

## Step - by - Step Instructions for External Students and Adults on How to Register

Please be sure to login through the TDSB Continuing Education Credit Programs website at [www.creditprograms.ca](http://www.creditprograms.ca).

Select the Credit Program you wish to register for.

Google Chrome is not compatible with the registration system. Please select a different browser (Firefox, Bing, Internet Explore).

### ▸ Secondary Program Review

### ▸ Going to High School

- Beyond 8
- Optional attendance
- Alternative Schools
- Open Houses and Information Nights
- Find your home school
- Transportation
- Reconnect with School
- Secondary School Placement Centre
- Specialized Schools and Programs

### Night School and Summer School

- Night School
- Summer School
- Saturday Credit Program
- e-Learning

### ▸ GradesExamsDiplomas

### ▸ Your School Day

- Sports
- Indigenous Education

### ▸ Caring & Safe Schools

### ▸ Get Involved

### ▸ Equity & Inclusion

### ▸ Guidance

### ▸ After High School

## Credit Programs

The Toronto District School Board offers night school and summer school credit courses under the OSS curriculum guidelines. Course selections must be made in accordance with the Ministry of Education curriculum guidelines.

Parent/Guardian(s) and students must consult with their day school guidance counsellor regarding course selections and pre-requisite courses.

### Learn more about:

→ [Night School](#)

→ [Summer School](#)

→ [Saturday Credit Program](#)



Go to Want to Register?

For Non-TDSB students and adults.

Click on Registration form link.

Non-TDSB students and adults:

You will need the following information:

- A valid transcript/credit counselling summary showing prerequisite earned.
- Your 9 digit OEN (Ontario Education Number – your OEN is printed on all report cards and transcripts issued to students who attended school in Ontario, including night school, effective 2004).

Important: you must register using your name as it appears on your transcript.

Online registration is a two-stage process. Click on the link to create a registration account. Your registration account remains available for you to use for upcoming night school and summer school sessions.

Please complete the [registration form](#).

Once you've confirmed your account, you will be directed to the second link below to request a course. You will need to upload documents showing proof of pre-requisites earned in Ontario


TDSB students who attempt to request courses using this external link will not be accepted.

[See e-Reg login](#)

## Fill out: Section 1: Student Information

**Note:** Night School only requires OEN if you attended school in Ontario after 2004.

You don't require an OEN unless you indicate that you attend a school in Ontario. Simply skip the field.



### Registration Form (New Login Account)

First time users only, will need to create a login account to access the TDSB's eRegistration System (eReg). If you have a login account already, please click on the link: [eLearning](#) [ConEd](#)

In order to create a login account for the TDSB's eRegistration System (eReg), please complete the information requested on the following 3 sections. (\* is Required)


▼ **Section 1: Student Information**

Please ensure that the way your name is typed on your registration form is the way that it appears on your legal documentation (ie. do not type in all caps or all lower case).

Legal First Name: *	<input type="text" value="Zakira"/>	Email Address: *	<input type="text" value="zakirahingar@gmail.com"/>
Preferred First Name:	<input type="text"/>	Confirm Email: *	<input type="text"/>
Middle Name:	<input type="text"/>	Phone Number: *	<input type="text" value="(416) 338-4224 x"/> ie. 416-000-0000
Legal Surname: *	<input type="text" value="Ingar"/>	Cell Number:	<input type="text"/> ie. 416-999-9999

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Ontario Education Number (OEN):  ?




