

Course Selection for Next Year with *CareerCruising*

1. Go to SHHS homepage or the Bruce Grey CDSB homepage, and click the ***CareerCruising*** icon.
2. Enter your username . After the BG- you type in your 9 digit Ontario Education Number (OEN). **Your OEN can always be found on your report card** or at the guidance office.
BG- _____
3. Enter your password, which is your birthday (mmddyyyy) and then change it into something you will remember. You may have already established a password so use that one instead. If it won't let you login check with Mrs. Stuempfle in Guidance for your password.
4. Click **Course Planner** on the left.

Note: You will not click submit until you have chosen all of your courses and have had a parent/guardian approve them. Once you click submit, the courses are locked in and cannot be changed unless you make an appointment with a guidance counsellor. After you click submit, print the sign off form, have a parent/guardian sign it and bring it into your homeroom teacher.

5. Choose your courses by clicking the + icon. See all available courses. Click any course name to get a description of the course and any prerequisites for it.
6. Select 8 courses and one alternate, in case one doesn't fit into your timetable.
7. A red exclamation sign means you don't have the prerequisite for the course or you need to talk to guidance.
8. Hit submit when you are certain that these are the courses you want to select for next year. Have a parent/guardian examine it. **Print the sign off sheet and have your parent/guardian sign it. Bring it in to the Guidance office.**

Please have this completed and submitted by Thurs., March 6, 2014