Online Registration Tutorial - Parents Guide

Parents can now create an account in MYEDBC for themselves. The process is as simple as clicking a link and entering just a few pieces of information and verifying their email address. Creating an account gives parents and guardians the ability to register their children to attend school directly in MYEDBC

- It is necessary for the parent to have a Family Portal account in order to view and complete the forms.
- In cases of parents new to the district, this is achieved by choosing "Request an Account", giving them a limited Family View Account with the Online Registration AddOn Role.
- Parents with an existing account will see the "Initiate" button on their Home screen when they log in if they have the Online Registration Add-On attached to their existing role by the district.

1. Parents who currently have a Family Portal and are registering in the same School

If you are registering a new student into the same school using the online registration form *Skip to step 3 for next steps.* If you cannot access your account please contact the school you are currently registered with. Not every Independent school is using the online registration system.

2. Parents who do not have a Family Portal Account

Request an account by going to myeducation.gov.bc.ca/aspen/logon.do and click "*Request an account*"

In the first screen select *"I am a parent/guardian registering my child online"*; click *"Next Step"*.

Create your **MyEDBC Account** by supplying information about the parent in the required fields.
*The school district for independent school is labeled **"Independent School District A"***

In the Next Step you will need to set a password and security questions - your login username will be the email entered on this screen. When you click "***Create My Account"*** you will get an "Account request processed" confirmation page telling you to check your email.

You will need to confirm your account by clicking a link that will be emailed to you to verify your email address. This link will activate your account and you can log in using the email address ns password you just entered.

You have now successfully created an account for MYEDBC

3. Initiate a New Registration

When a parent or guardian creates an account in MYEDBC or logs in to their existing account a new Online Registration widget is visible on the home page at login.

To begin the process of registering, click the "Initiate" button in this widget.

Once a parent starts the process and completes some demographic information for a student, they can save the information and continue the process later by clicking "Save and Close". The

registration will remain on the Online Registration widget with the Status of "Not Submitted" showing the parent that the process has not yet been completed. At this point, the parent just needs to click on the green checkbox on the record to continue the registration process.

Parents can register all of their children online. The status of each registration will show individually on the widget. Once registration is complete the entire registration can be printed by clicking on the printer icon next to the submitted registration.

When a registration has been completed by the parent and is waiting for a reply from the school the status will be Awaiting Review

When a registration has been completed by the parent and the school has reviewed the application and has accepted or denied the student, the status of the registration shows "Accepted" or "Not Accepted"

4. Registration Process

After the Initiate button is clicked a parent or guardian needs to fill in all the appropriate information. Go through each top tab to complete the required information or scroll through the form by clicking "Next".

Start Top Tab

The first step in the process is to select the school year for which the student is being registered. When registration has been opened for an upcoming year there may be two years to select from. This is typical when Kindergarten Registration has begun. Parents have the ability to register students in the current year or for school in the upcoming year.

Start	Student	School	Family/Contacts	Additional Information	Documents	Submit

Instructions

Please complete each of the tabs, and then "Submit" when finished.

If you need to stop and come back later, select 📄 **Save & Close**. All your information is automatically saved when you move to a new tab, or select the 'Next ➔' or '✦ Previous' buttons.

Personal Information Notice

The information required for registration purposes on this form is collected by Districts and Schools in BC under the authority of the School Act, Section 13 and 79, and in accordance with s. 26(c) of the Freedom of Information and Protection of Privacy Act (FOIPPA, BC). The information provided will be used for educational program and administrative purposes, and if required, may be provided to health services, social services or support services as outlined in Section 79(2) of the School Act. The information collected on this form will be protected consistent with s. 30 of FOIPPA, BC. If you have any questions about the information recorded on this form, please contact your District or School Administrator.

Contact information can be found on the BC K-12 School and District Contact Information page

School Year Selection

To begin a registration application, select a school year below:

○ 2020-2021
⦿ 2021-2022

All your changes are saved when you click the **Next** or **Previous** buttons. You may click **Save & Close** at any time to save your work and return to complete the registration application later.

Student Top Tab

The student information includes everything about the child that the district needs to know including typical demographics, home language, and medical conditions.

School Top Tab

Parents are presented with the possible schools based on the student details. This list is reliant on the district and the grade level picked by the parent/guardian. Click the appropriate school you wish to apply to - you can only select one school.

Family/Contact Top Tab

Information is collected for parents/guardians, siblings and other contacts. Along with demographic information, the connection between parents and their children is established with this data. You must click on your name and set your relationship for this step to work. Details about siblings' grade levels and schools are also collected.

Additional information

Additional information can be collected about school history, special education, medical and language information, enabling the school district to process the student for all aspects of school life.

Documents
Schools might request that one or more documents are uploaded to assist in the registration process. Once the registration is accepted or denied by the school, these documents will be automatically removed in an overnight procedure from the Online Registration.

Submit Top Tab
When parents are finished completing the registration, go to the Submit Top Tab and click Submit.You will then be brought to a confirmation page where you can print all forms for your record. Once the registration is processed, the parents receive an email confirming that the registration has been accepted or denied.

The school will now review your registration application and will contact you for further information, accept or decline your registration. An email will be sent to you notifying you of any changes in your registration status.