

**Lisgar Collegiate Institute  
Online Option Sheets:  
Selecting your courses for 2011-2012**

The Trillium Web Course Request is an application that allows you to enter course requests on-line.

This "Student Guide" outlines the necessary steps you need to follow to successfully use this application to enter course requests on-line. This guide contains information on:

- **WHAT ARE THE MINIMUM HARDWARE, AND SOFTWARE REQUIREMENTS TO ENTER COURSE REQUESTS ON-LINE?**
- **HOW DO I START ENTERING COURSE REQUESTS ON-LINE?**
- **HOW DO I CREATE MY LOGIN ACCOUNT?**
- **HOW DO I ENTER COURSE REQUESTS ON-LINE?**
- **HOW DO I CHANGE MY PASSWORD?**
- **WHAT DO I DO IF I FORGOT MY ACCOUNT INFORMATION?**

**WHAT ARE THE MINIMUM HARDWARE, AND SOFTWARE REQUIREMENTS**

Please refer to the table below to review what the minimum hardware, and software requirements to enter course request on-line.

<b>Minimum Configuration</b>	
Processor:	Pentium III 350 MHz
Operating System:	Windows 98, 2000, NT, XP, ME
RAM Memory:	128MB
Hard Drive:	Standard
Monitor:	17" Colour – 800x600
Keyboard:	Standard
Browser:	<b>MS Internet Explorer 6.0</b> or higher and access to internet (high speed)

**Online course selection available  
February 17 to 24, 2011**

Course requests received during this time are given equal consideration.  
After February 24, requests are considered on a first-come, first-served basis.

## HOW DO I START ENTERING COURSE REQUESTS ON-LINE?

*Before you begin: Turn off your pop-up blocker!*

Go to <https://webapps.ocdsb.ca/twebcr>  
"Login" page.

The screenshot shows the login interface for the Trillium Web Course Requests application. At the top left is the SRB International logo. The page title is "Trillium Web Course Requests". The main content area contains a "Login" button at the top, followed by input fields for "User Name:" and "User Password:". Below these are "Submit" and "Clear" buttons. There are two links: "New Users Sign-In" and "Forgot Your Account Information?". At the bottom, it says "Copyright © 2001-2005 SRB International".

## HOW DO I CREATE MY LOGIN ACCOUNT?

1. Click on the "New Users Sign-In" link to create a new account.
2. In the "Student Information" area, enter your own information. (You may find your "Student No." and "OEN" on your report card. If you cannot find it, please visit Student Services).

The screenshot shows the "New Users Sign-In" page. It has the same SRB International logo and page title as the login page. The form is divided into three sections: "Student Information:", "Choosing Your User Name and Password:", and "Recalling Your Password:".

**Student Information:**

- Preferred Surname:\*
- Preferred First Name:\*
- Birth Date:\*  DD/MM/YYYY
- Student No:\*\*
- OEN:\*\*
- Gender:\*

**Choosing Your User Name and Password:**

- User Name:\*
- Password:\*
- Confirm Password:\*

**Recalling Your Password:**

- Security Question:\*
- Your Answer:\*
- Email Address:\*

Buttons: "Submit" and "Clear".

\* - This field is mandatory.  
\*\* - Only one of these fields is mandatory.

3. In the "Choosing Your User Name and Password" area, create your own "User Name", and "Password".

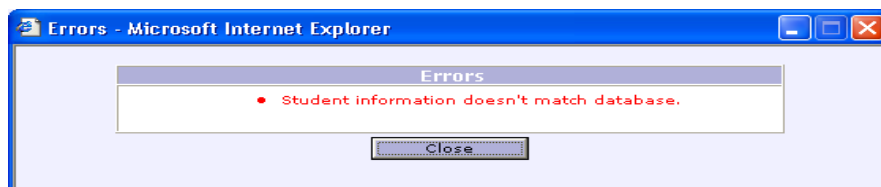
**Please note that once your "User Name" is created, you cannot modify it.**

- **"User Name"** must be from 6 to 20 characters long and must follow this format: *firstname\_lastname* (ex. *john\_young*). Usernames that do not follow this format may not be processed. Your username must match the preferred name we have for you on file. For example, if your legal name is "Jonathan Young", but your report card uses "John Young", then your username will be *john\_young*
- **"Password"** must be from 6 to 16 case sensitive characters, including upper case and lower case letters, numbers, and an underscore ("\_").

4. In the "Recalling Your Password" area, enter a security question with an answer that is easy for you to remember. Choose one that is unknown by your friends – This information is important, and should be kept confidential – same as a debit card PIN#.

**Note:** This security question is critical, since it will be required for the student to be able to retrieve for him/herself the account information in case it is forgotten.

5. Enter your email or your parent/guardian email address. This field is important, since the course requests you enter on-line, or that is changed by an authorized school person will be confirmed by the application via this email address. For safety reasons, we strongly suggest that this e-mail account is not the one you share with your friends. Create another e-mail account only for this purpose if necessary. Use an email address that is appropriate for school use.
6. Once all the required information is entered, click on the "Submit" button to have your account created.
7. If you encounter the following error message, please correct the data before submitting again. You might have entered an incorrect "Student No", "OEN", "Birth Date", or even your "Preferred First" or "Last Name". (If you do not know what your "Student No:", or your "OEN" is, please check your report card or visit Student Services.)



