

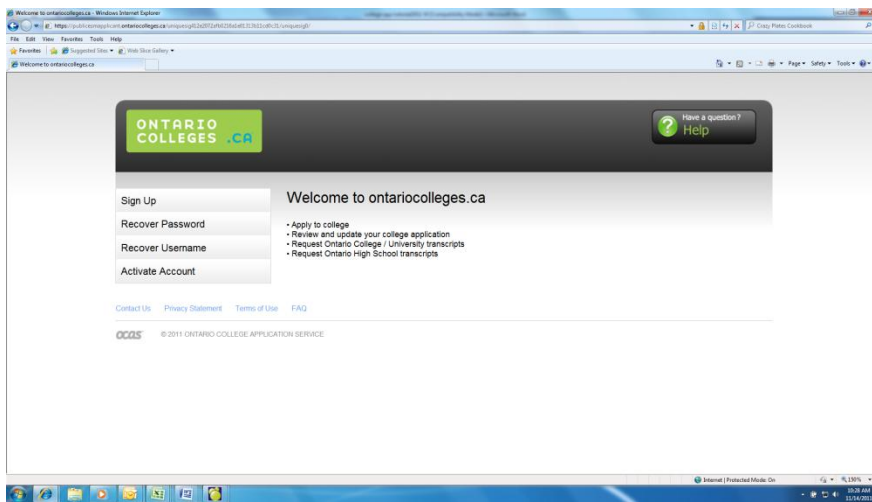
SELF-DIRECTED TUTORIAL
APPLYING TO ONTARIO COLLEGES
VIA O.C.A.S. (Ontario Colleges Application Services)
2011-2012

Cue Card (Guidance Counsellor-led session): Please set up the cue card provided – we will store this in Student Services in case you need to access your account **RECORD HERE ALSO!**

Last name, First Name _____, _____
Username: _____
Password: _____
Account #: _____
Application #: _____

Getting to the Website

- ❖ Type in www.ontariocolleges.ca
- ❖ Scan the Home Page for features of the site.
PLAN & FIND (for research) APPLY (today’s session) CONFIRM (where you accept your offer of admission)
- ❖ Choose either SIGN UP TODAY for current grade 12s or MIGRATE ACCOUNT for students who applied last year



Click **Get started with your College Application** to go to **My Profile**

❖ **My Profile – 6 sections on the left to complete (green checks indicate they are completed) ✓**

Personal Information

- Previous legal last name needed if you've had a legal name change
- Complete all sections

Contact Information

- click "**Add my Address**" in the grey bar which takes you to a new screen to complete all areas with an asterisk. Your address must be "found" and selected from the list before moving on

-once you return to the main screen, complete the remaining information and save and continue to the next step

Second Consent

- recommended to add at least one person, and you can either give them full access or Read only/pay access. An email is needed. You can put in up to three (3)

Citizenship and Residency

-Answer the 3 questions

Education

-Click **Add Canadian High School Education**

- Perth, Ontario

- Find St. John Catholic High School

- Attended from September 2008 (current grade 12s) to → Select Currently attending

Financial Support

-choose from the drop-down menu or leave as no sponsorship

Experience

-Job Experience (paid work experiences)

-Test Experience (standardized test results – few will have info. here)

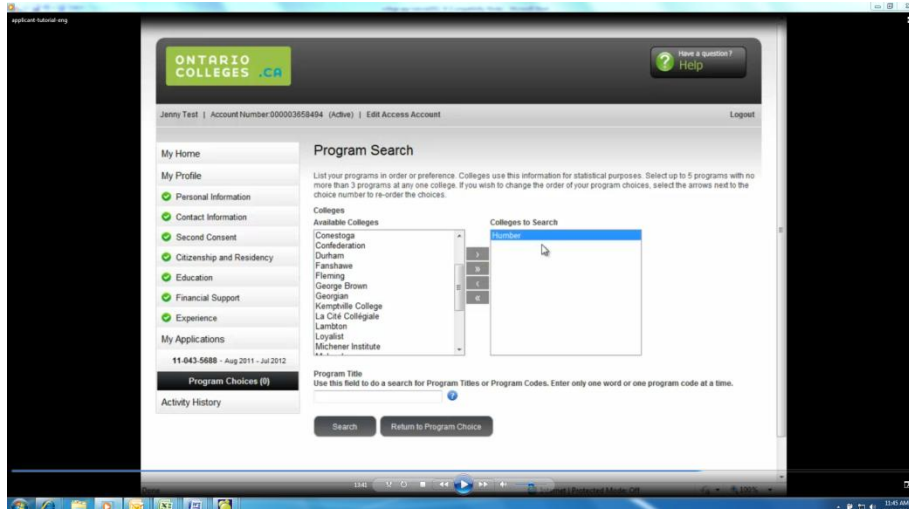
-Other Activities (volunteer work, association memberships)

