

EO Portal (Employment Ontario) Adult Credit Site Maintenance Guide

March 2017

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 (a list of approximately 149 results).
- 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 the record content.
- c. Click on **UPDATE** in the upper left hand side of the record listing. A new window will appear with a form to fill out with your contact details and space to provide any changes (field by field).

Please note: Even if there are no changes, the form has to 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 MAESD 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.