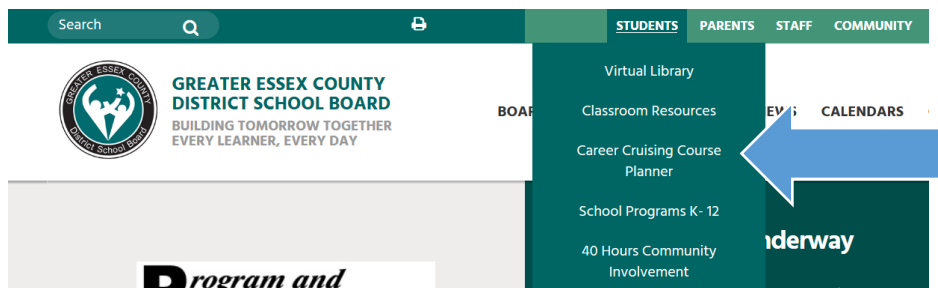


# How to Register for the 2019 Reaching Ahead Summer Program

1. Go to [www.publicboard.ca](http://www.publicboard.ca) select the 'Students' menu, then select 'Career Cruising Course Planner'.



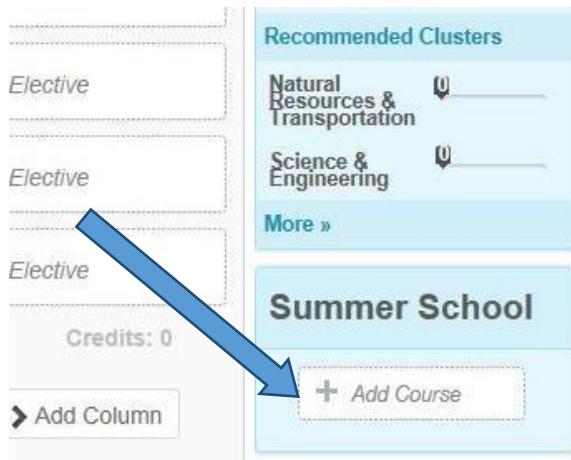
2. Enter your student information as instructed: Your StudentID for username, and your birth date for the password.  
**Note: If you do not remember your StudentID, check your grade 9 registration package or with your teacher.**

A screenshot of the 'My Plan Login' form on the Greater Essex County District School Board website. The form has two input fields: 'Username:' with the value 'ge-' and 'Password:'. A yellow 'Login' button is below the fields. To the right, a grey box contains instructions: 'Your Username is the prefix ge- followed by StudentID (e.g. ge-1234567)' and 'Your Password is your birth date (mmdyyyy) (e.g. August 25th, 1997 --> 08251997)'. A link 'Forgot your username and/or password?' is also present. Two blue arrows point to the 'Username:' and 'Password:' fields.

