

STUDENT/PARENT GUIDE

Trillium Web Course Requests

The Trillium Web Course Request is a web-based application that allows you to enter course requests on-line. This visual "Student Guide/Parent" will outline the necessary steps you need to follow to enter course requests. This guide contains information on:

1. Minimum hardware, and software requirements
2. How to access the web-based application
3. How to create a login account
4. How to enter course requests on-line
5. How to change your password
6. What to do if you forget your account information?

1. WHAT ARE THE MINIMUM HARDWARE, AND SOFTWARE REQUIREMENTS?

The minimum hardware, and software requirements are listed in the table below.

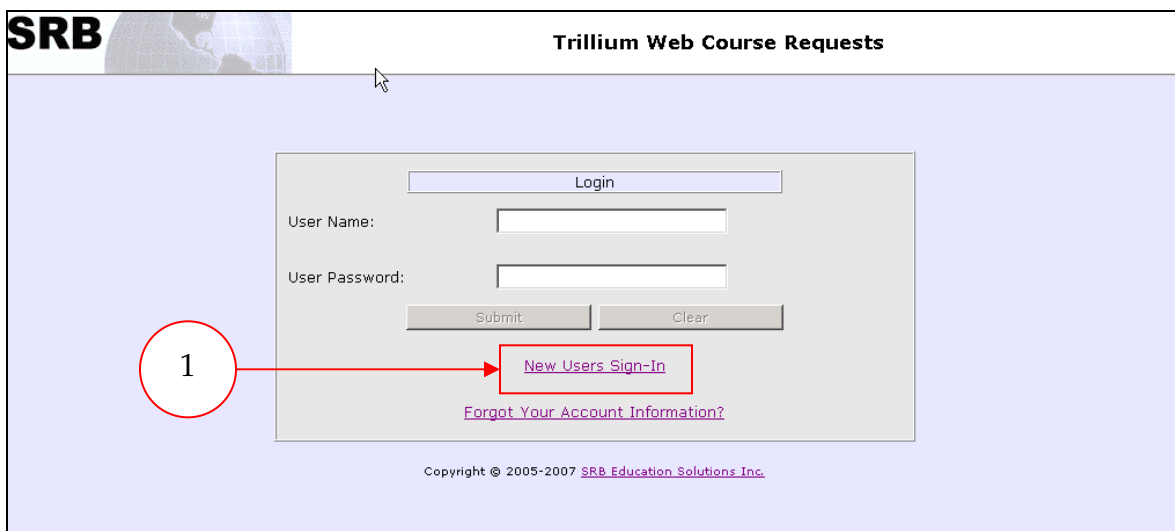
Minimum Configuration
Pentium III 350 MHz, Windows 98, NT, XP, ME; 128MB RAM Memory; Monitor set to 800x600; Internet Access; MS Internet Explorer 6.0 or higher. **Please note: If you are using a Mac you may experience some problems. This application is not currently supported by Mac **

2. HOW DO I ACCESS THE WE-B BASED APPLICATION?

Access the Trillium Web Course Requests by typing in the following website address <https://cr.hwcdsb.ca> or a link can be found in www.pathtosuccess.ca under "Secondary Courses" / "School Name" / "Trillium Web Course Requests"

3. HOW DO I CREATE MY LOGIN ACCOUNT?

1. Click on the "New Users Sign-In" link to create a new account if you have not already done so.



- In the “**Student Information**” area, enter your own information. You will need your Ontario Education Number (OEN) not your student number. This number can be found on any Provincial Report Card or on your timetable. The OEN is a 9 digit number that is assigned to every student in the Province of Ontario. If you cannot find your OEN number please contact the school administration office.

SRB INTERNATIONAL **Trillium Web Course Requests**

2 → **Student Information:**

Preferred Surname:* Student No:** Please provide us with your Student Information for identification purposes and to create your account in the Trillium Web Course Requests application. Student No and OEN must be 9 numeric characters, no dashes.

Preferred First Name:* OEN:**

Birth Date:* DD/MM/YYYY Gender:*

3 → **Choosing Your User Name and Password:**

User Name:* Get a User Name and Password to access the Trillium Web Course Requests application. You will use this information to access this application each time. User name must be 6 - 20 and password must be 6 - 16 case-sensitive characters, including letters, numbers and underscore (_).

