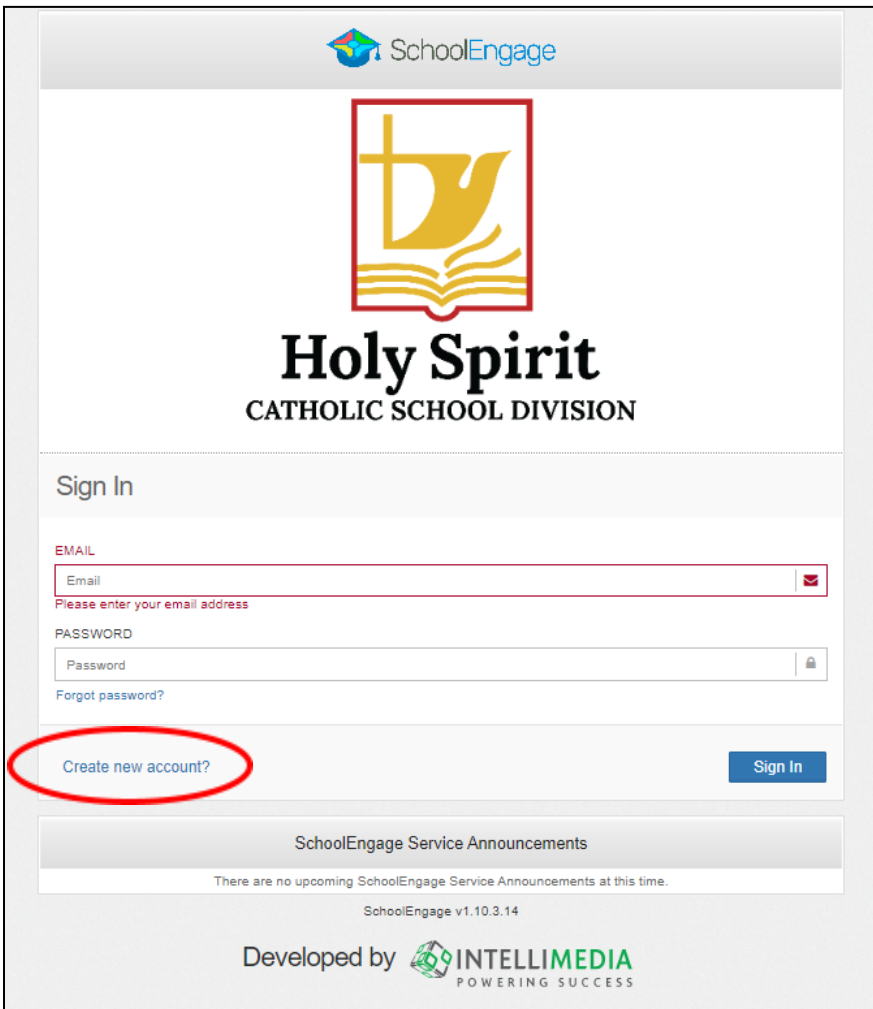


# Guidelines for Creating a New SchoolEngage Account to Register in Holy Spirit Catholic School Division

Updated - January 2023

*PLEASE NOTE: If your child is currently attending the Holy Spirit Catholic School Division you **do not** need to complete a new registration form. "Registration Update Forms" will be provided annually on your current SchoolEngage Account.*

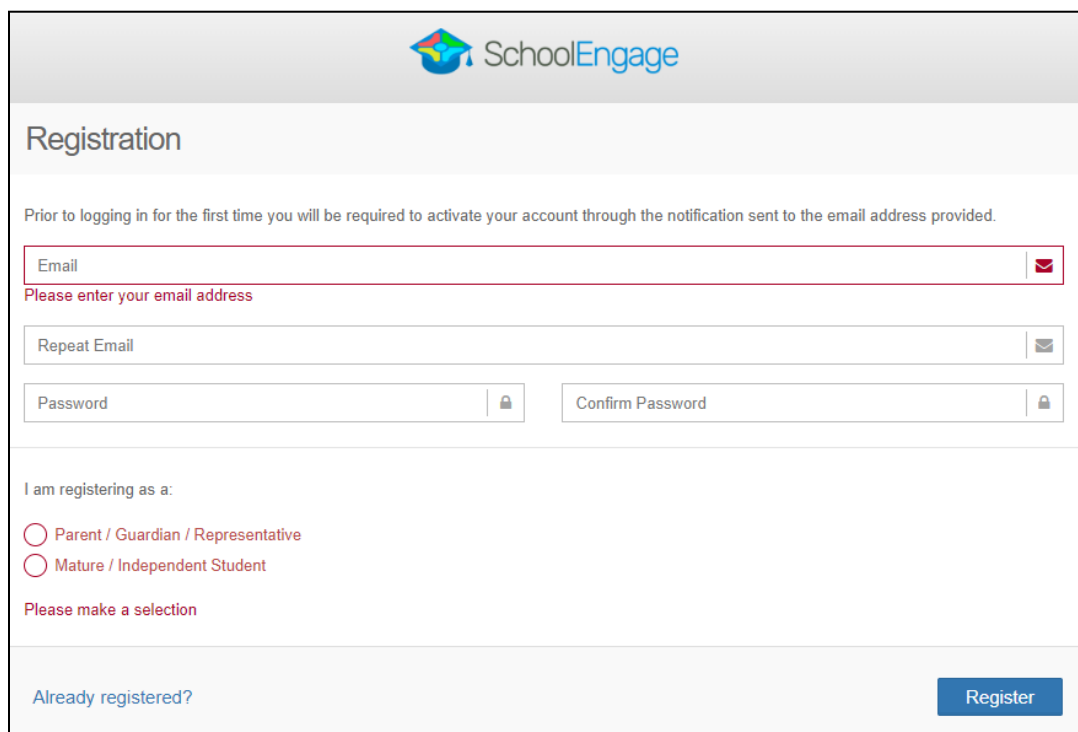
1. The "Registration" button on the Holy Spirit Catholic School Division website will direct you to the SchoolEngage Online Registration form, or visit: <https://holyspirit.schoolengage.ca/#/login>
2. Once on the School Engage Login page, click the "**Create new account?**" found on the bottom left of the screen to get to the Registration page.



