



OntarioLearn Help
Embanet

Tel#: 416-494-6622
ext. 1

Toll-Free: 1-800-695-5008

Sheridan College Help
Call Center

Tel#: 905-459-7533
Ext. 2961

The '**Location Identifier**' on your registration receipt will indicate where your Online course is located.

Courses with a Location of "WEBCT" for Vista

- your course is located on the Sheridan College server.
- You will receive your UserID and initial PassWord in the mail.
- Then click this link to log in.
- <https://vista.sheridaninstitute.ca/webct/entryPage.dowebct> - and follow the instructions
- To get help with Sheridan UserID and PassWord, click the following link...
- <http://it.sheridaninstitute.ca/vista/help/wheretogethelp.html>

Courses with a Location of "ONTLEARN"

- The log-in to these courses is done in two(2) steps, using the same UserName and PassWord in Both steps.
- your course is located on the OntarioLearn server.
<http://oleportal.embanet.com/>
- **Step 1:** Follow the 1, 2, 3 instructions for username and password to access the OntarioLearn Portal – (course web site). You now get a listing of all the courses you are taking. Just click on a course to access it.
- **Step 2:** Enter the same username and password to login to your course.
- If you have problems logging-on to your course, click the help link...
- <http://www.ontariolearn.com/help/>
- **Important Note:**
When you change a password in OntarioLearn, please remember that you may have different passwords for the different course platforms, but your username stays the same.

Textbooks for "ONLINE" courses

- To find out which book or material is needed please contact the Davis Campus bookstore.
- <http://www.sheridan-davis.bkstr.com>
- By phone Call 905-874-4337

For Further Course Information, visit our website.

- <http://www1.sheridanc.on.ca/programs/coned/istancelearning/index.cfm>

Withdrawal from courses can only be done by e-mail to:
ce.online@sheridaninstitute.ca

- **Withdrawal Deadline 1.**
You are eligible for a refund of the course cost less \$30.00 if withdrawal occurs within 13 days from the scheduled start date. There will be no record on your transcript.
- **Withdrawal Deadline 2.**
If you withdraw after 13 days from the scheduled start date, but before 42 days from the scheduled start date, you may be eligible for a partial refund. There will be no record on your transcript.
- **Withdrawal Deadline 3.**
If you withdraw after 42 days from the scheduled start date, but before 30 days from the scheduled end date, there is no refund available. A grade of 'W' (withdrawn) will be on your transcript.
- **After 30 days before the scheduled end date,** you cannot withdraw from courses and you will receive a grade based upon the course achievements.
- **Please read the detailed course withdrawal policies on the website**
<http://www1.sheridanc.on.ca/programs/coned/istancelearning/with.cfm>

For further support you may e-mail us at

- ce.online@sheridaninstitute.ca
Please include your Name, Student Number, and course code...



Continuing Education - Online Education and Programs

Sheridan Institute of Technology and Advanced Learning
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