

## OLP Online Enrolment process

Please use the Family Portal login to create an account and/or access your previous profile, add members, application(s), and upload the consent form.

1. The family profile and application are available to you without completing a registration. Use the Family Portal login to create an account and complete the application:  
<https://courses.opened.uoguelph.ca/portal/loginFamily.do?method=load>
2. Choose **Family Login**
  - 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 **do not** 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'

The screenshot shows the 'Family Login' page. At the top left is the University of Guelph logo and the 'OPENED' logo. A search bar is located at the top right. Below the header is a navigation bar with links for Home, Courses, Programs, and Student Resources. The main content area is titled 'Family Login' and is divided into two columns. The left column is titled 'I have a Family Account already' and contains a 'Log In' button. The right column is titled 'Create a New Family Account' and contains a 'Log In' button. Below the 'Log In' buttons are input fields for User Name, Password, Family Contact First Name, Family Contact Last Name, and Family Contact Email Address. There are also links for 'Forgot User Name' and 'Forgot Password'.

5. Enter Username and Password
6. Under the 'Family Portal' tab (top left - see below) click "My Profile":
  - a) add Members (child or children);
  - b) create a "New Application" for each member (Outdoor Learning Program Application S25);
  - c) upload consent form.

The screenshot shows the 'Family Portal' navigation menu. The menu is located at the top left of the page and is titled 'Family Portal'. It contains a dropdown menu with the following options: My Profile, Manage Members, New Application, and Application Status. The 'New Application' option is highlighted with a yellow background.

7. Once registration opens, go to:  
<https://courses.opened.uoguelph.ca/search/publicCourseSearchDetails.do?method=load&courseId=15163885>
8. Add course to cart
9. Click Checkout, then Click Checkout a second time
10. Proceed to payment.