




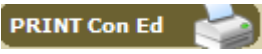


For York Region day school students, you must use the Career Cruising Course Planner to register for courses offered at Night School and Summer School. Career Cruising can be accessed wherever you have Internet access.

How to access and register for Continuing Education courses:

1. Go to www.yrdsb.edu.on.ca/NightSchool and click on 
Go to www.yrdsb.edu.on.ca/InternationalLanguages and click on 
Go to www.yrdsb.edu.on.ca/SummerSchool and click on 
 2. Login in by entering your username (york-XXXXXXXXXX where XXXXXXXXXX is your 9-digit student number). When logging in for the first time, the password will be the student's birth date using the format mmddyyyy. The system will prompt the student for a new password after successfully logging in the first time.
 3. To retrieve a lost password, click on the words "Forgot my username and/or 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.
 4. To register for the Continuing Education (Summer School or Night School) courses you wish to take, click on the  from the list of options in the menu on the left hand side of the screen.
 5. Click on "+" in the  bubble that appears in your Course Planner.
 6. Choose the "Continuing Education Type" from the drop down menu (ex. Summer School – Acceleration or Summer School – Reinforcement or Fall Night School). The only types that will be available for you to choose from are the ones that are currently accepting registrations.
- For summer school courses, students may only register for one course type (either Summer School – Acceleration or Summer School – Reinforcement)**
7. Ensure that "**Primary Selection**" is highlighted with a darker brown. This will ensure that you are choosing your first choice first.
 8. Using the drop down menu under "**Select a School Discipline**", find the discipline that the course you wish to take is in and click on it. All of the courses in that discipline, which are being offered at each school, will appear in a list.
Find the correct course at the correct school and select the course by clicking in the bubble to the far right of the course.
 9. Click on the heading "**Alternate Selection**" so that it is highlighted with a darker brown.
You can enter another course using the same steps as in #7, or you can choose to "**Ignore Alternate**" by clicking in the box to enter a checkmark.
 10. Now click the "**SUBMIT**" button. The courses that you have registered for will appear in your Course Planner.
 11. Once you have all courses registered, you **must** click on the  button on the course planner to print off the sign off sheet and get your parent to sign for parental approval and return back to the guidance office.