



Lisgar Collegiate Institute Web-Based Course Selections for 2012-2013

Read all instructions carefully. If you have questions, please see your guidance counsellor.

Login

- 1 Go to <https://webapps.ocdsb.ca/twebcr>. (Also available on the Student Services page at www.Lisgar.ca)

Create Account

→ Even if you created an account last year, you'll need to create a new one this year.

- 1 On the login screen, click "New Users Sign-In."
- 2 Student Information
 - Preferred Surname and Preferred First Name must match those that appear on your timetable.
 - Enter your Student Number or your OEN. Do not include the "s" at the beginning of your student number.
- 3 Choosing Your User Name and Password
 - Username is your **first name** followed by your **last name** and the **last three digits** of your student number. No spaces. (ex. johnyoung862).
- 4 Once all information is entered, click on "Submit." If you receive an error message, double-check your information and submit again. If it still doesn't work, see your guidance counsellor.

Requesting Courses

- 1 Go to <https://webapps.ocdsb.ca/twebcr>. (Also available on the Student Services page at www.Lisgar.ca)
- 2 Enter your username and password and click on "Submit."
- 3 On the Course Requests screen, double-check that your selected school is "Lisgar."
- 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 graduation requirement area
 - by **Custom** – list of courses that match what you type in the blank field

→ Some courses require a separate application so you will not be able to select them.
- 5 Once you find the course you want, click on it and then select "Add".
 - To remove a course request, click on the button beside the course and click "Remove".
- 6 After you have selected all of your courses, click on "Submit". You will receive an e-mail confirming your course requests.
- 7 Click on the "Report" button and your course requests will be displayed. Select "Print."
 - Have this form signed by your parent/guardian and bring it to Student Services. Course requests may not be validated until we receive your signed report.

Courses that require a separate application:
CO-OP
IDC30 (Link Crew, gr 11)
IDC4U (Link Crew, gr 12)
PAD20 (Outdoor Ed)
eLearning courses

Download the application on the Student Services page at www.Lisgar.ca

What if I forget my account information?

- 1 Go to <https://webapps.ocdsb.ca/twebcr>. (Also available on the Student Services page at www.Lisgar.ca)
- 2 Click on "Forgot your Account Information" button.
- 3 Enter the required information and click on "Submit".

If you need help with any of these steps, please see your guidance counsellor! 😊

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|-----------------------|----------------|---------------|---------------|
| Student Surname → | A to F | G to O | P to Z |
| Guidance Counsellor → | Mrs. Henderson | Mr. Grills | Mr. Spidell |

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|-------------------------|
| phone 613-239-2696 |
| Twitter @LCIStuServices |