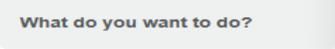


For York Region day school students, you must use the Career Cruising Course Planner to register for courses offered at Night School and Summer School. Career Cruising can be accessed wherever you have Internet access.

How to access and register for Continuing Education courses:

- Go to [Night School](#) and click on 

Go to [International Language](#) and click on 

Go to [Summer School](#) and click on 
 - 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.
 - 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.
 - To register for the Continuing Education (Summer School or Night School) courses you wish to take, on the left hand side of the screen under  click on 
 - On the right hand side under the heading  click the following 
 - Choose the "Continuing Education Type" from the drop down menu. 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 or Summer School – Credit Recovery – Differentiated Support)**
- Choose the Discipline from drop down menu.
 - Using the drop down menu under "**Discipline**", find the discipline 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 box to the far left of the course.
- Choose  this will submit your course request.
 - The Coned course will now appear listed at the bottom of your Current Grade.
 - If you would like to select Alternate course (Second Choice) click  and repeat step 8.
 - 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.