

## Use this important information for the online application!!!

If this is the first time you are applying for an e-Learning course, download and READ the instructions provided in the [Quick Reference Card](#) to help you apply online for the course through Connect2Learn.

### When creating your profile at Connect2Learn,

- under "Account Creation/Contact Information" enter your **Ontario home address and home phone number**. Report cards will be sent to your home address in addition to your school.
- in the field \* Work/Home/School/Company Name: Enter **"Home"**.

### When making payment,

- you must select the payment Method: "Credit Card " in your online application and enter your credit card details as requested.

### When you have completed the online application,

you will receive **three (3)** emails from Connect2Learn:

- i. **"Purchase receipt"** payment information
- ii. **"Account Information"** User Name and Password to access your profile in the Connect2Learn application system. Note: This does not give access to courses.
- iii. **"Application/Registration Submission"** -This email advises that you have been placed as pending and gives course details. This means that we are waiting to receive your documents.

### What happens behind the scenes:

1. Once the payment has been received and documents reviewed, the online application will be moved to the **manager approval** list by the Registration Co-ordinator.
2. As soon as it is decided which courses will run, the applicant's enrolment status will be communicated via email. The application will be moved to **Approved**, based on availability in the course [Note: registration is based on a first come first serve basis of a complete application received]. An **approval** or **course denial** message will be sent out at this time.
3. Should the applicant receive a **"deferred"** message, this means that e-Learning still has not received all your documents. The application will remain **deferred** until all steps listed above have been completed.

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If the course has been cancelled, the application fee will be refunded to the applicant.

OR

If ALL steps of the application process have been completed by the applicant successfully and there is no room in the course, the application fee will be refunded.

**Note 1:** By applying for e-Learning, you acknowledge that you and your parents (if you are under 18) have read and understand the York Region District School Board [Information Technology Acceptable Use Agreement](#).

**Note 2:** Chat and paging comments are not private, as teachers are able to view all chat and paging histories. Comments in all e-mails, chats, pages, etc. must be appropriate in content and in tone. e-Learning is an extension of day school and the same policies and guidelines apply. Any content that is deemed to contravene YRDSB policies will be reported and dealt with in the appropriate manner.

**Note 3:** To reduce technical problems during the application process and when accessing your courses, please ensure that:

- "yrdsb.ca" and "yrdsb.elearningontario.ca" are allowed domain names in your email Junk Mail/Spam filter.
- the pop-up blocker is disabled on your browser.
- security settings do not have a setting preventing access to specific sites.

**DO NOT PROCEED TO APPLY UNTIL YOU HAVE SUBMITTED ALL YOUR DOCUMENTS!!!!**