



Continuing Education
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[Redacted]

EMAILED
Student #: [Redacted]

February 9, 2021

Dear [Redacted]

This is to confirm that we have pre-registered you for all your upcoming courses in your AEC program - AEC-Network Administration & Support for the Winter 2021 semester. In order for you to be able to attend these courses, you need to go finalize your pre-registration in your Dawson portal. Please follow the instructions below to help you complete this task.

Step by Step Online Registration:

1. Access Dawson's website at: www.dawsoncollege.qc.ca. Click on MYDAWSON (top right). If you haven't yet set up your password, you will need your Dawson College student number [Redacted], your permanent code [Redacted] and your date of birth. Scroll down and log in using this information to create a password. Once you have entered the correct information you will be prompted to choose a security question (which will be used in case you forget your password) and then you can create your Password.
2. Click on Course Registration under My Omnivox Services. **You do not have to add any courses, as you have been pre-registered for all the courses you need. Please scroll down and click continue and follow the instructions to finalize your registration.** Make sure to finalize your registration no later than **11:30 p.m. the day before your class is to start.**
3. Once you have finalized, it is time to pay for your course registration (only applicable to student not registered with Emploi-Quebec). **ALL fees are due in full upon registration.** Students who do not pay their course fees will have their course registration cancelled, and will remain liable for the non-refundable fees.

As a Dawson student, you are given an official Dawson College email address along with access to Office 365. This email will be used to communicate with you throughout your studies with us. Links to Office 365 can be found from the Dawson website Quicklinks or MyDawson portal > My Dawson Life > Office 365 account. Your email address is displayed as you are redirected to the Office 365 login page. For more information, please refer to Office 365 in your My Dawson Portal.

If ever you have any problems, please email as soon as possible the AEC office at AEC@dawsoncollege.qc.ca

Thank you,

Dawson College
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