❖ **My Applications**

When would you like to start college? **Between August 2012 and July 2013**

Manage Program Choices

- Record the application number on the cue card
- **Now you will add your college program choices**



- Choose the college you would like to search, and click on the top arrow to move it to the box on the right (do one school at a time)
- Type in a keyword or program name and SEARCH
- Choose the program with the correct start date and campus
- Edit program choice – complete if needed or leave default values and **Save** to continue
- Click Search for a Program to add another choice **YOU MAY SELECT A MAXIMUM OF 5 PROGRAMS – 3 FROM ANY ONE SCHOOL**
- Order your choices once you are finished from 1-5
- Click Done Adding Choices

Basis of Admission

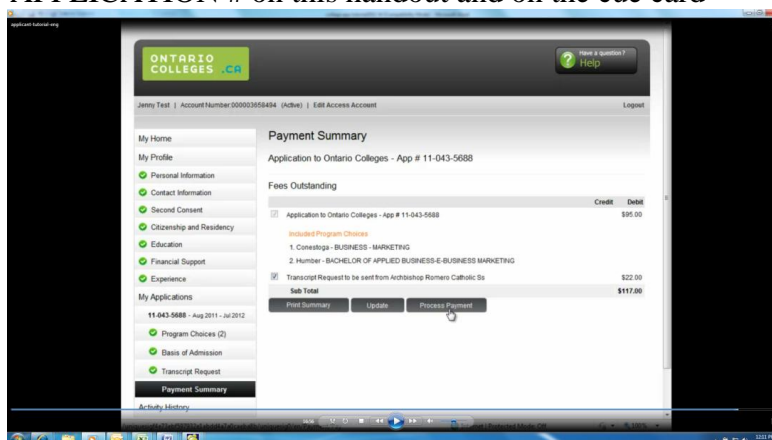
- Answer the questions (the first one is answered for you)

