

How to request a Supplemental:

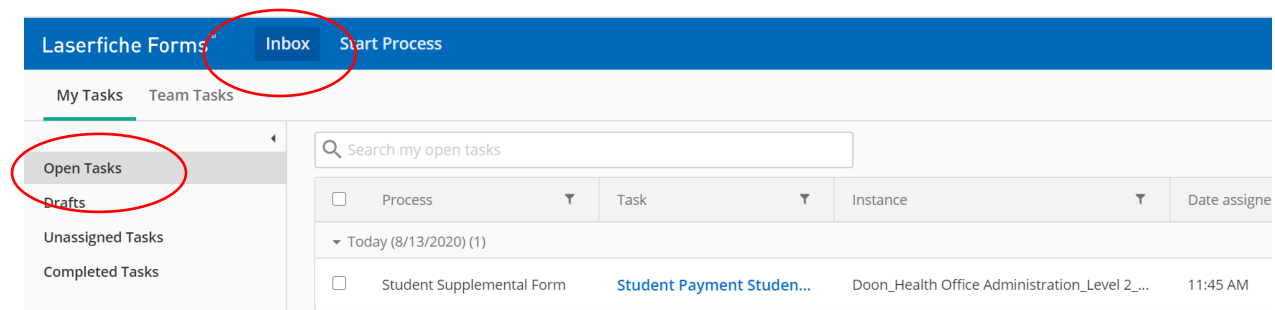
Login to your [Student Portal](#)

- Go to the "Services" tab
- "My Forms" button
- Login with your Conestoga email & network password
- Select "Supplemental Request"

1. Choose the session
2. Choose the course
3. Select "Submit" at the bottom of the form
4. Your request has gone to faculty for review

If your Request is Approved

- You will receive an email notifying you of the details of how the supplemental will be completed.
- You are then required to return to Laserfiche to pay the required fee.



1. Navigate to the **Inbox** tab.
2. Select **Open Tasks**.
 - Your Supplemental request(s) will be displayed here.
3. Select the task highlighted in blue to open the request.
4. Scroll to the bottom of the form and enter your payment information.

If your payment is successful, you will receive a transaction receipt. Provide this receipt to faculty as proof of payment for your supplemental.

If your payment is unsuccessful, your request will be terminated and you will need to initiate a new request.

If your Request is Denied

- You will receive an email with an explanation as to why your request was denied. Follow-up directly with the faculty member if you require further information.

If you experience any problems with the form(s), please contact the Registrar's Office at StudentRecords@conestogac.on.ca.