

Career Cruising On-line Gr 7 & 8 Non Credit Continuing Education - Quick Tip Sheet

For York Region Grade 7 and 8 students, you must use the Career Cruising Course Planner to register for Summer School Non Credit Program. Career Cruising can be accessed wherever you have Internet access.

How to access and register for Continuing Education courses:

1. Go to www2.careercruising.com/default/cplogin/YORK
2. Login in by entering your username (YORK-XXXXXXXXX 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 course you wish to take, on the left hand side of the screen

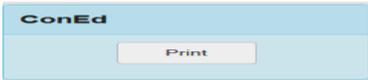


5. On the right hand side under the heading **ConEd** click the following 

6. Choose the "Continuing Education Type" from the drop down menu. – **Summer – Gr 7 & 8 Non Credit**
7. Choose the Discipline from drop down menu.
8. Using the drop down menu under "**Discipline**", Select - **Other Courses**, next **select** the course you wish to take and click on it.

Course / School	Credit	Type	Grade
<input type="checkbox"/> 8EngLang Non Credit ELL Course Richmond Hill Elementary Summer School Mon,Tue,Wed,Thu,Fri	0	null Non-Credit	n/a
<input type="checkbox"/> 7EngLang Non Credit ELL Course Richmond Hill Elementary Summer School Mon,Tue,Wed,Thu,Fri	0	null Non-Credit	n/a
<input type="checkbox"/> 7IEPEngMth Non Credit IEP Course Richmond Hill Elementary Summer School Mon,Tue,Wed,Thu,Fri	0	null Non-Credit	n/a
<input type="checkbox"/> 8IEPEngMth Non Credit IEP Course Richmond Hill Elementary Summer School Mon,Tue,Wed,Thu,Fri	0	null Non-Credit	n/a
<input type="checkbox"/> 7RegEngMth Non Credit Regular Course Richmond Hill Elementary Summer School Mon,Tue,Wed,Thu,Fri	0	null Non-Credit	n/a
<input type="checkbox"/> 8RegEngMth Non Credit Regular Course Richmond Hill Elementary Summer School Mon,Tue,Wed,Thu,Fri	0	null Non-Credit	n/a

9. Choose  this will submit your course request.
10. The Coned course will now appear listed in the column before **Year 9 – called Previous**.



11. Once you have registered you must click on the  button on the course planner to print the sign off sheet and get your parent to sign for parental approval and return to the school office.