Transcript Request

- Your marks will be sent electronically by the school, so no request needed

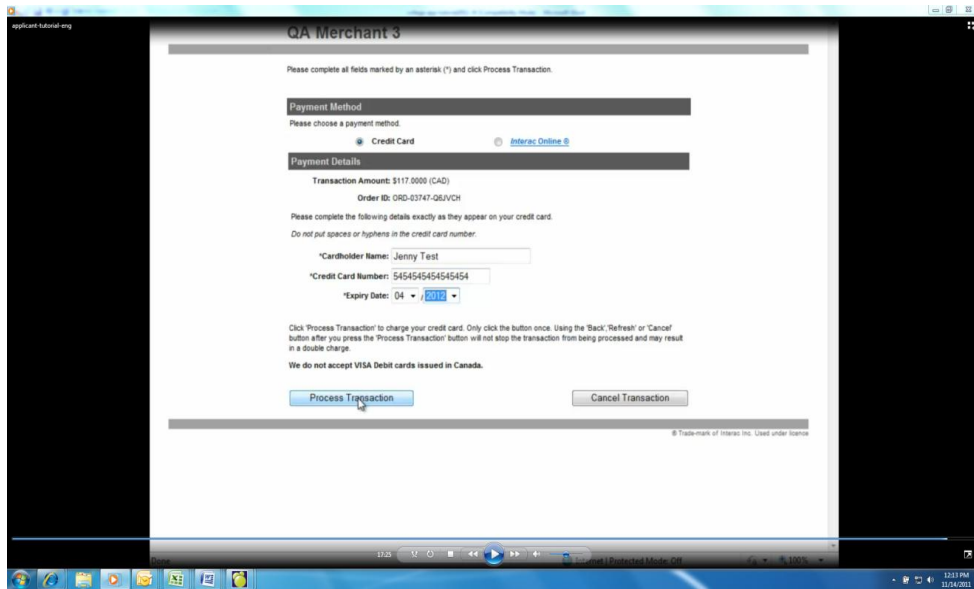
Payment Summary

- Feel free to print this screen before proceeding
- **MAKE SURE YOU HAVE RECORDED YOUR ACCOUNT # AND APPLICATION # on this handout and on the cue card**

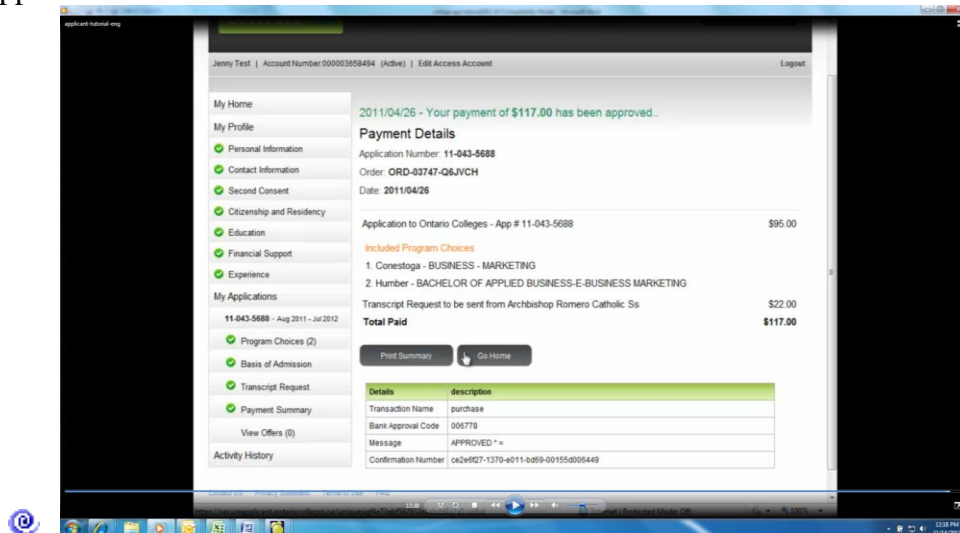


- Click **Process Payment** only when you are ready to pay

The payment screen will look like this:



- @ You will need to pay the \$95 fee to activate your application so that OCAS will send it out to your colleges.
- @ A credit card or online banking are the 2 accepted methods. Complete the required information and click **Process Transaction**
- @ A Payment Summary screen will appear which you can print
- @ Click **Print Summary** on this screen to print a summary of your complete application



Ⓢ **Check back often after February 1st for offers of admission under View Offers at the bottom left!**

Ⓢ Always click LOG OUT before leaving the website.

WHAT NEXT? MARK YOUR CALENDAR

February 1st - Making changes to your program choices should be done **prior** to this date.

May 1st – final date for offers of admission to be sent out by the Ontario colleges for September 2012 start.

May – prepare and submit your OSAP application if you are applying for a student loan through the website: <https://osap.gov.on.ca/OSAPPortal>

May/June – ensure you complete your residence application and determine when you need to pay deposit fees for your program and for residence. If you are going to move and you are planning to live off-campus, start researching off-campus housing.

ACCEPTING AN OFFER

❖ **You can check the status of your application by logging in and going to VIEW OFFERS (Offers will be issued from February 1st onwards)**

*Remember: if you make any changes to your timetable or take courses outside of our school in first or second semester, remind the Guidance Counsellor that you submitted a College application, and we will make the necessary adjustments to your file.

See Mrs. Quick or Mrs. Scattolon if you have any difficulties.