

# Online Registration Instructions

ÉCOLE SECONDAIRE KELVIN HIGH SCHOOL

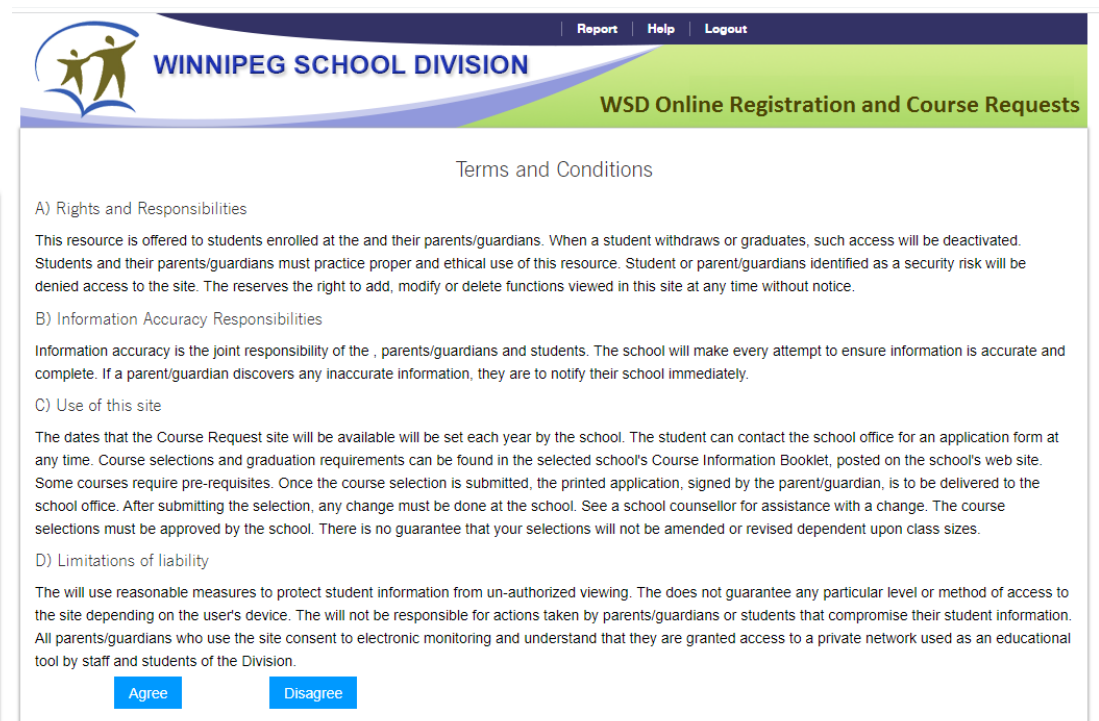
# Registration Process

Please use Chrome, Firefox or Safari.

1. In your browser go to the **Kelvin High School website** and under **School Registration Information**, select **Online Registration 2023-2024**.
2. Other important registration information can also be found under this tab
3. Log in using **WSD1 username and password**. **Username:** Example - clongs1 **WITHOUT THE @live.wsd1.org** **Password:** Student number (Eg. 900...)
4. Read the Terms and Conditions, agree to continue.



The screenshot shows the login page for the WSD Online Registration and Course Requests system. At the top left is the Winnipeg School Division logo. The page title is "WSD Online Registration and Course Requests". Below the header, there is a section titled "Self-Service Course Application for the 2022/23 school year." followed by a paragraph explaining the application process. To the right of this text is a login form with fields for "Username:" and "Password:", a "Login" button with a lock icon, and a version number "version: 1.11.32" at the bottom left.



The screenshot shows the "Terms and Conditions" page for the WSD Online Registration and Course Requests system. At the top right are links for "Report", "Help", and "Logout". The page title is "WSD Online Registration and Course Requests" and the sub-header is "Terms and Conditions". The page contains four sections: A) Rights and Responsibilities, B) Information Accuracy Responsibilities, C) Use of this site, and D) Limitations of liability. Each section contains a paragraph of text. At the bottom of the page are two buttons: "Agree" and "Disagree".

