



# SchoolEngage Parent Registration User Guide

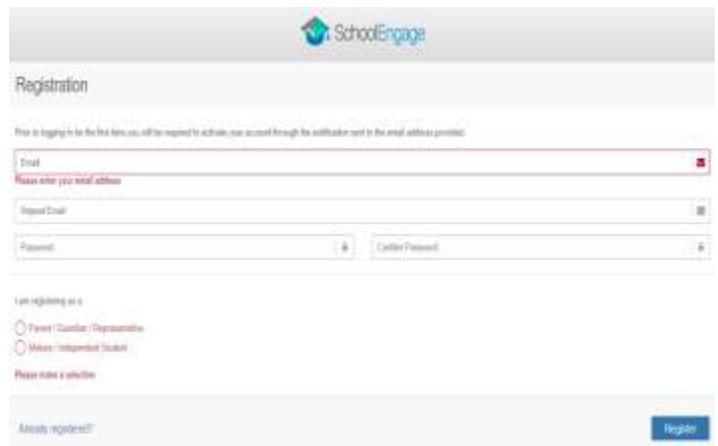
SchoolEngage is a communication tool that interacts between students, parents and school. Key functionality includes online forms that provide a user-friendly means to register new students, complete forms for existing students as well as validate and update information.

**NEW** family or Adult Student to Wetaskiwin Regional Public Schools

Use this only if you have NO ACTIVE STUDENTS in our School Division  
Click on **create a new account via SchoolEngage**

If Parents or Adult Students are returning to register (example you were in Wetaskiwin School Division 2 years ago), follow these steps below, when typing in your email address, if you have previously used this address, you will get a message "Email address already exists", click on "Forgot Password" and it will reset your password to get in.

**Create a new account or sign in if you have already created an account.**



Once the account is created you will receive a confirmation email in order to activate your account. Please log into SchoolEngage to complete the applicable Registration Form. PROCEED TO Page 2 of this document titled "Let's Get Registered"

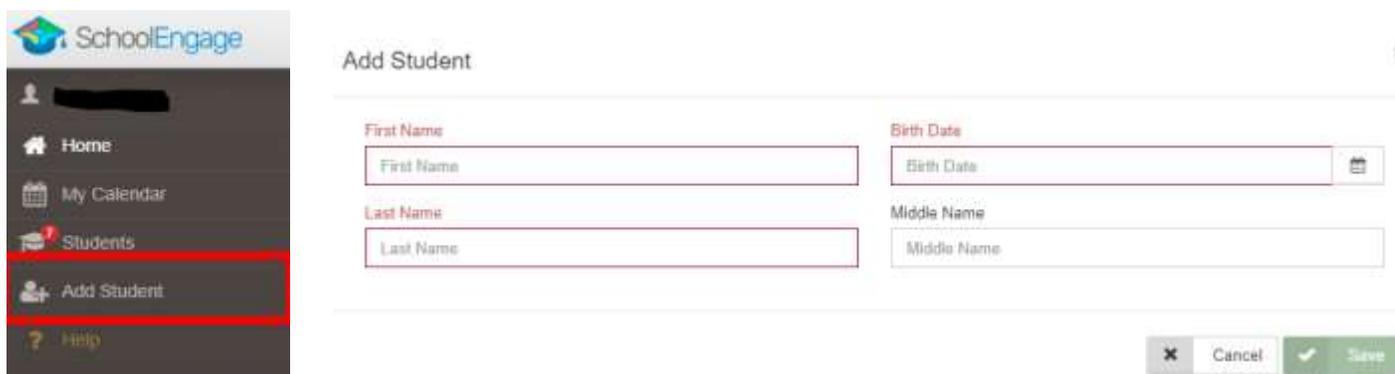
**I have active student(s)** within Wetaskiwin Regional Public Schools

Sign into your existing PowerSchool [Parent Portal account](#).  
Once signed in, look to the bottom left on the menu to find the SchoolEngage icon.



## LET'S GET REGISTERED

1. CLICK on Add New Student and fill in information



The screenshot shows the SchoolEngage interface. On the left is a sidebar menu with options: Home, My Calendar, Students, Add Student (highlighted with a red box), and Help. On the right is the 'Add Student' form with the following fields:

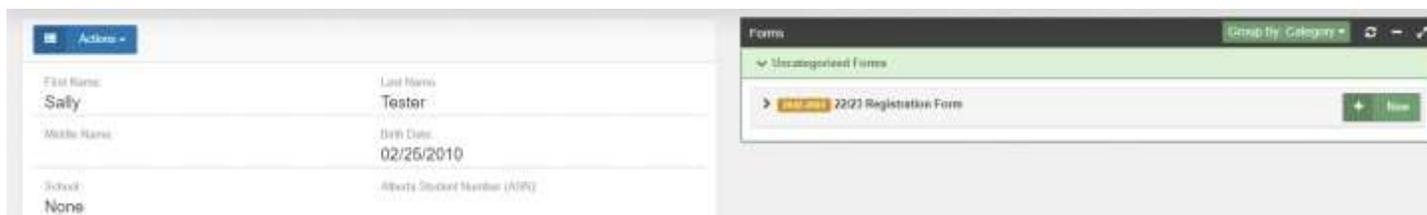
First Name	Birth Date
<input type="text" value="First Name"/>	<input type="text" value="Birth Date"/>
Last Name	Middle Name
<input type="text" value="Last Name"/>	<input type="text" value="Middle Name"/>

At the bottom right of the form are 'Cancel' and 'Save' buttons.

2. Click on the child's name you need to complete a registration for, listed under Students in the Menu.



3. In the Forms list on the right side, please click on + **NEW** beside the applicable Registration Form. *If you fill out the wrong year, you will be asked to do it again.*



The screenshot shows a 'Forms' list on the right side of the interface. It displays a '2022 Registration Form' with a '+ New' button next to it. On the left, a table shows student information:

First Name	Last Name
Sally	Tester
Middle Name	Birth Date
	02/26/2010
School	Alberta Student Number (ASN)
None	

### Tips for completing your Student Registration

- Your form is saved each time you choose NEXT to move to the next page of the form. This will allow you to leave the form and come back at any time.
- Mandatory fields will be highlighted in red and will not permit you to progress to the next page until they are completed.
- Some fields have a specific format such as phone numbers etc. 403-555-5555.
- If you have made a mistake in a field, you can click on the blue X to clear it and then continue.
- To go back to the previous screen you can use the page numbers, but only if you have completed the mandatory information.
- Once your form is completed and submitted, you will receive an email confirming it was either Submitted, Approved or Denied.

***Please remember your student application for registration is not considered approved until you receive an email from the school. The school may be in contact with you to request additional information or documents.***