

Choosing Courses for Next Year with *Career Cruising*

1. Go to the SMHS homepage (smhs.bgcdsb.org) and click on the **Course Selection** tab at the top of the page. Then click on **Link to Career Cruising** at the bottom of the page.
 2. Students should consider watching the tutorial **Course Planner Video Student Demonstration** on the bottom middle of the My IPP Login page.
 3. Enter your username . After the BG- type in your 9 digit Ontario Education Number (OEN). **Your OEN can always be found on your report card** or at the guidance office.
BG- _____
 4. Enter your password, which is your birthday (mmddyyyy). **Please note that all existing passwords are reset to students' birthdays.**
 5. You might be asked to enter a **New IPP Password** that you will remember. Answer the rest of the questions under **Terms & Conditions**.
 6. Click on **Choose My Courses** on the left.
- Note: You will not click submit until you have chosen all of your courses and have had a parent/guardian approve them. Once you click submit, the courses are locked in and cannot be changed unless you make an appointment with a guidance counsellor.**
7. Below the Year (Grade) that you will be in next year, choose your courses by clicking the + icon. See all available courses. Click on **Add Courses** for the course you have chosen.
 8. Select 8 courses. Also pick one alternate in case one of the courses you have chosen doesn't fit into your timetable.
 9. A red stop sign means you don't have the prerequisite for the course or you need to talk to guidance.
 10. Click on submit when you are certain that these are the courses you want to select for next year. Have a parent/guardian examine it. **Print the *Course Request Sign-off Sheet* and have your parent/guardian sign it. Bring it in to your homeroom teacher.**