

NLPS Registration Guide for Parents

#1 New Family to the District or Returning to the District

Use this only if you have **no active students** in our Division.

If you have an Active Student go to #2 below.

IMPORTANT: Returning families do not need to set up a new SchoolEngage Account (example you were in Northern Lights Public Schools in the past) Follow the steps in the diagrams below and when typing in your email, 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. Please do not create a new account with a different email address.

STEP 1 - On a computer (not a phone), go to <https://nlsd.schoolengage.ca/>

STEP 2 - Create a new account or sign in if you already have an account.

The screenshot shows the 'Registration' page for a 'New Family to NLPS'. It includes a 'Register' button and a 'Register' button. The page has a 'New Family to NLPS' label in a red box. Below the registration form, there are radio buttons for 'Parent / Guardian / Representative' and 'Mature / Independent Student'. A 'Register' button is at the bottom right.

The screenshot shows the 'Sign In' page for a 'Returning Family'. It includes a 'Sign In' button and a 'Sign In' button. The page has a 'Returning Family' label in a red box. Below the sign-in form, there are fields for 'Email' and 'Password', and a 'Sign In' button at the bottom right.

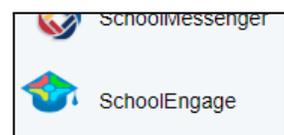
STEP 3 - Once the account is created you will receive an email, **you must open the email and validate the registration in order to be able to continue the SchoolEngage registration.** You still need to sign into SchoolEngage to complete the Registration form for the correct year.

STEP 4 - Please proceed to Page 2 "Let's Get Registered"

#2 I have active Students within NLPS Division

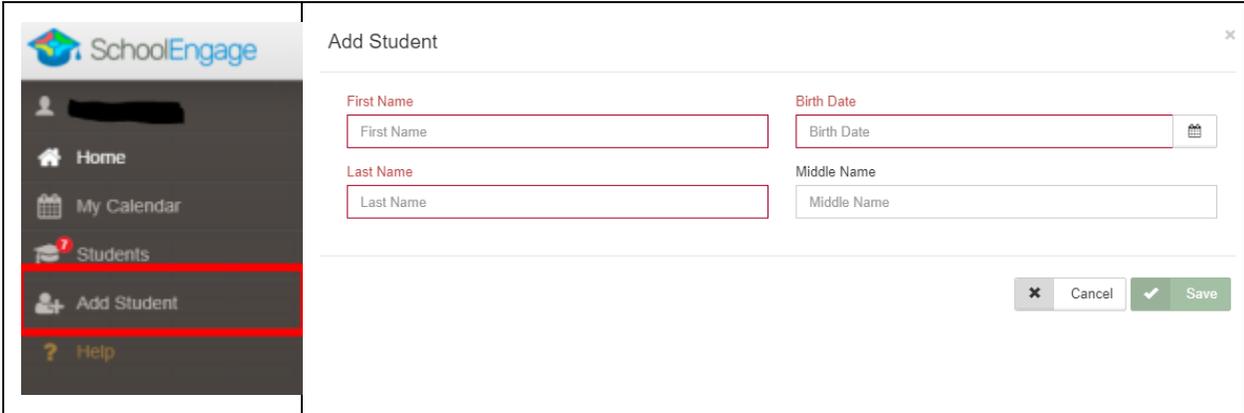
STEP 1 - Sign into your Parent Portal account on your computer, not in the app or on your phone, at <http://powerschool.nlsd.ab.ca/public>. Look to the bottom left hand side in your menu to find the SchoolEngage tab.

The screenshot shows the 'Student and Parent Sign In' page on the PowerSchool SIS website. It includes a 'Sign In' button and a 'Sign In' button. The page has a 'Sign In' button at the bottom right.

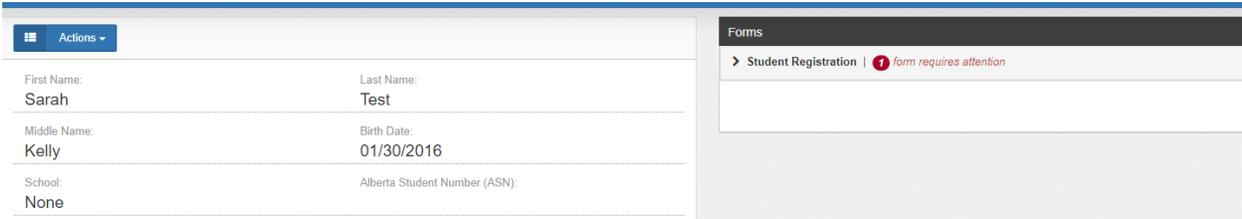


Let's Get Registered

STEP 1 - CLICK on Add New Student and fill in information. Once you have filled the information in, Click SAVE.



STEP 2 - On the left hand side of the page, click on your child's name that you need to register. Please click on **New** in the Registration Form for the year you are registering on the right side.



Tips for completing your Student Registration

- If your child is currently attending a Northern Lights Public School, you do not need to fill out a New 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, you can also leave the form and come back at any time.
- Postal Code must be in the correct format (A1A 1A1). Make sure you are using capital letters and do not add a space, it will be added for you.
- Phone number will be automatically formatted, you just need to enter the 10-digit number.
- When you have completed and submitted your form, you will receive an email that the form has been submitted.

The school might be in contact with you to supply more information, such as documents.