Date of Birth: \* Jan ▾ 1 ▾ 1980 ▾ 

Gender: \* Female ▾

## Section 2: Student Address - Make sure to Confirm Address before proceeding to Section 3

**NOTE:** If you cannot type in any of the Student Address fields, please try a different browser.





### Registration Form (New Login Account)

First time users only, will need to create a login account to access the TDSB's eRegistration System (eReg). If you have a login account already, please click on the link: [eLearning](#) [ConEd](#)

In order to create a login account for the TDSB's eRegistration System (eReg), please complete the information requested on the following 3 sections. (\* is Required)

▶ **Section 1: Student Information**

▼ **Section 2: Student Address**

Street Number: \*  Street Name: \*  ie. Yonge

Unit Type:  Unit Number:

City: \*  v

Province: Ontario (Only eligible to Ontario Residents)




Postal Code: \*  x ie. A1A1A1 (No Space)




▶ **Section 3: Academic Information**

▶ **Section 4: Registration Completion**

### Section 3: Academic Information

If you are enrolled in an Ontario School and you click “Yes,” using the drop down select your day school. If your school is not listed, please scroll down the menu and select “Other.”





### Registration Form (New Login Account)

First time users only, will need to create a login account to access the TDSB's eRegistration System (eReg). If you have a login account already, please click on the link: [eLearning](#) [ConEd](#)

In order to create a login account for the TDSB's eRegistration System (eReg), please complete the information requested on the following 3 sections. (\* is Required)

▶ **Section 1: Student Information**

▶ **Section 2: Student Address**

▼ **Section 3: Academic Information**

Are you currently enrolled in an Ontario School (Day, Night or e-Learning)?      \* ☐ Yes ☒ No

You will need to submit proof that you have the necessary prerequisite, as outlined in the email that confirms your course request.

Other Academic Programs Enrolled in:

Learning Special Needs:

▶ **Section 4: Registration Completion**

Collection of Information  
The information collected on this form is collected under the authority of the Education Act, R.S.O. 1990, c. E.2, and will be used by Toronto District School Board Continuing and International

Section 4: Registration Completion – select Radio button Subscribe/ Unsubscribe – Make sure to click on the declare box – Fill in the Audio Code and than press Create Account.

▶ Section 2: Student Address

▶ Section 3: Academic Information


▼ Section 4: Registration Completion

Under Canada's Anti-Spam Law, we are prohibited from sending any type of electronic message that is commercial in nature unless the recipient has provided consent first. General Announcements may contain promotional information regarding school initiatives such as newsletters, fundraisers, field trips and/or events, etc. We require your consent to send general announcements via email. To provide consent please click on Subscribe. If you wish to unsubscribe from general announcements please click on Unsubscribe.

\* ☐ Subscribe ☒ Unsubscribe

I am submitting this form to register myself in Toronto District School Board classes. I declare that the information contained in this form is true and complete to the best of my knowledge. I understand that any false or misleading information may result in not being registered and/or not being able to attend Toronto District School Board classes.

\* ☒ I declare that the information submitted on this page is true and complete to the best of my knowledge.




[Get Audio Code](#)  
Type the code from the image

Create AccountCancel



Once you have completed the application, click the Create Account button. The below page will appear on your screen.

The following instructions are the next steps to access the eReg system.



**tdsb** *eLearning* Continuing and International Education

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**Registration Form (New Login Account)**

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**Your e-Reg account has been successfully created!**

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**Your User ID is: X10066147**

The following are the next steps to access the e-Reg system:

1. An email has been sent to you with important information about your e-Reg account. Please go to this email and review this information.
2. The account information email contains a link that will take you to a page where you can set your e-Reg account password. Please click on this link and set your password.
3. After setting your account password, you can login to the e-Reg system where you can apply for e-Learning courses or Continuing Education courses. You will need your User ID to login into the system.

This is the email that you will receive once you have completed the registration.

**Very Important:** You must Proceed to complete your registration within 24 hours.

## TDSB e-Reg Registration URGENT



Inbox x



eReg <No-Reply@tdsb.on.ca>

to me ▾

Thank you for completing the online registration form for the TDSB e-Reg program.

Your User ID is: X10066147

You will need your User ID to login to the system.

To complete your registration, you must click the link below to setup your e-Reg course request account.

[Proceed to complete your registration](#)




For more information about Continuing Education, please go to [ConEd](#)



For more information about eLearning, please go to [elearning](#)



Proceed to complete your registration, please enter the following details then click the Save button.