## HOW DO I ENTER COURSE REQUESTS ON-LINE?

1. With your web account created, login to the application by entering your "User Name" and "Password", and click on the "Submit" button.
2. If the login is successful, the application will bring you to the "Course Request" tab.

The screenshot shows the 'Trillium Web Course Requests' application. At the top left is the 'SRB INTERNATIONAL' logo. The page title is 'Trillium Web Course Requests' with links for 'Logout' and 'About'. Below the title are two tabs: 'Course Requests' (selected) and 'Change Password'. The 'Selected School' is 'S.R. Benton Secondary School' and the 'School Year' is '20052006'. The 'Make your selection:' section features a list of course codes (AMU101, AMU201, AMU3M1, BAF3M1, BBI101, BBI201, CGC1D1) on the left and a 'Reference' dropdown menu on the right. Below the dropdown are buttons for 'Add', 'Add Alternate', 'Remove', and 'Remove Alternate'. A section titled 'Your selection is:' shows a table with columns for 'Course Code', 'Course Details', 'Course Title', 'Credit Value', 'Semester Preference', and 'Alternate Course Code'. Below the table, it displays 'Total Number of Courses: 0' and 'Total Number of Credits: 0'. At the bottom are 'Submit', 'Clear', and 'Report' buttons. A note at the very bottom states: 'Remember to click the 'Submit' button only after all course requests have been added.'

3. In the "Selected School" field, make sure it displays Lisgar Collegiate as your school. If it does not, please exit the website and contact the Student Services office.
4. From the "Make your selection" area, select your course request preference.
  - By **Reference** – A list of all courses in alphabetical order
  - By **Requirement Areas** – A list of courses based on the selected diploma requirement area (Math, Science, French etc)
  - By **Custom** – A list of courses that matches with what you enter in the blank field. For example, if you type "ENG", the application will display only the courses starting with "ENG"

5. After a selection preference is selected, you can start entering courses by selecting a course and clicking on the "Add" button. With every course added, the lower portion of the "Course Request" tab displays all your selection.
6. When a course is highlighted/selected, the right hand side displays the course title and credit value for this course.
7. To remove a course request from the selected list, click on the radio button besides the course on the left hand side of the list and click on the "Remove" button.
8. The "Clear" button can be used to remove all course requests in the "Make your selection" area.
9. When you are satisfied with your course request, click on the "Submit" button to submit your request. An e-mail (using the e-mail account provided by you in the registration) will be sent to you by the application confirming your course request.
10. Once the course request is submitted, the "Report" button becomes enabled. **Click on this button to view your course requests and print it. Once printed, you and your parent/guardian must sign this confirmation and return it to your Period 1 teacher or to Student Services.**

## HOW DO I CHANGE MY PASSWORD?

1. To change your password, click on the "Change Password" tab.
2. Enter your old password and the new password in the appropriate fields.

**Note:** The "New Password" MUST be different from the "Old Password", otherwise the application WILL NOT accept it. Passwords must be 6 to 16 characters, including letters, numbers, and underscore ('\_'). Passwords are case sensitive.

3. To clear data entered in any of the password fields, the "Clear" button can be used.
4. Click on the "Submit" button to change the password.

**Note:** Please note that the "Submit" button **will not** be enabled if your old password is the same as your new password.

## WHAT DO I DO IF I FORGOT MY ACCOUNT INFORMATION?

1. If you have misplaced your account information, you can make use of the "Forgot Your Account Information" link located in the "Login" page of the application to obtain a new password.
2. Click on the provided link to access the login page.
3. Click on the "Forgot Your Account Information" link.
4. Enter the required information, and then click on the "Submit" button.

The screenshot shows a web form titled "Trillium Web Course Requests" with a sub-header "Forgot Your Account Information?". The form is divided into two main sections: "Forgot Your Account Information?" and "Security Question:".

**Forgot Your Account Information?:**

- Preferred Surname:\*
- Preferred First Name:\*
- Birth Date:\*  DD/MM/YYYY
- Student No:\*\*
- OEN:\*\*
- Gender:\*

**Security Question:**

- Please Answer your Security Question: **Who was your childhood hero?**
- Your Answer:\*
- Buttons:

\* - This field is mandatory.  
\*\* - Only one of these fields is mandatory.

If you've forgotten your User Name and/or Password, please provide your student information. Student No and OEN must be 9 numeric characters, no dashes.

Please confirm your identity by answering your security question. Your account information will be sent to the email address you provided at registration.

5. If the required information is entered correctly, you will be prompted to answer the security question you provided during registration.

**Note:** *If you have forgotten the answer to the security question, it is your responsibility to contact the Vice-Principal to obtain a new one.*

6. Answer the question and click on the "Submit" button.
7. If the answer is correct, the application will assign a new password, which will be sent to you using the e-mail account you provided.
8. Once you receive your new password, you can login to the application.

**Note:** *For security reasons, it is recommended that when the application assigns you with a new password, you login to the application and change your password immediately.*