

Name: \_\_\_\_\_




**ANCASTER HIGH SCHOOL**  
**STUDENT SERVICES**



**College Application Tutorial Information Sheet**

<b>Username:</b> _____ (the default username is your email address)
<b>Password:</b> _____ (must meet criteria for security purposes)
<b>Account #:</b> _____
<b>College Application Number:</b> <b>19</b> - ____ - ____

1. Go to the [Ontariocolleges.ca](http://Ontariocolleges.ca) website and click on the “**APPLY NOW**” button
2. The first time you want to log in you will need to “**Create An Account**”.
3. “**Activate Your Account**” go to the email you received and click on “**Activate this Account**”.
4. Begin your application – go back to the Ontariocolleges.ca website and click “**Log in**”
  - Click on “**I Accept the Privacy Statement**”
  - Agree to the “**Email Communications**” section.
  - “**My Profile**” all areas must get a 
  - “**Personal Information**” each section must be completed in order.
  - “**Contact Information**” start typing your address or click on “**Manually enter your address**”
  - “**Authorized Users**” add a parent if you want their help during the application process, they will need a different email address than the one you used to log in.
  - “**Education**”- click - Add Canadian High School Education (Ancaster High School – Day School)
    - attended from (use your **grade 9 entry date**)
    - attended to (choose “**I am currently attending this school**”)

**OEN:** \_\_\_\_\_ & **STUDENT #:** \_\_\_\_\_  
(your OEN and Student # should already be there – see your guidance counsellor or check your report card for these numbers)

- “**Financial Support**” and “**Experience**” most students will leave these blank

5. **My Applications** – select “**I want to start college between Aug 2019 and Jul 2020**” (top option)
  - Write your **Account #** and your **College Application Number 2019** - \_\_\_\_\_ on this sheet
6. **Add a Program** - You can complete your application in steps. You can log in and out of your application and your work will be saved. We recommend you use your 5 options.  
You **MUST** pay the \$95.00 to OCAS before you actually have an active application.
7. **Basis of Admission** – Make sure you click “yes” for both choices. You will be a grad, you are at a high school

**Ancaster High School has set a deadline to complete and pay for their applications by Dec 14, 2018.**

Use the Ancaster High – Student Services – College Information website for information on college applications.  
<http://schools.hwdsb.on.ca/ancasterhigh/student-services/college-information/>

**For equal consideration for your programs**, you **MUST** have all college choices finalized and you **MUST** have your application paid for by February 1, 2019. Once you have an active application, you can change your choices/add new choices until February 1, 2019 for equal consideration. Changes after that date will still be processed, but they will not be considered for admission until all other applicants have been considered.

If you have any problems applying call **1-888-892-2228 - College Application Information Helpline.**