

EO Portal (Employment Ontario) Adult Credit Site Maintenance Guide

Step 1

Go to:

<http://feats.findhelp.ca/eng/search.html> (English)

<http://feats.findhelp.ca/fre/search.html> (French)

Step 2

- a. Scroll down the page to the dropdown menu called **Training and Upgrading**.
- b. Select **Adult High School Credit Program** and click **Go**. This will bring up a complete alphabetical list of all school boards.
- c. Scroll through the results alphabetically to locate your listing(s).

Tip: Before clicking Go, you can type your location into the **Tell us where you are** box to refine the listings and make searching for your board(s) easier.

Step 3

- a. Once you have located your record, click on it.
- b. Review your record field by field and make notes on any changes required before you move on.
- c. Click on "Submit an Update" in the upper right corner of the record listing. A new window will appear with a form to fill out. Based on the review notes, please enter the changes that need to be made to your listing. Remember to fill in your contact information.
- d. Before submitting the changes, please be sure to indicate that this has been a "complete" review by selecting this option at the bottom right of the form.
- e. Submit changes.

Please note: Even if there are no changes, the form must be filled out indicating that there are no changes required at the top of the form.

Once you have completed your form, you may preview it before submitting.

Important Information:

Adult High School Credit records follow a mandated Ministry of Labour, Training and Skills Development template. Substantial content changes to the Application, Eligibility and Description fields are generally not needed; however, important details such as address/phone/fax/email/website, classroom and/or admin hours and contact people changes are required for updates.