Password:*

Confirm Password:*

4 → **Recalling Your Password:**

Security Question:* This information is our only way to verify your identity. If you forget your password, you'll need to confirm this information. To protect your account, make sure your answer is memorable to you but hard for others to guess! Account notices will be sent to this email address.

Your Answer:*

Email Address:*

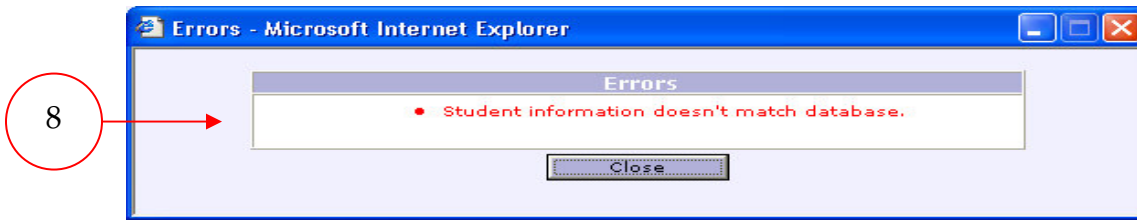
* - This field is mandatory.
** - Only one of these fields is mandatory.

- 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.**
 - The “**User Name**” must be from 6 to 20 characters long, ie lastnamefirstname (smithjohn)
 - The “**Password**” must be from 6 to 16 case sensitive characters, and can include letters, numbers, and underscore (“_”). Passwords are case sensitive. Record your username and password.
- In the “**Recalling Your Password**” area, enter a security question with an answer that is easy for you to remember. **Choose a password that is unknown by your friends – This information is important, and should be kept confidential – same as a debit card PIN#.**

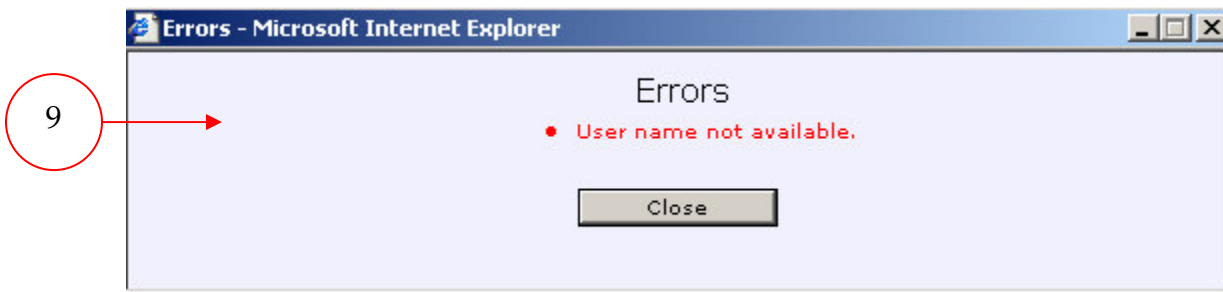
Note: This security question is critical, since it will be required to be able to retrieve your account information if forgotten.

- Enter your email address (parent or student). This field is important, since the course requests you enter on-line, or if changed by an authorized school person will be confirmed by the application via this email address.
- If you make an error entering the information, the “**Clear**” button will erase all information entered so you can start over.
- Once all the required information is entered, click on the “**Submit**” button to have your account created.

8. If you encounter an error message that states “*Student information doesn’t match database*”, please correct the data before submitting again. You might have entered an incorrect “OEN”, “Birth Date”, or even your “Preferred First” or “Last Name”. (If you do not know your “OEN” number contact the school administration office).



9. If you encounter an error message that states “*User name not available*”, please select a different user name before submitting again. You might have the same lastname and initials as another student.



4. HOW DO I ENTER COURSE REQUEST ON-LINE?

1. With your web account created, login to the website address <https://cr.hwcdsb.ca>. Enter 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. It is suggested that you maximize your screen for full viewing.

Course Request Tab

SRB INTERNATIONAL Trillium Web Course Requests Logout About

Course Requests Change Password

Selected School: S.R. Benton Secondary School School Year: 20052006

Make your selection:

AMU101 Reference
AMU201 Add
AMU3M1 Add Alternate
BAF3M1 Remove
BB101 Remove Alternate
BB201
CGC1D1 Remove Alternate

Your selection is:

Course Code	Course Details	Course Title	Credit Value	Semester Preference	Alternate Course Code
-------------	----------------	--------------	--------------	---------------------	-----------------------

Total Number of Courses: 0 Total Number of Credits: 0

Submit Clear Report

Remember to click the 'Submit' button only after all course requests have been added.

