



COLLEGE APPLICATION INSTRUCTIONS FOR CURRENT STM STUDENTS APPLYING TO 2018 COLLEGE PROGRAMS

STEP ONE: CREATE AN ACCOUNT

- Go to **ONTARIOCOLLEGES.CA**
- Click **Apply** (top right-hand side)
- Any field marked with an * (asterisk) is mandatory & must be filled in to proceed.
- Your username will be the same as your e-mail address
- Create a Password (Follow criteria set up in the grid below the Password Field).
- **Record your username & password for future reference.**
- Select 3 Challenge Questions
- Click **“I agree to terms & conditions”**

STEP TWO: ACTIVATE YOUR ACCOUNT

- In order to begin using your account, your account must first be activated.
- Your Activation Code will be sent to your e-mail address.
- Click the link that the e-mail contains to activate your account (“Click here to activate your account”)
- You will automatically be taken to the application sign in page when you click **“Log In”**

STEP THREE: LOG ON

- Enter your username (email address) & password
- Click **“Log On”** button to continue with your application

STEP FOUR: REVIEW & ACCEPT THE PRIVACY STATEMENT

- Click on the button entitled **“I Accept the Privacy Statement”**

STEP FIVE: APPLICATION DASHBOARD

- **Record your account number that appears on the top of the screen or print this page so you have a record of your Account Number. Keep it in a safe place You may need it at a later date!**

STEP SIX: MY PROFILE

- Complete the **“My Profile”** section in the left navigation by clicking on **“Start Your College Application”** button
- You will require your **OEN number (Ontario Education Number)** to complete this section. This number is available on your mid-term report card, your timetable (MYPATH).
- Click **Save & Continue**
- Click **“Add My Address”** button & complete the information
- Complete Contact Information & Consent Screen (A second consent user gives this person access to your account)
- Continue to **Next Step**
- Add Citizenship & Residing Information
- Click **Save & Continue**
- Enter **Education Information** – Add record of **“Canadian High School Information”** by clicking that button.
- Complete details about your High School Education
- The **“Find School”** will open up a pop-up window that lists all schools in the city you have chosen (Hamilton). Use the navigation button at the bottom of the screen to go from page to find St. Thomas More & click the **“select”** button beside STM.
- Click **Attended From Date** enter Month & Year you began STM.
- Click the box **“I am currently attending this school/institution”**
- Click **“Save & Continue”**

- **Financial Support-** If you are receiving sponsorship indicate the name of the Sponsorship Agency or Financial Support you are currently receiving. If you have no sponsorship click **No Sponsorship**
- Click **Save & Continue to Next Screen**
- If you don't want to add any experience, click the "**No Experience to Add**" box
- Click "**Done**" to Continue
- Click "**I want to start college between August 2018 and July 2019**"

STEP SEVEN: MANAGE PROGRAM CHOICES

- Click "**Add A Program**"
- You can search by Program Code, Program Name or by College
- Click "**Add**" for the program you wish to apply to (pay close attention to START DATE & THE CAMPUS)
- You will be taken to the "**Edit Program Choice**" screen
- If you have never applied or attended college before go to the bottom & click **Save** to continue.
- If you applied last year complete that field & select **Save & continue**.
- A grid will appear that shows your selection
- Repeat for each of your 5 Program Choice
- Click the Box "**Search for a Program**" to add your second Program choice
- **NOTE: You can make 5 choices in total & No more than 3 choices at one college.**
- Once you have put all of your programs in the grid, rank them in order of preference clicking "**move up or move down**".
- Click "**Save and Continue**" to move to the next step.

STEP EIGHT: BASIS OF ADMISSION

- Click "**Yes**" that you will be a high school graduate by the 1st day of college
- Click "**Yes**" that you are currently enrolled in a High School course
- Click "**Save**" & **Continue to the next step**"

STEP NINE: PAYMENT SUMMARY

- **Print the summary of your Payment – amount should be \$95.00**
- Click "**Process Transaction**"
- Applications are only transmitted to OCAS if you make your payment
- Choose a payment method
- Enter account information & confirm that your payment has been approved

STEP ELEVEN: COMPLETED APPLICATION

- **Print the summary of your Payment Details & Program Choices & put it in a safe place.**

CONGRATULATIONS ON COMPLETING YOUR COLLEGE APPLICATION!!