The screenshot shows the SchoolEngage login interface for the Holy Spirit Catholic School Division. At the top, the SchoolEngage logo is displayed. Below it is the Holy Spirit Catholic School Division logo, which features a stylized 'H' and 'S' inside a red square. The main heading is 'Holy Spirit CATHOLIC SCHOOL DIVISION'. Underneath is a 'Sign In' section with two input fields: 'EMAIL' and 'PASSWORD'. The 'EMAIL' field has a placeholder text 'Email' and a red error message 'Please enter your email address'. The 'PASSWORD' field has a placeholder text 'Password' and a red error message 'Please enter your password'. Below the password field is a link for 'Forgot password?'. At the bottom left of the sign-in section, the text 'Create new account?' is circled in red, with a red arrow pointing to it from the left. To the right of this link is a blue 'Sign In' button. Below the sign-in section is a 'SchoolEngage Service Announcements' section, which currently displays 'There are no upcoming SchoolEngage Service Announcements at this time.' At the very bottom, the footer reads 'Developed by INTELLIMEDIA POWERING SUCCESS'.



3. Fill in all of the information on the Registration page and click the blue **“Register”** button on the bottom right corner.

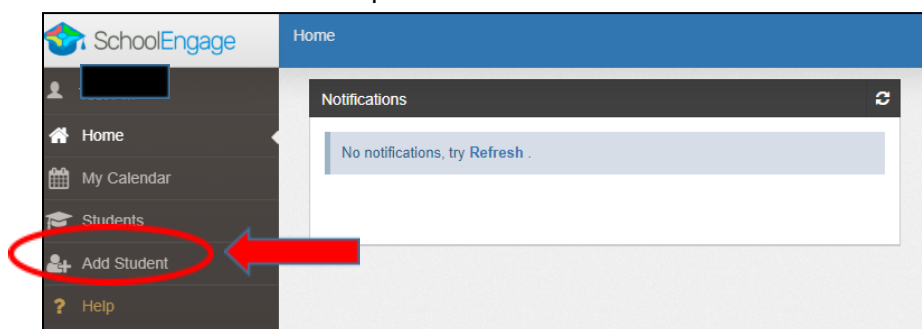


The image shows the SchoolEngage Registration page. At the top is the SchoolEngage logo. Below it is the title "Registration". A message states: "Prior to logging in for the first time you will be required to activate your account through the notification sent to the email address provided." The form includes fields for "Email", "Repeat Email", "Password", and "Confirm Password". Below these fields are radio buttons for "Parent / Guardian / Representative" and "Mature / Independent Student". A "Please make a selection" message is shown. At the bottom left is a link "Already registered?" and at the bottom right is a blue "Register" button.

4. Once the account is created you will receive an email. *Please check your Junk Mail folder in your email if you don't receive it.*

You must open the email and validate the registration in order to be able to continue the SchoolEngage registration process. Once you confirm your account, go back to the SchoolEngage login page and enter your email and newly created password.

5. Once you're logged in, click on **“Add Student”** and fill in your student's information. Don't forget to click **“Save”** when all the required information is entered.



6. Now click on **“Students”** and select the student you just created.



7. Select the registration form that applies to your student by clicking on the green “**New**” button found just below the form.

The screenshot shows the SchoolEngage interface for a student named 'A Test'. The left sidebar contains navigation links: Test Pm, Home, My Calendar, Students (highlighted with a red circle and arrow), Add Student, and Help. The main content area displays a form for adding a student with fields for First Name, Last Name, Middle Name, Birth Date, School, and Alberta Student Number (ASN). The right sidebar, titled 'Forms', lists three registration forms: '2020-2021 Early Learning Program Registration Form', '2020-2021 Grades K-12 Registration Form', and '2020-2021 International Student Registration Form'. Each form entry includes a green '+ New' button, which is circled in red with an arrow pointing to it.

8. Complete the registration form, with the necessary supporting documents in a .pdf format, and then click submit.

**Additional notes when filling out the Registration Update Form:**

- On SchoolEngage’s Navigation Bar on the left, click on “Help” for assistance in completing the form.
- Any field that is highlighted in red is a required field. You will not be able to save the page or progress to the next page until the required fields are completed.
- You can come back to review your form at any time, but please make sure that you complete the page that you’re currently working on so that it saves automatically.
- If you have trouble converting the documents required for upload to a .pdf format, please visit your neighbourhood school and they will assist you.
- When registering multiple students in a family, the “Copy From Previous Application” option allows you to auto-populate information such as contact information from a previous application.
- You will receive an email confirmation when the application is submitted.

**For More Information or Assistance**

If you require any assistance, please visit your child’s school or contact us at:

Holy Spirit Catholic School Division  
620 12B Street North, Lethbridge, Alberta T1H 2L7  
Phone: 403-327-9555  
Website: <https://www.holyspirit.ab.ca>