# Pre-Registration Tab

- 1) Select the year.
- 2) Select the school.
- 3) **Do not** add program or vocation.
- 4) Click the **Add Preregistration** button.

A quick glance at credits earned and currently in progress.

Total Credits Earned: 7.5  
Credits In Progress: 14.0

Pre-Registration Course Requests Course History & Grad Requirements

Year:

School:

Program:

Vocation:

Grade:

Year	School	Program/Vocation	Grade	
2022/23	KELVIN		11	✘

## Course Requests Tab – Compulsory Subject Area

- 1) Go to the next tab called **Course Requests**.
- 2) Select **School (Kelvin)**, the **Grade you are entering in September**, and **Graduation Diploma (English or French Immersion)**.

If you are currently enrolled in Grade 9 and considering entering the IB program, choose your current program, either English or French Immersion. Once accepted, Guidance will change the Graduation Diploma box.

Pre-Registration Course Requests Course History & Grad Requirements Total Credits Earned: 6.0 Credits In Progress: 8.0

Course request submitted successfully

Preregistration School: **KELVIN--11** Course Descriptions Graduation Diploma: **English** Finalize Preregistration

Compulsory Subject Areas (1 Credit each)

Course Type	Course Code - Description	Semester	Slot Code	Priority	
English LA (11)					
English LA (11)	ENGLISH LIT 30S - ENGL3S				✘
Mathematics (11)					
Mathematics (11)	APPLD MATH 30S - APMR3S				✘
Phys. Ed. (11)					
Phys. Ed. (11)	PHYS ED/HEALTH 30F - PHER3F				✘
Social Studies (11)					
Social Studies (11)	HISTORY OF CANADA 30F - HISR3F				✘

Optional Course Selections (3 or 4 Credits)

Add Compulsory

## Course Requests Tab – Compulsory Subject Area (continued)

3) For current Grade 9, 10 and 11 students select your given program (English or French Immersion)

4) Click **Add Compulsory** button after all courses have been selected. (Red Xs will appear beside your selections). Based on your grade you may have to make some choices e.g ELA (Literature or Transactional), Math (Applied, Pre-calc, Essentials), etc.

Pre-Registration Course Requests Course History & Grad Requirements Total Credits Earned: 6.0  
Credits In Progress: 8.0

Course request submitted successfully

Preregistration School: KELVIN--11 Course Descriptions Graduation Diploma: English Finalize Preregistration

Compulsory Subject Areas (1 Credit each)

Course Type	Course Code - Description	Semester	Slot Code	Priority	
English LA (11)					
English LA (11)	ENGLISH LIT 30S - ENGL3S				✘
Mathematics (11)					
Mathematics (11)	APPLD MATH 30S - APMR3S				✘
Phys. Ed. (11)					
Phys. Ed. (11)	PHYS ED/HEALTH 30F - PHER3F				✘
Social Studies (11)					
Social Studies (11)	HISTORY OF CANADA 30F - HISR3F				✘

Optional Course Selections (3 or 4 Credits)

Add Compulsory

## IB Students Only

- 1) For current Grade 10 and 11 IB students, select English program.
- 2) Current Grade 9 students wanting IB in grade 10 are to select only their English compulsory course, and then Finalize Registration.

Pre-Registration **Course Requests** Course History & Grad Requirements Total Credits Earned: 6.0  
Credits In Progress: 8.0

Course request submitted successfully

Preregistration School:   Graduation Diploma:

Compulsory Subject Areas (1 Credit each)

Course Type	Course Code - Description	Semester	Slot Code	Priority	
English LA (11)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
English LA (11)	ENGLISH LIT 30S - ENGL3S				✘
Mathematics (11)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Mathematics (11)	APPLD MATH 30S - APMR3S				✘
Phys. Ed. (11)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Phys. Ed. (11)	PHYS ED/HEALTH 30F - PHER3F				✘
Social Studies (11)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Social Studies (11)	HISTORY OF CANADA 30F - HISR3F				✘

Optional Course Selections (3 or 4 Credits)

## Course Requests Tab – Optional Course Selections

1) Option courses are listed by grade, then alphabetically by course name.