Please pay close attention to the **\*NOTE. Reminder to check the box "Signature of Student" and click Save**





Contact  
[e-Learning Central Office](#)  
[Continuing Education Office](#)  
**Set Account**

**Password**  
Please enter the following details then click the 'Save' button

\* Note: your password must be between 7 to 10 characters long, contain at least 1 digit and 1 alphabetic character, and not include special characters

User ID: X10066147




**Step 1: Create your password**  
Password:   
Verify Password:



**Step 2: Create your password reset options**  
Security Question 1:   
Security Answer 1:   
Security Question 2:   
Security Answer 2:

\* Signature of Student: ☐

Save

**Authentication Required: Enter your Postal Code. Make sure all information is correct.**





Contact  
[e-Learning Central Office](#)  
[Continuing Education Office](#)

**Set Account**

**Password**

Please enter the following details then click the 'Save' button

\* Note: your password must be between 7 to 10 characters long, contain at least 1 digit and 1 alphabetic character, and not include special characters

User ID: X10066147

**Step 1: Create your password**

Password:

Verify Password:

**Step 2: Create your password re**

Security Question 1:

Security Answer 1:


Security Question 2:

Security Answer 2:

★ Signature of Student:

**Save**

**Authentication Required**



Please confirm your identity by authenticating with your postal Code.

User ID: X10066147

Postal Code:  ie. A1A1A1 (No Space)

**Authenticate**

Please complete all required fields. Pay close attention to \*Note: regarding Password criteria. Click save once completed.



Contact  
[e-Learning Central Office](#)  
[Continuing Education Office](#)

**Set Account**

## Password

Please enter the following details then click the 'Save' button

\* Note: your password must be between 7 to 10 characters long, contain at least 1 digit and 1 alphabetic character, and not include special characters

User ID: X10066147

### Step 1: Create your password

Password:

Verify Password:

### Step 2: Create your password reset options

Security Question 1:

Security Answer 1:

Security Question 2:

Security Answer 2:

\* Signature of Student: Digitally Signed: 12/14/2017 2:09:47 PM

Save

Click on GO to Continuing Education Login. Please note that eLearning and Continuing Education are two different departments.



Contact  
[e-Learning Central Office](#)  
[Continuing Education Office](#)

**Password Update**

Your e-Reg account password was successfully set and your account has now been activated.

Please choose one of the options below to login to e-Reg:

[Go to eLearning Login](#)

[Go to Continuing Education Login](#)

Request a course: Fill in all required fields, click login once completed. To Retrieve User ID or Forgot Password.



**Non-TDSB Students or Adults**

Please enter the following information and then click 'Login'

User ID:  example: X12345678

Date of Birth:

Password:

[Retrieve User ID](#) [Forgot password](#)

Click Continue



The banner features the Toronto District School Board logo on the left, a stack of books with an 'e' icon and the text 'e-Reg' in the center, and a group of five diverse students on the right. The background is a green gradient with faint keyboard keys.

[My Courses](#)   [My Profile](#)   [Logoff](#)   [General Help](#)   [Contact Us](#)

## News

**Subject:** Welcome

**Date:** 27-Aug-2015

**Message:** This is the Toronto District School Board eReg system




Continue







From the drop down select the session, click on request a course.



[My Courses](#) [My Profile](#) [Logoff](#) [General Help](#) [Contact Us](#)

## My Course Requests

Select a session from the list below to **view** or **add** your course request(s) for that session.

