

## Course Quest Cheat Sheet

- Students are to go to our board website – [www.wecdsb.on.ca](http://www.wecdsb.on.ca)
- **Have students turn off pop up blocker – very important**
- Go to Student Portal
- Go to Course Quest/Login
- Sign in as new user
- Fill in the necessary fields/only student number is necessary – they don't have to put in OEN
- They may have problems with spaces/birthdates etc...
- **REMEMBER Student number is username**
- Encourage them to pick a password they will remember like Grandmother' name etc...
- They must use **First Class e-mail address**
- Once all fields are correctly completed – they will click submit
- If they did everything correctly they will receive a message that they are successful – have them let you know if they are not
- Check pop up blocker if there is a problem with submit
- They now sign in using their student number and the password created
- They can begin selecting courses
- They do not pick alternates
- Once all courses are selected – ***hit submit and print up a report***
- They must show you the report so that they can pick up their bag and other paperwork.
- If there is time have them go to their First Class accounts and check their e-mail addresses.
- Please list any problems Thank you!