

# Online Registration Parent Process

Outlined below is the process to access the Online Registration web page and create an account to register a student who is new to the Hamilton Wentworth Catholic District School Board (HWCDSB).

# ACCESSING THE ONLINE REGISTRATION SITE

Use the following method to access the Online Registration form:

#### Method 1:

IMPORTANT: Please use a computer, laptop or Chromebook when completing the online registration form.

Go directly to the Online Registration Login page by typing the URL: <u>https://hwcdsb.myontarioedu.ca/</u>



# **FIRST TIME USERS**

If you have never enrolled a child with the HWCDSB, you will first need to create an account as described below. After following the instructions above to access the Online Registration web page, do as follows:

1. At the Sign In screen, click: Request an account button

Login ID	oran oddione - on
Password	Request an account
Trouble logging in? +9 Log On	I forgot my password
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- 2. On the next screen, click: I am a parent/guardian registering my child online
- 3. Click: The Next Step button





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4. Where indicated, enter your: name,

First name *	Barney	
Last name *	Rubble	
Phone 1*	905-555-1212	

5. Click: The Next Step button

- 6. On the next screen: **Enter your** account information, i.e.: email address, password, security question details
  - **Note**: Your password must contain a mix of upper and lower-case letters.

lease fil in your us	er account information below.	
Primary email *	barneyrubble@outlocki.com	
Confirm email *	barneyubble@cuticoki.com	
Password *		Requirements
Confirm Password		- > 0
Security question	Who is your favorite actor, musician, or artist? 🛩	
Security answer*		
Confirm answer *		

7. Click: Create My Account button



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8. You will see a message that an email confirmation has been sent to your Inbox. Click: **The close** button

firmation				
Account re	quest processed!			
lovt ctop				
verification email ddress. Once con ust entered.	will be sent to the address y apleted, your account will be	ou specified. Please click activated and you'll be at	c on the confirmation link in ble to login using the email	the email to verify your address and password y
lote: Be sure to cf	eck vour spam folder if vou	don't see the email right a	awav.	

9. Open your email program > Open the email message

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			The new browser recommended by Microsoft is here. Download now	
=	New message		🗎 Mark all as read 👘 Undo	
$\sim$	Folders		ⓒ 🖾 Focused 📼 Other	Filter ~
۵	Inbox	26	3 doNotReplyPD@MyOntarioEdu.ca Welcome! Please verify your Aspen email address Hi Bonnie Jovi,	2:18 PM
0	Junk Email	8	This month	



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10. Within the email message: Click on the **'click here** link

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			The new browser recommended by Microsoft is here. Download now			
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~	Folders		Welcome! Please verify your Aspen email address			
۵	Inbox	25	doNotReplyPD@MyOntarioEdu.ca	5 5	->	
0	Junk Email	1	Jac You			
1	Drafts		н			
-	Sent Items		Thank you for requesting an Aspen account.			
8	Deleted Items	1	Your request was submitted using this email address. Please <u>clock here</u> to verify your email address a account.	nd actival	le yo	к.
2	Archive		If you didn't request an Aspen account, please click here to cancel the request.			
Ø	Notes		Thank you. Aspen System Administrator			
•	Meet now		Did you repard third Did you do third Was this you?			

11. Your email will be validated. Click: Close button



12. The login screen will once again be displayed. **Enter your email address** (as entered in Step 6 above)



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	Request an account
Password	
13	
Trouble logging in?	I forgot my password
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- 13. Enter your password (as entered in Step 6 above)
- 14. Click: The log On button



#### 15. To begin the registration, click: the +Initiate button

Pages			
	Announcements		
Home			
Page Directory	Banner		
	Recent Activity		
	Search:	Start a new Online Presstration	
		+ Initiare. 15	
		Tasks	Edd
		Open Tasks 💌	+ Initiate
		Received Workflow Task	Subject
	Te De	No Tasks	
	Coverdue Online Assignments Comprove Today Week View	·	
	No student found.	Calendar	
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## LOGGING IN WITH AN EXISTING ACCOUNT

Once you have created your account, you can access the Online Registration Form as often as needed.

- 1. Use the Registration link on the Board Website, (or use the URL: <u>https://hwcdsb.myontarioedu.ca</u>) to open the Online Registration webpage.
- 2. At the login screen, enter: Your email address
- 3. Enter: Your password
- 4. Click: Log On button



## FORGOTTEN YOUR PASSWORD?

If you have already created an account but forget your password, you can do the following:

- 1. Use the Registration link on the Board Website, (or use the URL: <u>https://hwcdsb.myontarioedu.ca</u>) to open the Online Registration webpage.
- 2. At the login screen, enter: Your email address
- 3. Click: I forgot my password

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