Session: 

-- select --  
Summer School 2016-17

[Request a Course](#) [Re-order course requests](#)

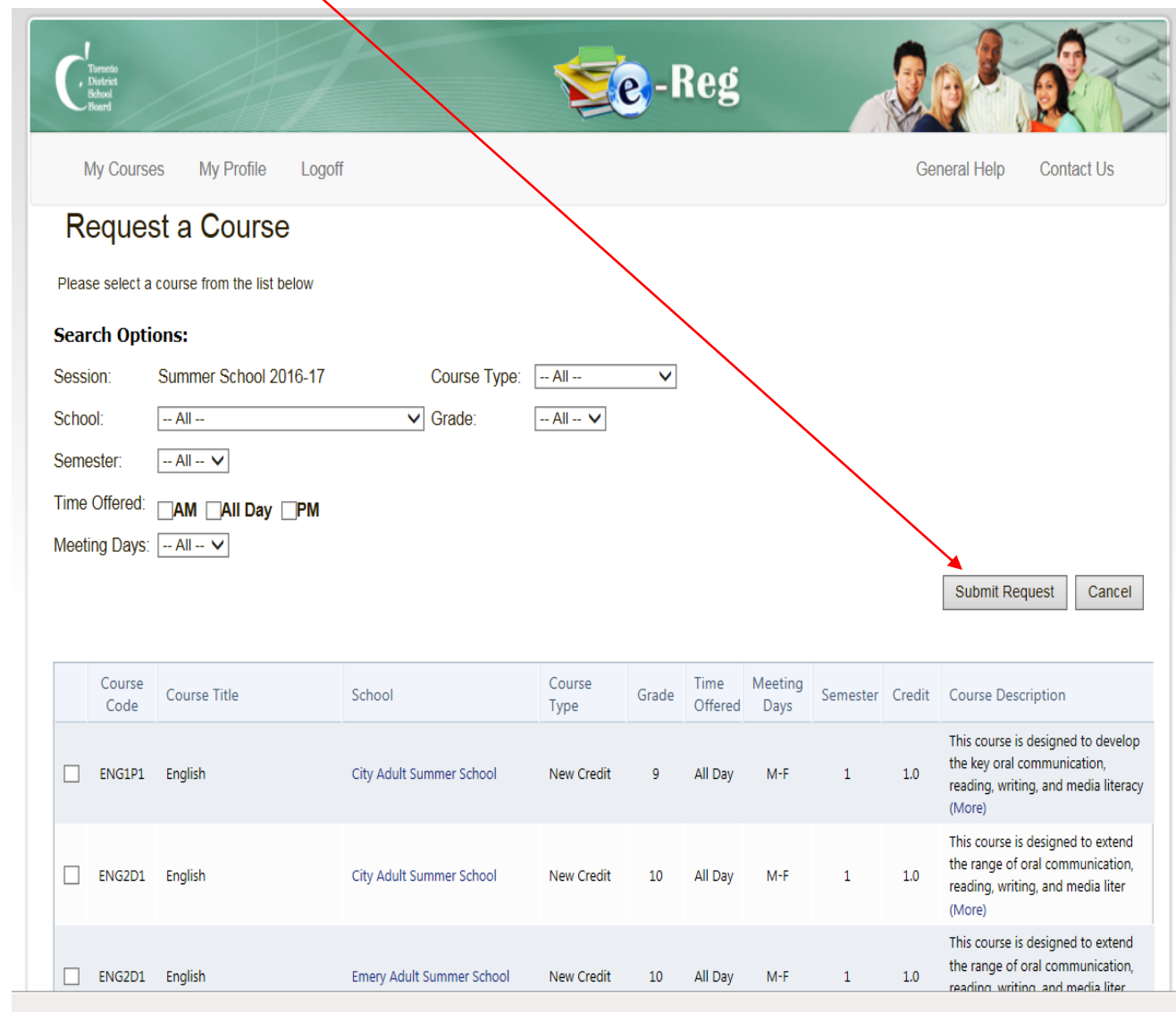
Course Code	Course Title	School Name	Course Type	Grade	Semester	Credit	Time Offered	Meeting Days	Request Date	Request Status
OLC401	Ontario Secondary School Literacy C	City Adult Summer School	New Credit	12	1	1.0	All Day	M-F	02-May-2017	Removed
TXJ4E1	Exploring Hairstyling and Aesthetics	Emery Adult Summer School	New Credit	12	1	1.0	All Day	M-F	25-May-2017	Pending Approval

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Select course(s) and check mark the box.

