full & Half Credit Courses	<a href="#">July 2, 2020 - July 24, 2020</a>	St Joan Of Arc CHS	<a href="#">Open</a>
CHC2DAK-a	Canadian History since World War I	Summer School Accelerated Full & Half Credit Courses	<a href="#">July 2, 2020 - July 24, 2020</a>	St Maximilian Kolbe CHS	<a href="#">Open</a>



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Continuing Education Department



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

### Class Details



Listed below are the classes/courses currently available.

Click on the **FAQ** tab on the top left of the screen for step-by-step instructions on how to register.

World Issues: A Geographic Analysis (CGW4UAH-a)			
Session Dates:	<u>July 2, 2020 - July 24, 2020</u>	Location:	Holy Cross Catholic Academy ( <a href="#">Map</a> )
Room Number:			
Registration Deadline:	July 7, 2020	Cost:	Free

[> REGISTER](#)

- After completing your registration & payment online (if applicable), grades 9-12 students will be pending approval until a Guidance Counselor approves it.
- Once the registration has been approved students in Grades 9-12 will receive another 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.