



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.

The image shows the 'Sign In' page of the SchoolEngage application. It features the SchoolEngage logo at the top. Below the logo, there is a 'Sign In' heading. The page contains two input fields: 'Email' and 'Password'. The 'Email' field has a placeholder text 'Please enter your email address'. The 'Password' field has a placeholder text 'Password'. There is a 'Forgot password?' link below the password field. At the bottom, there is a 'Create new account?' link and a 'Sign In' button.

The image shows the 'Registration' page of the SchoolEngage application. It features the SchoolEngage logo at the top. Below the logo, there is a 'Registration' heading. The page contains a message: 'Prior to logging in for the first time you will be required to activate your account through the activation sent to the email address provided'. There are two input fields: 'Email' and 'Repeat Email'. The 'Email' field has a placeholder text 'Please enter your email address'. The 'Repeat Email' field has a placeholder text 'Repeat Email'. There is a 'Password' field and a 'Confirm Password' field. Below these fields, there is a section 'I am registering as a' with two radio buttons: 'Parent / Guardian / Representative' and 'Make an Independent Student'. There is a 'Please make a selection' message. At the bottom, there is an 'Already registered?' link and a 'Register' button.

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.

The image shows the 'Student and Parent Sign In' page of the PowerSchool SIS application. It features the PowerSchool SIS logo at the top. Below the logo, there is a 'Student and Parent Sign In' heading. The page contains two input fields: 'Username' and 'Password'. There is a 'Forgot Username or Password?' link below the password field. At the bottom, there is a 'Sign In' button.

The image shows a menu from the PowerSchool SIS application. The menu items are: 'School Information', 'Account Preferences', 'SchoolMessenger', and 'SchoolEngage'. The 'SchoolEngage' item is highlighted with a red box. To the right of the menu, there is a list of items: 'Bk3(C', 'Bk4(D1', 'Bk5(D1', and 'CTS(C'.

LET'S GET REGISTERED

1. CLICK on Add New Student and fill in information



SchoolEngage

Add Student

First Name:

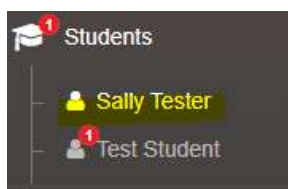
Last Name:

Birth Date:

Middle Name:

Cancel Save

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.*



Active

First Name: Sally

Last Name: Tester

Middle Name:

Birth Date: 02/25/2010

School: None

Alberta Student Number (ASN):

Forms

Unategorized Forms

22/23 Registration Form + New

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.