For night school students may enrol in 2 courses only. Choose one course for Mon/Wed and one for Tues/Thurs.




Click on submit request.



The screenshot shows the 'Request a Course' page of the e-Reg system. At the top, there is a header with the Toronto District School Board logo, the 'e-Reg' logo, and a group photo of students. Below the header is a navigation bar with links for 'My Courses', 'My Profile', 'Logoff', 'General Help', and 'Contact Us'. The main heading is 'Request a Course', followed by the instruction 'Please select a course from the list below'. The 'Search Options' section includes dropdown menus for 'Session' (Summer School 2016-17), 'Course Type' (-- All --), 'School' (-- All --), 'Grade' (-- All --), and 'Semester' (-- All --). There are also checkboxes for 'Time Offered' (AM, All Day, PM) and a 'Meeting Days' dropdown (-- All --). At the bottom right of the search section are 'Submit Request' and 'Cancel' buttons. A red arrow points from the text 'Click on submit request.' to the 'Submit Request' button. Below the search options is a table listing available courses.

	Course Code	Course Title	School	Course Type	Grade	Time Offered	Meeting Days	Semester	Credit	Course Description
<input type="checkbox"/>	ENG1P1	English	City Adult Summer School	New Credit	9	All Day	M-F	1	1.0	This course is designed to develop the key oral communication, reading, writing, and media literacy <a href="#">(More)</a>
<input type="checkbox"/>	ENG2D1	English	City Adult Summer School	New Credit	10	All Day	M-F	1	1.0	This course is designed to extend the range of oral communication, reading, writing, and media literacy <a href="#">(More)</a>
<input type="checkbox"/>	ENG2D1	English	Emery Adult Summer School	New Credit	10	All Day	M-F	1	1.0	This course is designed to extend the range of oral communication, reading, writing, and media literacy <a href="#">(More)</a>

Click on Confirm request(s)



[My Courses](#) [My Profile](#) [Logoff](#) [General Help](#) [Contact Us](#)