3. In the “Selected School” field, make sure it displays the school name to which you want to enter course requests.

SRB INTERNATIONAL Trillium Web Course Requests Logout About

Course Requests Change Password

Selected School: S.R. Benton Secondary School School Year: 20052006

Make your selection:

AMU101 Reference
AMU201 Add
AMU3M1 Add Alternate
BAF3M1 Remove
BB101 Remove Alternate
BB201
CGC1D1 Remove Alternate

Your selection is:

Course Code	Course Details	Course Title	Credit Value	Semester Preference	Alternate Course Code
-------------	----------------	--------------	--------------	---------------------	-----------------------

Total Number of Courses: 0 Total Number of Credits: 0

Submit Clear Report

Remember to click the 'Submit' button only after all course requests have been added.

4. From the “Make your selection” area, you can select your course request using the following preferences.
- By **Reference** – A list of all courses in alphabetical order
 - By **Requirement Areas** – A list of courses based on the selected requirement/department area
 - 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”

- 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. A summary listing all courses taken in high school can be printed by clicking the “Credit Counselling Summary”

The screenshot shows the 'Trillium Web Course Requests' interface. At the top, there are navigation links for 'Course Requests' and 'Change Password'. The user's email is 'gravinam@hwcdsb.ca' and the selected school is 'Cardinal Newman Catholic Secondary School' for the school year '20082009'. In the 'Make your selection:' area, a list of course codes is shown on the left, with 'ADA201' selected. A red circle labeled '5' points to the 'Add' button. To the right, the course details for 'ADA201' are displayed: 'Dramatic Arts' with a credit value of 1. A red box highlights this area with the text 'Displays your selection'. Below this, the 'Your selection is:' section shows a table of selected courses:

Course Code	Course Details	Course Title	Credit Value	Alternate Course Code
<input type="radio"/> ENG2D1	Q	English	1	
<input type="radio"/> MPM2D1	Q	Principles of Mathematics	1	
<input type="radio"/> SNC2D1	Q	Science	1	
<input type="radio"/> HRE201	Q	Religious Education	1	

At the bottom, the 'Total Number of Courses' is 4 and the 'Total Number of Credits' is 4. A red circle labeled '5' points to the 'Select' button. A red arrow points from the text 'Credit Counselling Summary' to the corresponding button. A note at the bottom says: 'Remember to click the 'Submit' button only after all course requests have been added.'

- When a course is highlighted/selected, the right side displays the course title and credit value. To review the course outline, click on the magnifying glass under the “Course Details”.
- To remove a course request from the selected list, click on the radio button beside the course on the left hand side of the list and click on the “Remove” button.

This screenshot shows the same interface as the previous one, but with 'ADA201' selected in the 'Make your selection:' list. A red circle labeled '6' points to the 'Course Details' magnifying glass icon, which is linked to a red box containing the course title 'Dramatic Arts' and credit value '1'. In the 'Your selection is:' table, the radio button next to 'ADA201' is selected. A red circle labeled '7' points to this radio button, and a red circle labeled '8' points to the 'Remove' button. The 'Total Number of Courses' is now 5 and the 'Total Number of Credits' is 5. A red arrow points from the text 'Clear' to the 'Clear' button. The same note at the bottom is present: 'Remember to click the 'Submit' button only after all course requests have been added.'

- The “Clear” button can be used to remove all course requests in the “Make your selection” area.

9. Selecting "Alternate Course Code"

Click on the radio button beside the primary course, and select your alternate course preference from the "Make your selection" area. Click on the "Add Alternate" button. The selected alternate course will be displayed on the right hand side of the selected course list under the heading "Alternate course code".

SRB Trillium Web Course Requests [Logout](#) [About](#)

Course Requests [Change Password](#)

Email Address: gravinam@hwcdsb.ca

Selected School: Cardinal Newman Catholic Secondary School School Year: 20082009

Make your selection:

AMV201 Reference Course Details
AMV3M1 Add
AMV301 Add Alternate
ASM401 Remove
ASM40C
AVI101
AVI201

Course Title: Visual Arts Credit Value: 1

Your selection is:

Course Code	Course Details	Course Title	Credit Value	Alternate Course Code
<input type="radio"/> ENG2D1	Q	English	1	
<input type="radio"/> MPM2D1	Q	Principles of Mathematics	1	
<input type="radio"/> SNC2D1	Q	Science	1	
<input type="radio"/> HRE201	Q	Religious Education	1	
<input checked="" type="radio"/> ADA201	Q	Dramatic Arts	1	AVI201

Total Number of Courses: 5 Total Number of Credits: 5

[Submit](#) [Clear](#) [Report](#) [Credit Counselling Summary](#)

Remember to click the 'Submit' button only after all course requests have been added.

