OLP Online Enrolment process

- 1. <u>https://courses.opened.uoguelph.ca/search/publicCourseSearchDetails.do?method=load&courseId</u> =15163885
- 2. Add course to cart
- 3. Click Checkout, then Click Checkout a second time
- 4. Choose Family Checkout
 - a. If you already have a UofG Central Login, select 'I have a Family Account already' proceed to step 5 below

OR

- b. If you <u>do not</u> have a UofG Central login, select 'Create a New Family Account'- an email will be forwarded to you with your Username and Password
 - i. In body of email there is a link back to the OpenEd Student Portal
 - ii. Click Login at the top right of OpenEd Student Portal and select 'Family Login'

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Log-In to Stude	ent Portal				
I have an account already		l am	I am a new user		
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		Continue		Continue	

- 5. Enter Central Login Username and Password
- 6. Under the 'Family Portal' tab (top left see below) enter your Profile, add Members (child or children) and create an Application for each member



- 7. Once applications are complete go to your cart and add members
- 8. Checkout