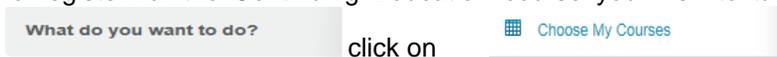


Career Cruising On-line Grade 8 International Languages Credit Continuing Education - Quick Tip Sheet

For York Region District School Board Grade 8 students, you must use the Career Cruising Course Planner to register for International Languages Credit Program offered at Saturday School or Tuesday Night School. 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 course you wish to take, on the left hand side of the screen under



5. On the right hand side under the heading  click the following .
6. Choose the "Continuing Education Type" from the drop down menu – **International Languages Credit Program**
7. Choose the Discipline from drop down menu.
8. Using the drop down menu under "**Discipline**", Select - **Classical and International Languages** next **select** the course you wish to take and click on it. (All the Courses which are available will listed by Code course and Languages Name). Ensure that you have selected the Level 1 course in your desired language.

Course / School	Credit	Type	Grade
<input type="checkbox"/> LIGAD1 Gujarati, Level 1 Middlefield International Languages Night School Sa	1	Academic Regular	n/a
<input type="checkbox"/> LIGBD1 Gujarati Middlefield International Languages Night School Sa	1	Academic Regular	n/a
<input type="checkbox"/> LIGDU1 Gujarati, Level 4 Middlefield International Languages Night School Sa	1	University Regular	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. Return sign off sheet on first class of International Languages Credit School Location.