10. *To remove an alternate course*, click on the radio button besides the course on the left hand side of the list and click on “**Remove**”. Both the primary course and the alternate will be removed.

SRB Trillium Web Course Requests [Logout](#) [About](#)

Course Requests [Change Password](#)

Email Address: gravinam@hwcdsb.ca

Selected School: Cardinal Newman Catholic Secondary School School Year: 20082009

Make your selection:

AMV201 Reference Course Details
 AMV3M1 Add
 AMV301 Add Alternate
 ASM401
 ASM40C
 AVI101
 AVI201 Remove

Course Title
 Visual Arts
 Credit Value
 1

Your selection is:

Course Code	Course Details	Course Title	Credit Value	Alternate Course Code
<input type="radio"/> ENG2D1	Q	English	1	
<input type="radio"/> MPM2D1	Q	Principles of Mathematics	1	
<input type="radio"/> SNC2D1	Q	Science	1	
<input type="radio"/> HRE201	Q	Religious Education	1	
<input checked="" type="radio"/> ADA201	Q	Dramatic Arts	1	AVI201

Total Number of Courses: 5 Total Number of Credits: 5

[Submit](#) [Clear](#) [Report](#) [Credit Counselling Summary](#)

Remember to click the 'Submit' button only after all course requests have been added.

11. When you are satisfied with your course requests, 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. *Some e-mail service providers such as Hotmail or Sympatico may place this e-mail in your Junk folder.*

```

Thanks for submitting your Course Requests!
Here is the selection for Tim Graham:

Course Code                Alternate Course Code
AMU101                     AMU201
BBI101
CGC1D1
MPM1D1
ENG1D1
ENG2D1
SNC1D1
  
```

12. Once the course requests are submitted, the “**Report**” button becomes enabled. Click on this button to view your course request, and print it. This copy must be signed by your parent/guardian and returned to the school along with your fees and registration form.

Student Course Request Verification

Cardinal Newman Catholic Secondary School

20082009

Student Name: **Rose Hamilton**
Current Grade: **10**
Current Homeroom: **MPM1D1-11**
Submit Date: **13/01/2008**

Course Code	Course Title	Missing Prerequisite	Credit Value	Alternate Course Code
ENG2D1	English		1	
MPM2D1	Principles of Mathematics		1	
SNC2D1	Science		1	
HRE2O1	Religious Education		1	
CHC2D7	Canadian History In The 20th Century		1	
GLC2O9	Career Studies		.5	
CHV2O9	Civics		.5	
ADA2O1	Dramatic Arts		1	AVI2O1
TCJ2O1	Construction Technology		1	TDJ2O1

Signature of Parent/Guardian

Date

5. HOW DO I CHANGE MY PASSWORD?

1. To change your password, click on the "Change Password" tab.

The screenshot shows the 'Trillium Web Course Requests' interface. At the top, there is a navigation bar with 'Course Requests' and 'Change Password' tabs. The 'Change Password' tab is active. Below the tabs, the form is titled 'Change Password:'. It contains three input fields: 'Old Password:', 'New Password:', and 'New Password Verify:'. To the right of these fields are two buttons: 'Submit' and 'Clear'. At the bottom of the form, there is a note: 'Passwords must be 6 - 20 case-sensitive characters, including letters, numbers and underscore (_)'.

2. Enter your old password and the new password in the appropriate fields.

Note: The "New Password" MUST be different than the "Old Password", otherwise the application **WILL NOT** accept it. Passwords must be 6 to 16 characters, and can include 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.*

6. WHAT 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. Access the Trillium Web Course Requests by typing in the following website address <https://cr.hwcdsb.ca> .
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 the SRB INTERNATIONAL logo. The form is divided into two main sections: "Forgot Your Account Information?" and "Security Question:".

Forgot Your Account Information?:

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

Security Question:

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

Buttons:

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

Disclaimer: 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 authorized school person to assign you with a new password.

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. Once you receive your new password, you can login to the application. Do not reply or send any e-mail to the account twebcr@hwcdsb.ca as it will be rejected and bounce back to the student who sent the message.

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.