

# Guidelines for Adding/Registering New Students in Current SchoolEngage Accounts

Updated - January 2023

SchoolEngage is the software used by the Holy Spirit Catholic School Division to manage registration forms and information. If you have a child attending the Holy Spirit Catholic School Division, you already have a SchoolEngage Account.

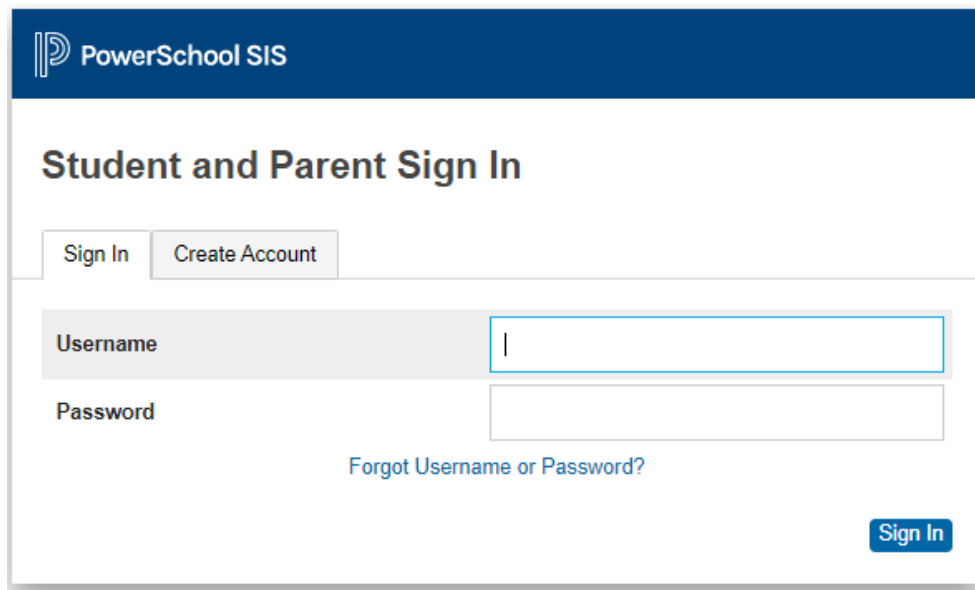
To register a sibling in the Holy Spirit Catholic School Division, you simply need to add this student to your current account.

## A. Access SchoolEngage through the PowerSchool Parent Portal

1. Go to your child's school website or the division website at <https://www.holyspirit.ab.ca>.
2. Click on the PowerSchool icon button on the top right corner of the website:



This will take you to the following sign in screen:

A screenshot of the PowerSchool SIS login page. The page has a blue header with the PowerSchool SIS logo. Below the header, the title 'Student and Parent Sign In' is displayed. There are two tabs: 'Sign In' (selected) and 'Create Account'. Below the tabs, there are input fields for 'Username' and 'Password'. A link 'Forgot Username or Password?' is located below the password field. A blue 'Sign In' button is in the bottom right corner.

3. Log in using your username and your selected password. Your username should be the email prefix that you have on file with the school. So, for example, if your email is "[john.doe@gmail.com](mailto:john.doe@gmail.com)," then your username will be "john.doe." If you have any issues accessing your username, please contact your school directly.

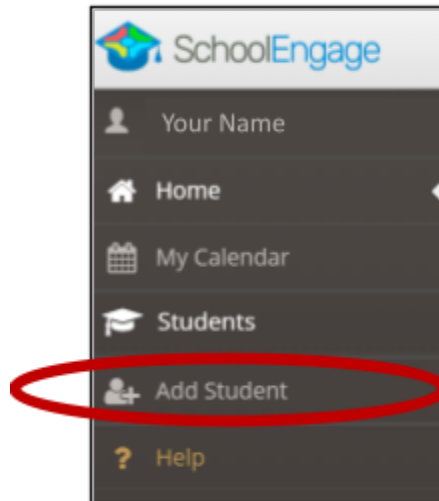


## B. Navigating SchoolEngage

1. When you enter the PowerSchool Parent Portal, click on the **School Engage** link on the bottom left corner of the screen:



2. Click on the "Add Student" option on the left menu's screen.



3. An "Add Student" screen will pop up. Enter the new student's first name, middle name (optional), last name, and birth date into the appropriate fields. Then select the green "Save" button on the bottom right corner.

Add Student

First Name

First Name

Birth Date

Birth Date

Last Name

Last Name

Middle Name

Middle Name

✕

Cancel

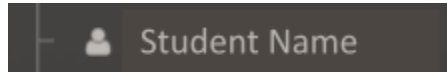
✓

Save

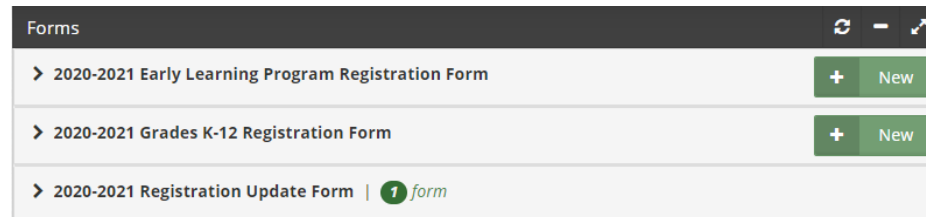
4. Now click on the **Students** Tab:



5. The tab will expand to show all of the students associated with your account, including the one that you just added.



6. Select the name of the student you are wishing to register. Their information and a **Forms** box will appear.



7. Click on the green button to the right of the appropriate form:



**PLEASE NOTE:**

The Early Learning Program Registration Form is for children ages 3 and 4.

The Grades K-12 Registration Form is for children 5 and older.

8. Complete the registration form, with the necessary supporting documents in a .pdf format. When done, click “Submit.”

**C. 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.

**D. 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>