If you wish to take an optional course in a different grade, you must select the grade first.

**Grade 9-11 Students:** Specify the semester **ONLY** if you need to take courses in order (e.g. Gr. 10 Science in semester 1 and Gr. 11 Biology in semester 2). This applies to Math and Science courses only.

2) Select the course.

3) Click the **Add** button after **EACH** course.

4) The courses you have added will appear under the selection tool in a new line.

[Add Compulsory](#)

Optional Course Selections (3 or 4 Credits)

Grade	Course Code - Description	Semester	Slot Code	Priority	
12 ▾	BIOLOGY 12 - BIOR4S (1) ▾	2 ▾	▾	▾	<a href="#">Add</a>
11	BIOLOGY 30S - BIOR3S	1			✘

# Guardian Approval

Be sure your parent/guardian approves your course selections before you Finalize.

1. Once **all course selections** have been completed, students must click on the **Finalize Preregistration** button.
2. A warning popup window will appear.
3. If you are confident you are finished, click **OK**. **NO CHANGES CAN BE MADE ONLINE AFTER YOU FINALIZE.**
4. Any changes required after you finalize must be written onto your application in pen, signed by your guardian, and then submitted to the guidance office.

The screenshot shows a web application interface for school preregistration. A modal window is open in the center, displaying a warning message from 'reportcard10.srv.wsd:8080'. The message asks if the user is sure they are finished entering all choices and warns that no further changes can be made after clicking OK. The modal has 'OK' and 'Cancel' buttons. In the background, the 'Finalize Preregistration' button is highlighted with a red box. Below the modal is a table of compulsory subject areas with columns for Course Type, Course Code - Description, Semester, Slot Code, and Priority. The table lists English LA (11), Mathematics (11), Phys. Ed. (11), and Social Studies (11) with their respective course codes. Red 'X' marks are visible in the Priority column for the English LA, Mathematics, and Social Studies rows. An 'Add Compulsory' button is located at the bottom right of the table area.

Preregistration School: KELVIN--11

Compulsory Subject Areas (1 Credit each)

Course Type	Course Code - Description	Semester	Slot Code	Priority
English LA (11)				
English LA (11)	ENGLISH LIT 30S - ENGL3S			X
Mathematics (11)				
Mathematics (11)	APPLD MATH 30S - APMR3S			X
Phys. Ed. (11)				
Phys. Ed. (11)	PHYS ED/HEALTH 30F - PHER3F			X
Social Studies (11)				
Social Studies (11)	HISTORY OF CANADA 30F - HISR3F			X

Optional Course Selections (3 or 4 Credits)

Add Compulsory



## Final Step

Print the **Registration and Course Request Form**, found at the top of the web page. This is a **6 page report** that will open in a new tab.

**Page 1** - Have your parent/guardian review the personal information on the first page. Use pen to write directly on the page **to update personal information**.

**Page 2** - Lists all the courses that you have selected.

**Pages 3-6** - Part II includes all of the divisional permission forms including the Aboriginal Identity Declaration, Informed Consent, and Live Streaming Consent forms.

All forms must be signed by a Parent/Guardian in pen and returned to the school.

That is **6 adult signatures, and 1 student signature**.

Hand in all paperwork to **the Kelvin school office**.

## IMPORTANT

Registration is not complete until all six pages are signed and submitted



The screenshot shows the top navigation bar of the WSD Online Registration and Course Requests website. On the left is the WSD logo, which features stylized figures of a child and an adult. To the right of the logo is the text "WINNIPEG SCHOOL DIVISION". The navigation bar includes links for "Query", "Report", "Help", "Terms and Conditions", and "Logout". Below these links, there are two menu items: "Registration and Course Request Form - KELVIN" and "Student Handbook - KELVIN". A mouse cursor is pointing at the "Registration and Course Request Form - KELVIN" link. At the bottom right of the navigation bar, the text "WSD Online Registration and Course Requests" is displayed.