

# **SELF-DIRECTED TUTORIAL APPLYING TO ONTARIO COLLEGES VIA O.C.A.S. (Ontario Colleges Application Services)**

## **Getting to the Website**

- ✓ Type in [www.ontariocolleges.ca](http://www.ontariocolleges.ca)
- ✓ Scan the Home Page for more features of the site
- ✓ Choose APPLY
- ✓ Choose APPLY NOW
- ✓ Go to New Customer SIGN UP

## **Registration**

- ✓ Complete all fields that have a red asterisk
  - leave previous last name blank, unless you underwent a legal name change
  - click on ADD YOUR ADDRESS: Select Canada; type in your Postal Code; proceed; search
  - **select your address from the list, add your own address or if you have an RR address, select your civic address from the list, add your own address; submit**
  - you must add an email address to continue
  - create an account by entering a username and password. Your email address will automatically become your username. The password must be alphanumeric with 6-12 characters; no special characters are to be used. Password is capital sensitive.
  - Password hint
  - answer the security question and hit SUBMIT
  - the site will confirm that an account has been created for you – **DO NOT CREATE ANOTHER ACCOUNT USING THE SAME INFORMATION**
  - select click **HERE** to login to OCAS services

## **Apply to College**

- ✓ Sign In with your USERNAME and PASSWORD
- ✓ Choose Apply to College
- ✓ Choose Apply To College for **August 2011 – July 2012**

Read the Freedom of Information contract, click the signature box, and the I Accept box

- ✓ You have now created an account that you can use for this application cycle.
- ✓ You will be prompted to print off the page that has your OCAS number on it, it starts with 11- then has 7 digits, and your account number. Keep this form in a safe place for future reference. Please copy this information down on the form Guidance provides, so we

can keep a copy in the Guidance Office in case you lose the original form.

- ✓ Hit the Continue button

**The application has 5 sections that you must visit. They are called:** All About Me, Program Choices, Experience, Payment, and My Status.

## **ALL ABOUT ME**

- Add S.I.N (optional), confirm citizenship and language of correspondence
- Add MaryAnn Kehoe/Erin McElhone/Lisa Verge or a parent's name to act as the authorized person to correspond with the colleges on your behalf...continue
- Will you be a graduate? – Answer: Yes
- Educational Status – Answer: Have taken or will be taking High School courses....
- Enter town/ school
- O.E.N. – get this number from Guidance
- Aiming for the Top Scholarship: Answer Y or N
- Ontario Transcripts: have already been checked off for you
- Check over this profile and then hit SAVE and CONTINUE
- This will automatically take you to **Program Choices**

## **PROGRAM CHOICES**

- Select Choice 1 and this will take you to the Program Navigator
- Select a College from the list that you are interested in. You can view all programs available at that college or use a keyword to narrow the search.
- Do not select any program that specifies 2<sup>nd</sup> year or post-diploma/post-degree
- Look to see if there is more than one **CAMPUS, and select the program you want.** This will take you back to program choices where you will see Choice 1 has been added to the application. Continue on with your next 4 choices. Ensure you select the correct **start date**
- Hit the SAVE and CONTINUE button to view the rest of the application. (Remember, you can delete choices later) This will automatically take you to **Experience.**

## **EXPERIENCE**

- **High school students can simply hit the SKIP button. This will automatically take you to Payment.**

## **PAYMENT**

- When you have settled on your 5 choices, you will need to pay the \$95 fee to activate your application so that OCAS will send applications out to your selected colleges. "Click CONTINUE to make payment.
- Click Pay My Fees

- ④ Choose Online if you intend to pay by credit card.
- ④ Choose Other Payment Services if you intend to pay by money order or cheque.
- ④ If you click on Cheque or Money Order, you must complete the Payment Form provided By OCAS
- ④ Student Services will send cheques/ money orders to the center by Purolator Courier on Tuesday, November 30th

## **MY STATUS**

- ✓ Click on **MY STATUS** to view your completed application
  
- ✓ Once your fee is paid and received, you can view your grades by selecting **MY GRADES** (may take a day for your grades to appear in your account)

## **ACCEPTING AN OFFER**

- ✓ You can check the status of your application by logging in and going to **OFFERS OF ADMISSION** on the **MAIN MENU** (Offers will be issued from February onwards)

## **PRINT A SUMMARY OF YOUR APPLICATION**

If you pay by credit card, you will be able to view a summary of your application immediately. If you pay by money order or cheque, you will not be able to access this information until OCAS receives your payment, which won't be until after December 1<sup>st</sup>. At this time, if you want to review your application, return to the OCAS home page and go to Apply to College and then go to Review or Update Your Application

**Making changes to your program choices should be done prior to February 1<sup>st</sup>.**

**Remember: if you make any changes to your timetable or courses outside of Notre Dame, remind Guidance that you submitted a College application, and we will make the necessary adjustments to your file.**