



# École secondaire Oak Park High School

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www.pembinatrails.ca/oakpark

## STEP-BY-STEP GUIDE: Grade 9-12 Online Registration

**Step 1:** Complete the GOLD individualized registration form by inputting your REQUIRED courses (listed for you) and the OPTION courses you are requesting.

**NOTE:** Add ONE additional course in the space provided.

In the event the Option courses you identified above are not available, please indicate one additional Option course you would consider below.

Additional Option Course Name and Code:

**Step 2:** Open the registration site: <https://ptsdnet.pembinatrails.ca/login.aspx>

**Step 3:** Log In using your individual Username and Password (listed below your name on your GOLD form)

**Step 4:** Choose your pre-registered school by clicking “Select”



[Home](#) [Add Options](#) [Edit Options](#) [Course Request](#) [Activity Log](#) [Reports](#)

Pre-registered School(s):

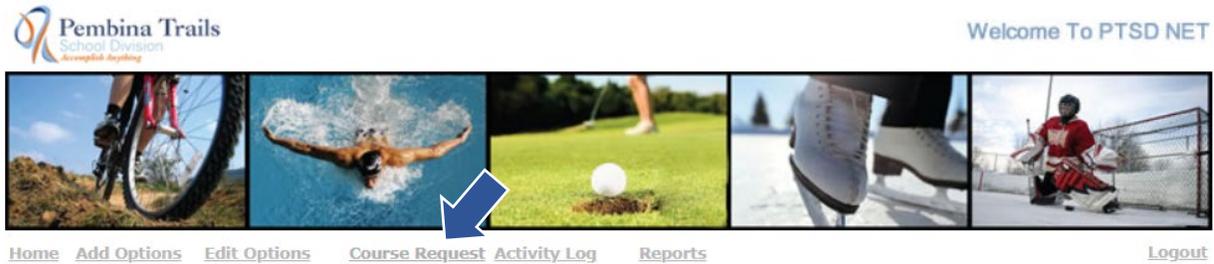
	School	Grade	Missis
<a href="#">Select</a>	OP - École secondaire Oak Park High School	11	10 En 10 Ma 10 Ph 10 Sci 10 So 11 En 11 Ma 11 Ph 11 So 12 En 1 2

Current Course Requests: **(French Immersion Courses are in Red)**

You have not added any course request.

Select Grade:

**Step 5: Choose “Course Request”**



**Step 6: Prior to moving to a new grade level or page within your grade, INSERT SELECTED OPTIONS**

**Current Course Requests: (French Immersion Courses are in Red)**  
You have not added any course request.

**Select Grade:**  
 Grade 9    Grade 10    Grade 11    Grade 12    Grade SS

**Options Available:**  
  
Select the school you want to add courses to from the Pre-registered School.

**Step 7: Using your GOLD registration form find and select (1) your required courses, and (2) your option course requests.**

**NOTE:** Courses are listed under their grade-level designation. You may be required to move outside of the grade level you are registering for to find the option courses of your choice. To move to a different grade level, select the grade here:

**Current Course Requests: (French Immersion Courses are in Red)**  
You have not added any course request.

**Select Grade:**  
 Grade 9    Grade 10    Grade 11    Grade 12    Grade SS

**Options Available:**  
  
Select the school you want to add courses to from the Pre-registered School.

**Step 8: Verify you have selected ALL your REQUIRED courses and OPTION courses, then “logout” to close the session.**

**Step 9:** Go to the Oak Park website “How To Register: In-Catchment Pembina Trails Students” page to complete “Step 3” the online [Annual Confirmation of Divisional Policy by Parents/Guardians](#)

École secondaire Oak Park High School  
Open Possibilities

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**How To Register** >

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- Schools of Choice Students >
- New Students >
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**Who We Are**

- Business Room
- Daily Schedule
- Cafeteria
- Reports and Plans
- Standard of Behaviour
- News
- Virtual Open House

**How To Register**

- In-Catchment Pembina Trails Students
- Schools of Choice Students
- New Students
- Student Handbook
- Student Transportation and Parking

Our [School Locator](#) will help you determine your school. If you are unsure of your address in the locator, contact our main office to assist you.

**Step 10:** Your parent/guardian must verify your Annual Student Information Update 2021-2022 form (in paper registration package).

**Step 11:** Return all registration paperwork signed by you and your parent/guardian to your Period B teacher. Students with a period B spare are asked to return paperwork to the main office.