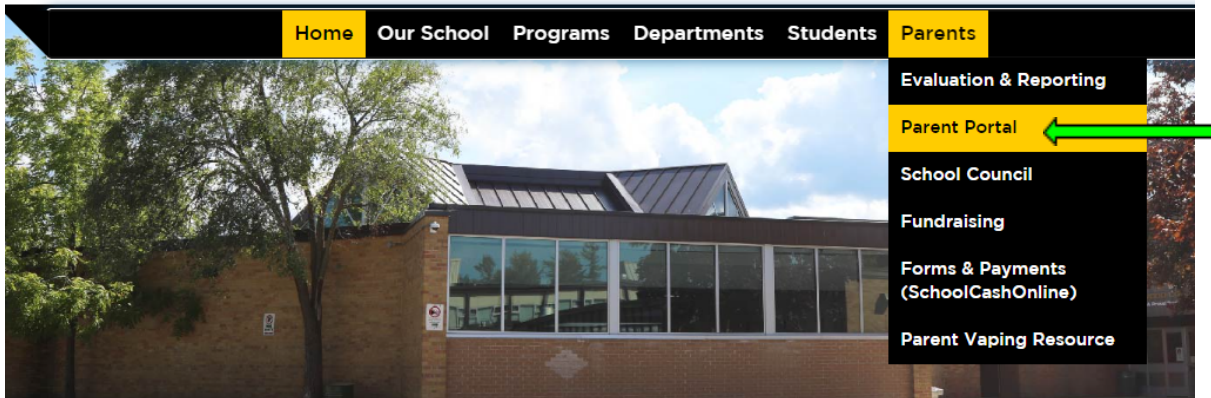


# Instructions to Opt Out of the E-Learning Requirement in the Parent Portal

1. Go to the Collingwood Collegiate Institute website - [cci.scdsb.on.ca](http://cci.scdsb.on.ca)
2. Click on "Parents" → "Parent Portal" (see image below).



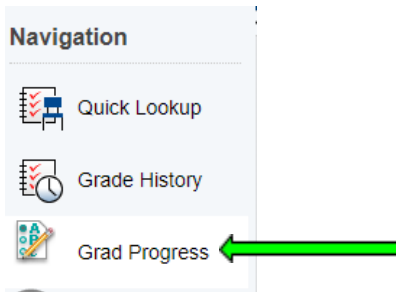
3. Click on the link to create a Parent Portal account or login (see image below). If you need the information to create an account, please contact the school.

## Parent Portal

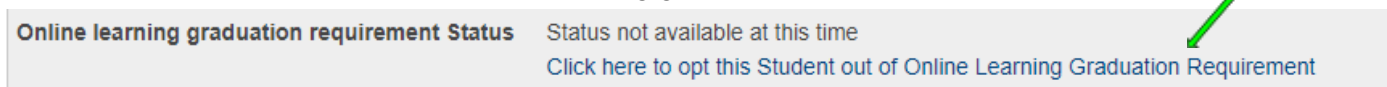
The SCDSB Parent Portal is a secure online tool that provides parents/guardians (of students less than 18 years of age) with quick access to their children's attendance and grades.

Go to <http://ps.scdsb.on.ca> to create a Parent Portal account or login.

4. Click on "Grad Progress" on the left-hand side (see image below).



5. In the centre pane, beside "Online learning graduation requirement Status" click here



6. Read the information on the page that displays, then at the bottom complete your Electronic Signature, then click on the blue button that says "Submit Request For Online Learning Graduation Requirement Opt Out".

Electronic Signature (Please enter your first and last name):

Date:

11 September, 2023

Submit Request For Online Learning Graduation Requirement Opt Out

Cancel

7. You will receive a confirmation email.