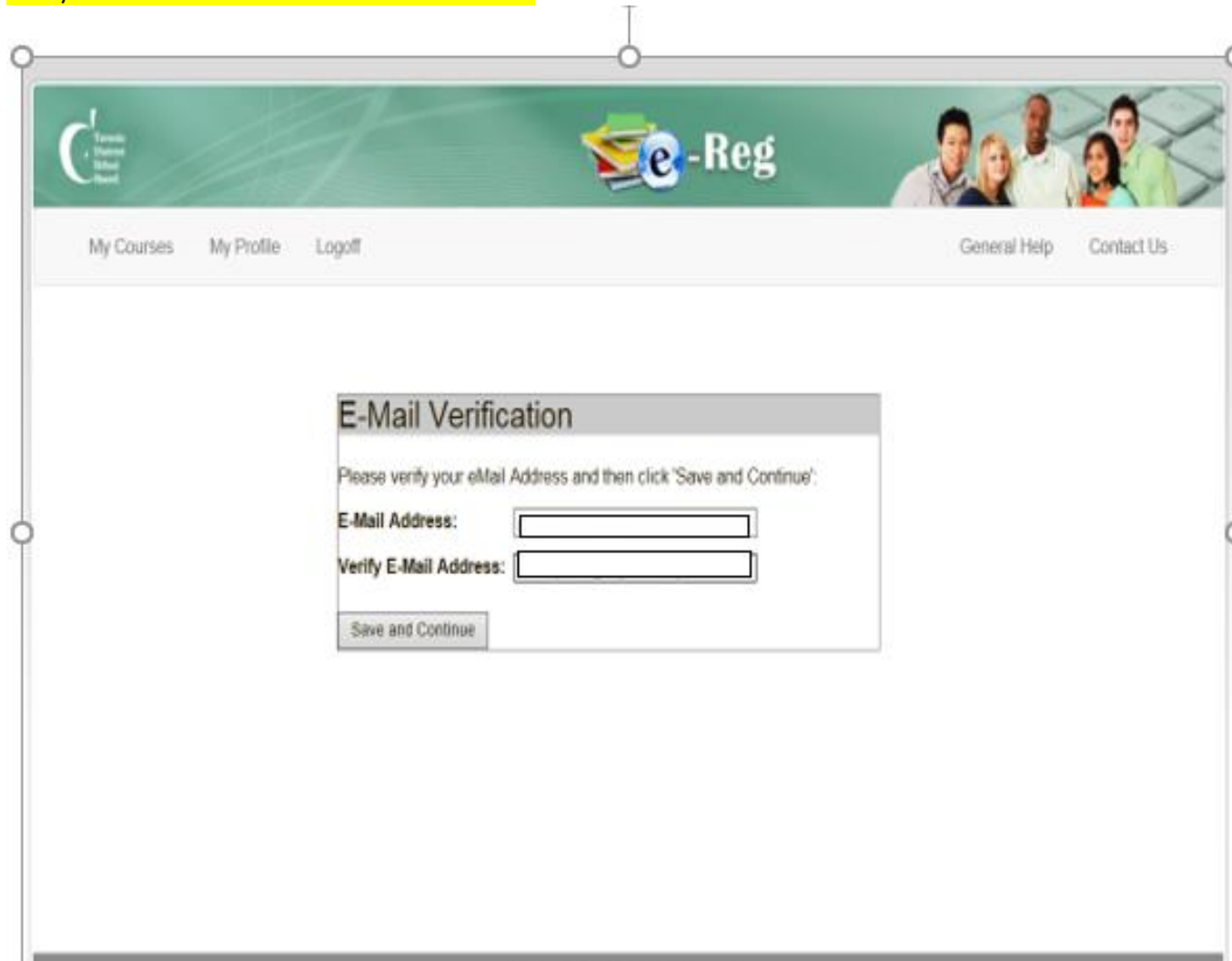
## Confirm Course Request(s)

The following are your course request(s)

Course Code	Course Title	Grade	Semester	School	Course Type	Time Offered	Meeting Days	Request Status	Course Description
TXJ4E1	Exploring Hairstyling and Aesthetics	12	1	Emery Adult Summer School	New Credit	All Day	M-F	Pending Approval	This course enables students to develop increased proficiency in a wide range of hairstyling and aes (More)

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Verify email address and click Save and Continue



The screenshot shows a web browser window with a yellow header bar containing the text "Verify email address and click Save and Continue". The website's header features the "Toronto District School Board" logo on the left, the "e-Reg" logo in the center, and a group photo of five people on the right. Below the header is a navigation bar with links for "My Courses", "My Profile", "Logoff", "General Help", and "Contact Us". The main content area displays a form titled "E-Mail Verification". The form includes the instruction "Please verify your eMail Address and then click 'Save and Continue':", followed by two input fields labeled "E-Mail Address:" and "Verify E-Mail Address:". At the bottom of the form is a button labeled "Save and Continue".




**E-Mail Verification**

Please verify your eMail Address and then click 'Save and Continue':

**E-Mail Address:**

**Verify E-Mail Address:**

Once you completed your course request you will receive an email with further details. **Please check your email/junk email box.**



My CoursesMy ProfileLogoffGeneral HelpContact Us

## My Course Requests

Select a session from the list below to **view** or **add** your course request(s) for that session.

**Your course requests were successfully submitted. You will be receiving an email message soon with further details.**

Session: Summer School 2016-17 ▼

Request a CourseRe-order course requests

Course Code	Course Title	School Name	Course Type	Grade	Semester	Credit	Time Offered	Meeting Days	Request Date	Request Status
OLC401	Ontario Secondary School Literacy C	City Adult Summer School	New Credit	12	1	1.0	All Day	M-F	02-May-2017	Removed
TXJ4E1	Exploring Hairstyling and Aesthetics	Emery Adult Summer School	New Credit	12	1	1.0	All Day	M-F	25-May-2017	Pending Approval

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**Please follow the steps outlined. You are not enrolled yet!**

Once you have requested a course, you will receive an email (Sample below). Check your email/junk email box.

