

KELVIN ONLINE PORTAL REGISTRATION INSTRUCTIONS

Please use Chrome, Firefox or Safari as your browser.

1. In your browser, go to the Kelvin High School website and select the “School Registration Information” tab.

Under this tab, you will find the following:

- Online Registration Link
- School Registration Information (links to worksheets can be found here)
- Written Registration Instructions
- PowerPoint Registration Instructions
- Kelvin Handbook (graduation requirements, course descriptions by department and program)
- FAQ for Registration and Open House Information
- International Baccalaureate Registration - Current Grade 9 students
- International Baccalaureate Registration - Current Grade 10 and 11 students

2. Please read through or print the instructions document before logging in.

3. Select Online Registration 2024-2025.

4. Students must log in with their Winnipeg School Division username and password.

Username: WSD1 email **clongs1@live.wsd1.org** **WITHOUT** @live.wsd1.org – (Example: **clongs1**)

Password: Student number (Example: 9000123)

Once logged in, read the **Terms and Conditions** page. These must be accepted in order to proceed.

Begin with the **Pre-Registration** tab.

1. Select **Academic Year** (2024-2025) and **School** (Kelvin).
2. Leave **Program** and **Vocation** blank.
3. Click on **Add Preregistration**.

IMPORTANT: DO NOT CLICK FINALIZE PRE-REGISTRATION.

Move to the next tab called **Course Requests**.

1. Select **Preregistration School** (Kelvin-Grade) and **Graduation Diploma** (English, French Immersion).
 - If you are **currently enrolled in grade 9** and **hoping to study in the IB program**, choose English or French Immersion program. (Once accepted to IB, Kelvin will change the program.)
 - For current IB students, select English program.
 - If you are continuing in French Immersion, choose French Immersion Program.
 - Ensure that the diploma you have selected is accurate.
 - Students may view courses they have already taken and courses still required for graduation in the **Grad Course Requirement and Course History** tab.
 - Course descriptions can be found in the Kelvin Handbook and in the Kelvin Course Description Website.
 - Remember, many courses have prerequisites. They are listed along with course descriptions in the course handbook.

2. Begin selecting your compulsory courses (these are the non-elective courses that you need to graduate). Fill in each box and click the **Add Compulsory** button when done. If filled out correctly the courses you have selected will now be listed underneath the dropdown boxes with a red X beside them. **If you select incorrectly, click the red x beside it and then select the appropriate course.**
PLEASE NOTE: *Grade 9 students wanting IB in grade 10 are to select only their English compulsory course, and then Finalize Registration.
3. Go to **Course Request tab** and choose **Optional Course Selections**. Using the **Course Code Description** drop down menu you can select a specific course. Specify the semester **ONLY** if you need to take courses in order (ex. Gr 10 Science Semester 1, Grade 11 Biology Semester 2). After each optional course selection, click **Add** to save your request.
4. Review all of your choices keeping in mind graduation requirements and your course history, and any potential post-secondary requirements.

IMPORTANT

Be sure your parent/guardian approves your course selections.

When you are finished, select **Finalize Preregistration**.

A reminder window will appear warning you that **no changes can be made** after you select the finalize button.

Press OK.

1. To print your application click on **Report** at the top of the page.
2. Select the first option: **Registration and Course Request Form – Kelvin.**
3. **PRINT ALL 6 PAGES:**
 - Back to back if possible.
 - If you do not have a printer, you can use the printer in the library.
4. **IMPORTANT: Have your guardian/parent review the personal information.**
 - Please **use pen** to write directly on the page **to update personal information.**
 - If there are any changes in custody or status within the home, please be sure to inform the guidance office and provide legal documentation.
5. Then, **have your parent/guardian:**
 - **Sign both pages of the application.**
 - Complete and **sign** the **Aboriginal Identity Declaration** or the **Ancestral Identity** pages if applicable.
 - Complete and **sign** the **Informed Consent**, the **Online Information Resources** and the **Additional Health Concerns** pages.
 - That is **6 possible parent/guardian signatures** and **1 possible student signature** in total.
6. **Grade 8 students**, hand in your paperwork to **your guidance counsellor or your school office.**
7. **Grade 9-11 students**, hand all paperwork to **the Kelvin school office.**

IMPORTANT: COMPLETING THE ONLINE PORTION DOES NOT MEAN YOU ARE REGISTERED!

SIGNED APPLICATION MUST BE SUBMITTED TO SCHOOL OFFICE.

YOU MUST HAND IN:

- THE SIGNED PAPER COPY OF THE APPLICATION (2 sheets)
- THE ABORIGINAL IDENTITY DECLARATION

- THE ANCESTRAL IDENTITY SHEET/ADDITIONAL HEALTH CONCERNS
- THE INFORMED CONSENT SHEET
- ONLINE INFORMATION RESOURCES
- ALL PAGES MUST BE SIGNED BY A GUARDIAN/PARENT**

If you have any questions, please call the Guidance Department at 204-474-1156.