

First Class –Accessing Graduation Package through First Class at Home

Using the following website, <http://fcweb.hwcdsb.ca/> or at school on your desktop, complete the tasks below:

Step One

- Login to the website
- User ID is: first 7 letters of your last name, the first two letters of your first name, and the last three numbers of your student number.
- Password is: student ID number

Note: If you have changed your password, please use your new password.



Step Two

- Locate Grad e-mail – Check Mailbox infolder and locate Graduation Package 2012.
- Download the attached file.
- Please save the submission copy as, “your namegrad2012” ex. “Dalygrad2012”.
- Save the file as a “.doc” file.



Step Three

Locate Grad Conference. Upload completed package into the, “Completed Grad Packages” folder in the grad conference. You will be able to delete your own file if updates need to be made before the Graduation deadline.

Please ensure that you have submitted and attached all pertinent information (picture, reference and pastoral letters).



Step Four

Please check Graduation Award's Candidate list posted outside of room 203 during the week of February 13-17 2012 to ensure that your completed package has been received.