Students under 18 years of age, attached to the email sent to you is the Parent/Guardian Consent Form. Please download the attached form and have the applicable sections for the attached form signed and submit with your proof of prerequisites.

### Continuing Education Course Request Submitted



ConED\_eReg

To



ParentGuardian Consent Form.pdf

3 KB

Reply

Reply All

Forward

...

Tue 2020-10-06 9:11 AM

Thank you  for submitting a course request for **SCH3U1 Chemistry - Night School Semester 1 2020-2021**, but you're not enrolled yet!

You must provide proof that you have successfully completed the prerequisite for SCH3U1. Here's how: Log in using the Former and Non TDSB login screen; click on My Profile; scroll to Support Documents at the bottom of the page; click on Upload File; click on Browse. Find the file you wish to submit and click to select it. Click on the upload button. You can submit up to 5 files.

### ***Important information for day school students!!***

Day school students are also required to provide signed permission from the day school to enrol.

If you are under 18, you are required to provide signed permission from your parent or guardian.

Please have the applicable sections of the attached form signed and submit with your proof of prerequisite following the steps outlined above.

For more information please go to [www.creditprograms.ca](http://www.creditprograms.ca) or email [ConED\\_ereg@tdsb.on.ca](mailto:ConED_ereg@tdsb.on.ca)

Night School Semester 1 2020-2021

**Click on My Profile;** scroll to Support Documents.

1. Click on Upload File
2. Click on “Choose File,” and select the corresponding file you saved on your device.
3. Click on the upload button.
4. Click “Save Changes”

Continuing Education does not provide transcripts or credit counselling summaries. If you received your high school education outside North America, a copy of an educational assessment completed by WES or ICAS is acceptable. Acceptable documents include transcripts, report cards, credit counselling summaries or a mid-term report. **We do not accept Blueprint, Provincial Report Card or Completion of Requirements for Graduation it does not show the prerequisite.**

If you are under 18, please upload your signed Parent/Guardian Consent Form.

The screenshot shows the e-Reg system interface. At the top, there is a header with the Toronto District School Board logo, the 'e-Reg' logo, and navigation links: 'My Courses', 'My Profile', 'Logoff', 'General Help', and 'Contact Us'. Below the header, the 'Support Documents' section is visible. It includes a 'Delete' button and an 'Upload File' button. The 'Upload File' section shows 'Upload File: Choose File' with 'No file chosen' and 'Upload' and 'Cancel' buttons. A note states: 'Note: Existing file with the Same name will be overwritten. Maximum 1 files are allowed.' Below this is a table with columns: 'File Name', 'Upload Date', 'Reviewed', and 'Reviewed Date'. The table contains one row with the file 'Learnmaria.docx' and an upload date of '25-Jan-2018'. At the bottom, there is a pagination bar showing 'Page size: 10' and '1 items in 1 pages'. Red arrows and numbers 1 through 4 indicate the steps to upload a file: 1 points to 'My Profile', 2 points to 'Choose File', 3 points to the 'Upload' button, and 4 points to the 'Save Changes' button.

File Name	Upload Date	Reviewed	Reviewed Date
<input type="checkbox"/> <a href="#">Learnmaria.docx</a>	25-Jan-2018		



Once your course request has been reviewed and approved, you will receive an email as per below.

Prior to the credit program start date, additional information will be provided to you via email.

## Course Request Approved



ConED\_eReg

To

[Redacted]

Hi

[Redacted]

**Congratulations!** You have been enrolled in the online Continuing Education credit course **Physics/SPH3U1-2**

Please visit our website at [www.creditprograms.ca](http://www.creditprograms.ca) for details regarding key dates and times.



Tue 2020-10-06 9:13 AM