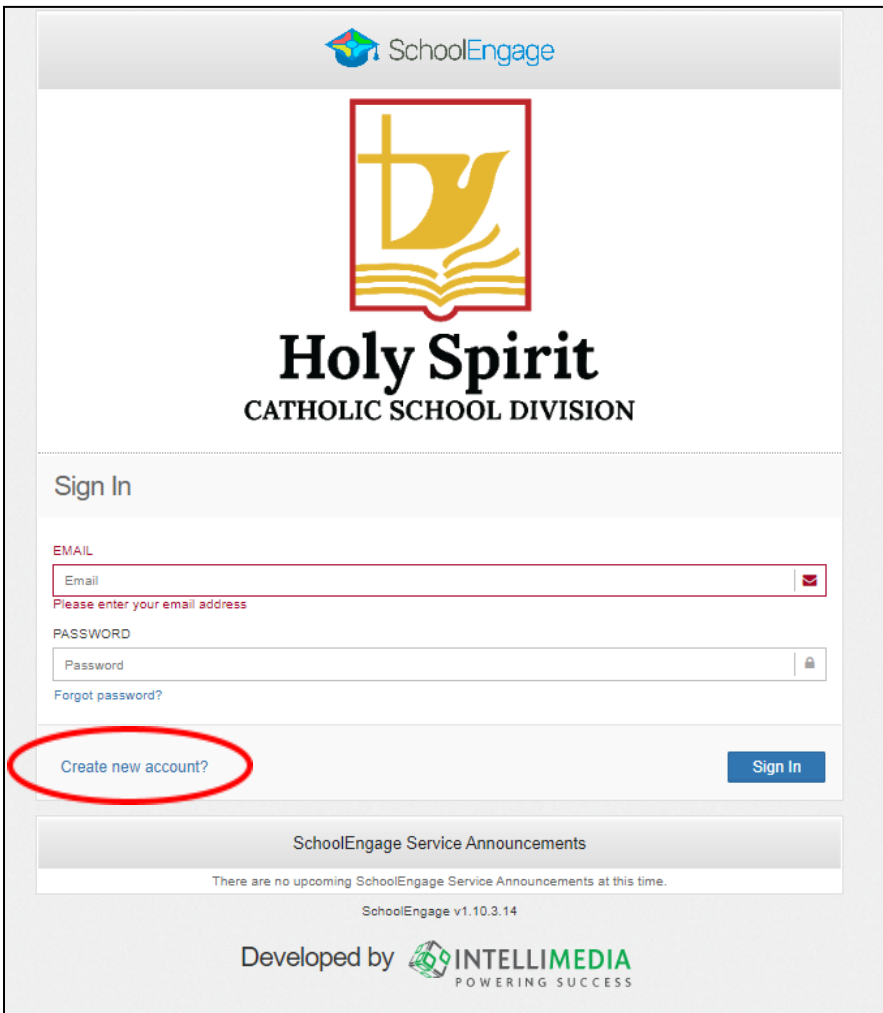


Guidelines for Creating a New SchoolEngage Account to Register in Holy Spirit Catholic School Division

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.*

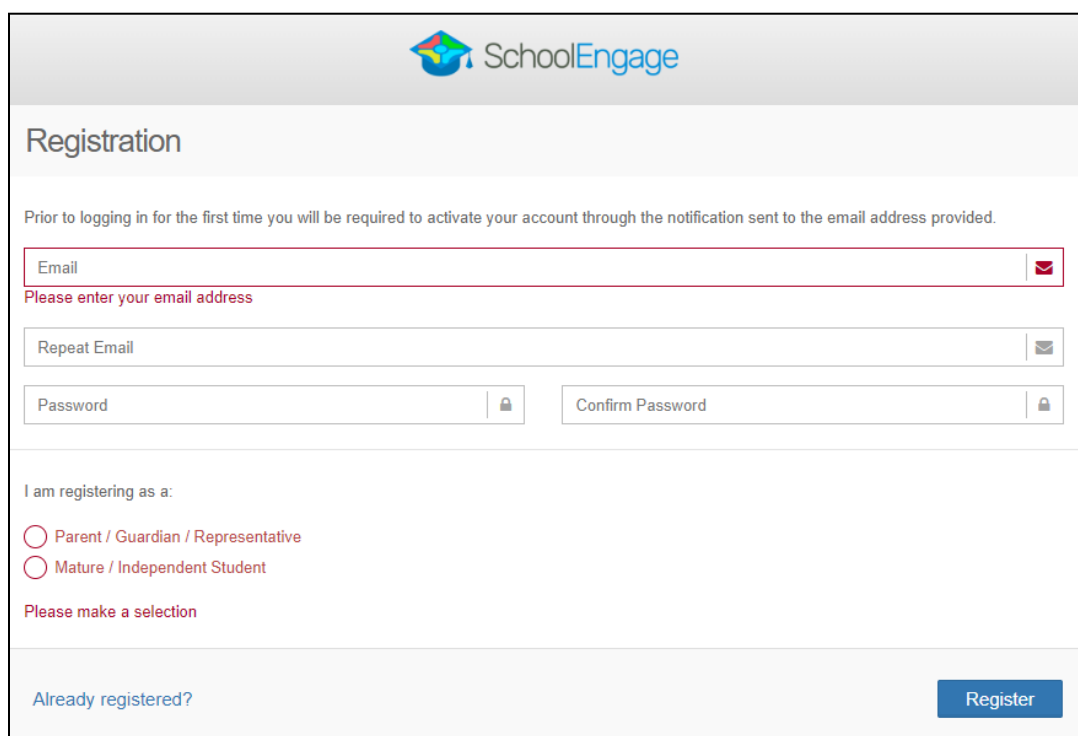
1. Begin by navigating to the division website at <https://www.holyspirit.ab.ca/> and using the top menu go to Parents > Registration. Open the New Family Registration menu and click the "SchoolEngage Account" button or visit: <https://holyspirit.schoolengage.ca/#/login>
2. Once on the School Engage 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 division's logo, which features a stylized 'H' and 'S' inside a red square. The text 'Holy Spirit CATHOLIC SCHOOL DIVISION' is centered below the logo. The 'Sign In' section contains two input fields: 'EMAIL' and 'PASSWORD'. A red arrow points to the 'Create new account?' link located below the password field. A 'Sign In' button is also visible. At the bottom, there is a 'SchoolEngage Service Announcements' section and a footer with the text '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.

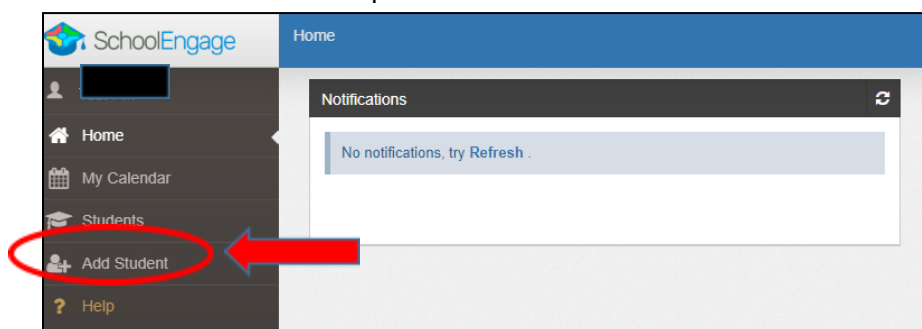


The image shows the SchoolEngage Registration page. At the top is the SchoolEngage logo. Below it is the title "Registration". A message states: "Prior to logging in for the first time you will be required to activate your account through the notification sent to the email address provided." The form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

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>

