

TRILLIUM WEB COURSE REQUESTS HOW TO ENTER YOUR COURSES FOR NEXT YEAR ONLINE

Check Your First Class Email Account To See If It Works

1. In a school computer lab, click on the "First Class" icon OR
2. At home, key in the following web address: <http://fcmail.st-clair.net/Login/> to access the First Class Login Page.
3. Enter your User ID: firstname.lastname
4. Enter your Password: your student number that begins with 316... (it appears on your student card, report card or timetable)
5. All Course Request emails will appear in your First Class Mailbox.
6. If you cannot access your First Class Email Account, see your guidance counsellor.



Set Up Your Course Request Account

1. Use Internet Explorer as your browser.
2. Key in the following web address: <https://tweb.st-clair.net/twebcr> to access the Login page.
3. Click on the "New Users Sign-In" link to create a new account.
4. Enter your personal information:
 - a. In the "Student Information" area, enter your own information.
 - b. Your student number can be found on your student card, report card, or timetable. Leave the OEN blank.
 - c. User name: use the first 6 characters of your last name followed by the first 2 characters of your first name.
e.g. John Smithen -- smithejo Jaclyn Read -- readja
 - d. Email Address: You must use your First Class email address. All account information and course choices will be sent to this address. All email accounts follow the same format: firstname.lastname@st-clair.net ie. jaclyn.read@st-clair.net.
5. Once all the required information is entered then click on the "Submit" button to have your account created.
6. In your First Class Mailbox, you will receive an email from "Webaccess" to confirm a successful account registration and it will show your User Name and Password.
6. If you encounter an error message such as "**Student information doesn't match database**", then attempt to correct the information and submit again. If the error persists then see your guidance counsellor.



Enter Your Courses For Next Year

1. Login at <https://tweb.st-clair.net/twebcr> using your "User Name" and "User Password".
2. A successful login will bring you to the "Course Requests" tab.
3. Ensure that the "Selected School" field says "Ursuline College" and that the pull down menu under "Make your selection:" says "Reference".
4. Click on "Credit Counselling Summary" to produce a report of your personal course history. This may be printed or saved. Use the Credit Counselling Summary to determine which elective and compulsory credits have been completed.
5. Highlight a course from the list (arranged alphabetically) and select the "Add" button.
6. When a course is highlighted/selected, the right hand side displays the course title and credit value for this course. To review the course description of the course, click on the magnifying glass under the "Course Details". This will also list any prerequisites for the course.
7. To remove a course request, click on the radio button beside the course on the left hand side of the list and click on the "Remove" button.



- To select an alternate course for a course, click on the radio button beside the primary course. Select the alternate course and click **"Add Alternate"**. Choose an alternate course for each elective (option) course. Don't choose an alternate course for English, math, science or any other course that is required or compulsory.
- To remove an alternate course, click on the radio button beside the primary course and click **"Remove Alternate"**.

Safeguards

- The system will warn you if you choose a course that you are currently taking or have already taken (e.g. you want to retake a course because you want to upgrade your mark). Think carefully about choosing a repeat course; **you cannot receive a credit twice for the same course.**
- If you do not have a prerequisite for a course then the system will alert you to this. All prerequisite courses must be completed. See your guidance counsellor if you have questions.
- The system will not permit you to choose more than 8 credits or 4 alternate courses.

Saving Your Course Requests

- To interrupt the Course Request Process anytime, click on the **"Logout"** button.
- To save your current choices, click **"Yes"** and save the changes.

Finalizing and Submitting Your Course Requests

- When you are satisfied with your course requests, click on the **"Submit"** button to submit your requests. A confirmation e-mail will be sent to your email address.
- Once the course requests are submitted, the **"Report"** button may be selected to print your requests. This is not the form that your parent/guardian will be asked to sign. This official form will be distributed by your Period Two teacher after March 26.

Miscellaneous

- Your password may be changed by clicking the "Change password" tab and filling out the requested information.
- If you forget your User Name or User Password then click on **"Forgot Your Account Information"** on the login page. You will be asked the answer to your security question and a new password will be emailed to your email address.
- You will have until March 26 to enter your courses for next year. Students will be able to change their course selections through the website until March 26. Students who miss the deadline or make changes after the deadline will be placed in courses as room is available.

Student Course Request Verification Form

- After March 26, you will be given a Student Course Request Verification Form from your Period Two teacher. This form must be signed by your parent/guardian (if you are under 18 years of age) and returned to your teacher by April 7.

