

**OPEN HOUSE NOVEMBER 23, 2011**

**INSTRUCTIONS TO STUDENTS:**

1. Go to [www.nwcc.bc.ca](http://www.nwcc.bc.ca)
2. Click on NW Connect (top right of page)
3. Click on Continuing Education tab.
4. Click on Register & Pay for Continuing Education Classes (please note: these are free workshops, there is no payment involved)
5. Scroll to the bottom of the page
6. Under "Topic Code" choose Professional Development
7. Under "location" choose PR (Prince Rupert)
8. Click "submit"
9. Choose your workshops by selecting the radio button in the same row.  
(All open house workshops have the code CEINFO then course number) Click on "submit"  
(When choosing your workshops, note the times of the workshops)
10. Complete the personal identification page, (Birth Date field is YYYY/MM/DD), click on "submit"
11. The next page "Additional Registration Information" is optional
12. The next page is payment page. This page will show you the workshops that you registered for. At this time you can still make changes and print your schedule. Choose one of the following – "Register Now (Check Out)". – Leave the "Payment Type" BLANK.
13. If you entered a valid e-mail address the system will e-mail you a confirmation of your workshops. The e-mail will be from [reghelp@nwcc.bc.ca](mailto:reghelp@nwcc.bc.ca), with the subject line Registration Acknowledgement. If you are a returning student and didn't receive an email, NWCC may have an old email address on file, contact the Campus and have your information updated.

**\*\*IF YOU USED OUR SITE LAST YEAR, YOU CAN LOG IN WITH YOUR USER NAME AND PASSWORD.** Your username is always your LEGAL first name/last name all lowercase all one word. The only occasion that is would be different is if your first/last name are common (ie John Smith) then it would have a number(s) after it. If you don't remember, please contact our office.

**GRADE 10 MORNING SESSIONS**

9:00-9:40  
9:50-10:30  
10:40-11:20

**GRADE 11 AFTERNOON SESSIONS**

12:40-1:20  
1:30-2:10  
2:20-3:00

**STUDENTS CHOOSE THREE DIFFERENT WORKSHOPS  
(Unless a workshop counts for two choices, then choose only two)**