School of Continuing Studies – English Language Institute

Conversation Partners Sign-Up

Step 1 - Sign In

- Sign in at [https://my.continue.yorku.ca/portal/student](https://my.continue.yorku.ca/portal/student)
- Two login options:
  - Passport York (created during orientation)
    - Select Continue under “I am a current student”
    - Enter Passport York username (e.g. myusername)
    - Enter Passport York password
    - Select Login
  - Alternate Login (student number and password)
    - Enter student number under “I have a student number”
    - Enter password chosen at the time of registration
- Email itscs@yorku.ca and include your student number if you cannot sign in

Step 2 – Select Conversation Partners

- Choose Conversation Partner Signup from the Student Portal dashboard

Step 3 – Choose a Session

- Click on a session with the desired time slot and conversation partner
- Available sessions are displayed in Green and Full sessions in Grey
- Weekly clubs are displayed in Blue and do not require sign-up
- You can use Control Panel at the top of the screen to filter sessions by host partner and availability

Step 4 – Sign Up!

- Click the Sign Up! Button to sign up for the chosen session
- Once you have signed up, you can cancel at any time by selecting the session and clicking the Cancel Sign Up button

Rules

- You can sign up for a maximum of three sessions per week. Spaces are limited, however, and this quota may be reduced during peak periods.
- It is very important that you attend if you sign up! If you fail to attend two sessions, you will be blocked from signing up for the following week.
- You cannot sign up for more than two sessions with the same conversation partner on the same day.
- You may be blocked from further signup if you fail to attend 2 or more sessions in the period of a week.