4. Select 'Choose my Courses'

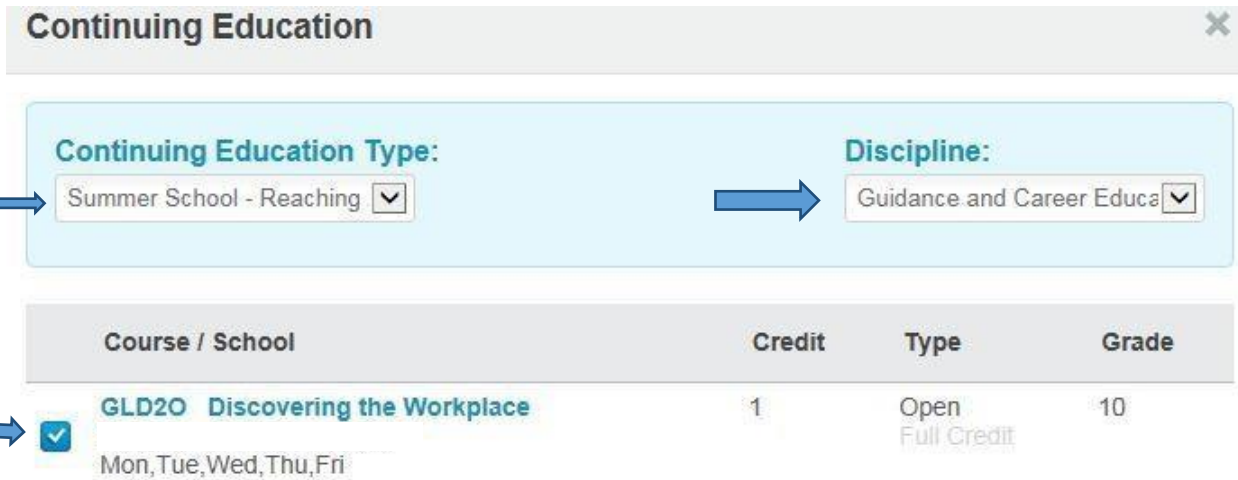


5. Choose 'Add Course' in the 'Summer School' section at the bottom right corner of the screen.



6. In the 'Continuing Education Type' drop-down menu, choose 'Summer School – Reaching Ahead...' at the location of the secondary school you plan to attend. Then choose 'Guidance and Career Education' in the 'Discipline' menu. 'GLD20 Discovering the Workplace' will appear. **Check the box beside the course.**

**NOTE: Locations of the courses will be determined by enrolment. Families will be contacted before the start of the course with updated information about the location of the course.**



The screenshot shows a window titled "Continuing Education" with a close button (X) in the top right corner. Below the title bar, there are two dropdown menus: "Continuing Education Type:" and "Discipline:". The "Continuing Education Type:" dropdown is set to "Summer School - Reaching" and the "Discipline:" dropdown is set to "Guidance and Career Educa". Below these menus is a table with the following columns: "Course / School", "Credit", "Type", and "Grade". The table contains one row: "GLD20 Discovering the Workplace" with a credit of "1", type of "Open Full Credit", and grade of "10". Below the course name, the days "Mon, Tue, Wed, Thu, Fri" are listed. A blue checkmark is visible in the left margin next to the course name, and a blue arrow points to it from the left. Another blue arrow points to the "Continuing Education Type:" dropdown, and a third blue arrow points to the "Discipline:" dropdown.

Course / School	Credit	Type	Grade
GLD20 Discovering the Workplace Mon, Tue, Wed, Thu, Fri	1	Open Full Credit	10

7. Select 'Update Planner' at the bottom of the window.



8. Under the 'Summer School' section choose 'Print'.



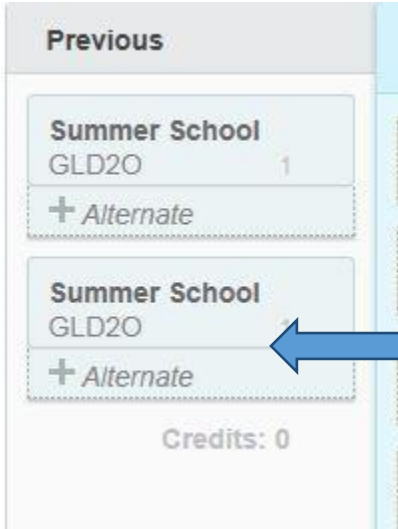
9. Print your registration form, sign it, and have a parent/guardian sign it. Finally, bring the signed form to the school secretary in the main office of your elementary school so it can be submitted to the GECDSD Summer School offices at the Mason Educational Centre.

**Note: Students who do not sign-up through Career Cruising cannot be guaranteed a spot in the program. Site locations will depend on sufficient enrolment and availability due to construction planning.**

If you have any questions or if you experience any difficulties with the registration process, please contact Tina Silverio at (519) 253-5006 ext. 11004, or Jason Lynn at (519) 255-3200 ext. 10186.

# How to Delete a Course in Career Cruising

1. In the 'Choose my Courses' section of Career Cruising, click on the course that you want to delete.



2. Choose 'Delete Course' at the bottom right corner of the window.

