

SchoolEngage Parent Registration User Guide

New to Northern Lights Public Schools

Use this method if you currently have NO ACTIVE STUDENTS in our School Division

Go to <https://nlsd.schoolengage.ca>

Click on Create new account.

Fill in all of the information on the Registration Page and click Register.

The image displays two screenshots of the SchoolEngage website interface. The left screenshot shows the 'Sign In' page with a red circle around the 'Create new account?' link and a red arrow pointing to it. The right screenshot shows the 'Registration' page with fields for Email, Repeat Email, Password, and Confirm Password, along with radio buttons for 'Parent / Guardian / Representative' and 'Mature / Independent Student'.

Once the account is created you will receive an email. You must open the email and validate the registration in order to be able to continue the SchoolEngage Registration. You will then need to sign into SchoolEngage to complete the Registration form.

When you have successfully logged into SchoolEngage you can Register your child.

1. Click on Add Student and fill in the in the student information.

- Under Students, click on the name of the child you need to register. (If you do not see the child listed, click Add Student as shown in #1 above) Click on New to fill out the proper registration form on the right hand side. Please note that 2018-2019 forms are still open. Make sure you choose the 2019-2020 forms for students starting in September 2019 or if you are filling out a different form for the 2019-2020 school year.

Tips for completing your Student Registration

- If your child is currently attending a Northern Lights Public School, you **do not** need to fill out the 2019-2020 K-12 Registration Form.
- Use the > arrows in the top corner to proceed to the next page.
- There are some fields that are mandatory. You will not be able to progress to the next page until they are completed. Those fields will be highlighted in red.

Student's Legal Last Name:

This field is required.

- You can use the page numbers to go back to the previous screen, but only if you have completed the mandatory information.
- Make sure to Save at any time during the registration process. You can also leave the form and come back at any time.
- You will receive an email confirmation when the application is submitted.
- Postal Code must be in the correct format (A1A 1A1). Make sure you are using capital letter and do not add the space, it will be added for you)
- Phone number will automatically be formatted as well; you just need to enter the 10-digit number.