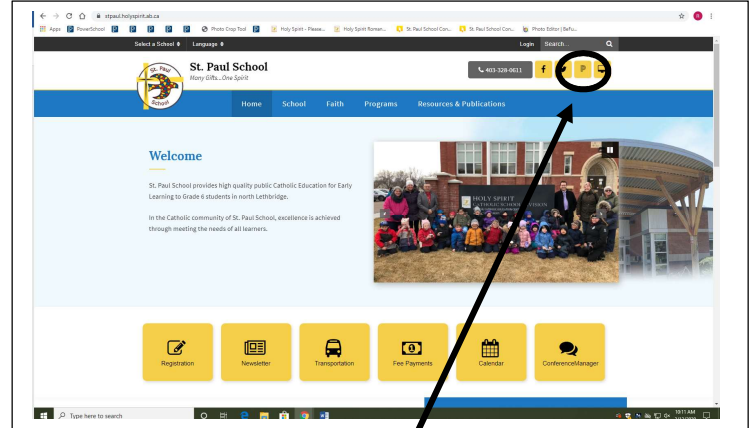
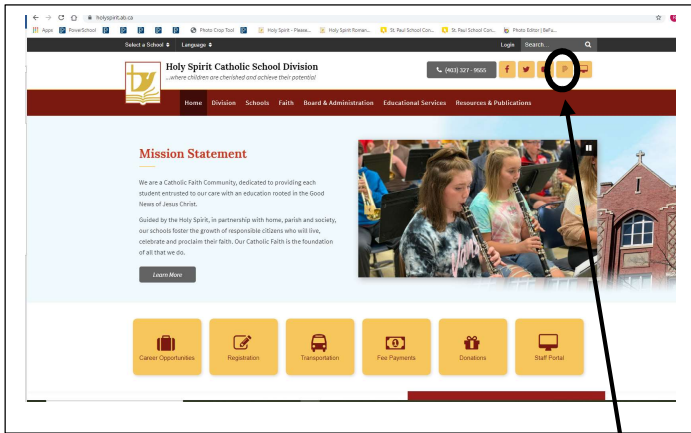


Accessing your Parent Portal:

Step 1: Go to the

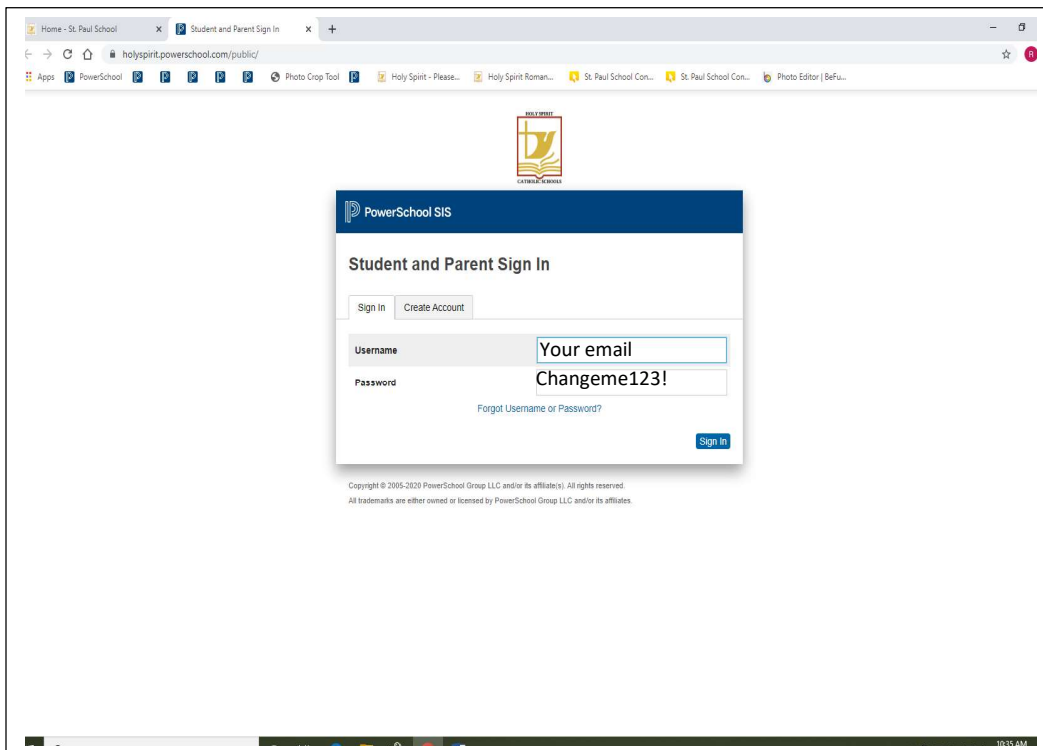
District website <https://www.holyspirit.ab.ca/>

OR St. Paul School Website <https://stpaul.holyspirit.ab.ca/>



- Locate and click the PowerSchool Icon on the top right hand side of the page.

Step 2: Type your email prefix (everything before the @ symbol) as the Username Use Password: Changeme123!



Step 3: Change your password

Current Password: Changeme123!

New Password: Add your new password – making sure it is 8 characters long with at least 1 letter, 1 number, and 1 special character (example: Stpaul20!)

Re-enter new password: Type your new chosen password again

PowerSchool SIS

Change Your Password

Your password has been reset by the administrator. Please create a new password.

New password must:

- Be at least 8 characters long
- Contain at least one uppercase and one lowercase letter
- Contain at least one letter and one number
- Contain at least one special character

Current password:

New password:

Re-enter new password:

Copyright © 2005-2020 PowerSchool Group LLC and/or its affiliate(s). All rights reserved.

Step 4: Opening Parent Portal – Success!

A few things you will see...

PowerSchool SIS

Welcome, Mommy Duck | Sign Out

Daisy Donald

Grades and Attendance: Duck, Donald

Grades and Attendance Standards Grades

Exp	Last Week					This Week					Course	Absences	Tardies
	M	T	W	H	F	M	T	W	H	F			
AM(1)										M	AM Attendance	6	8
PM(1)										M	PM Attendance	4	0
ELA(1)											Language Arts 3/4	0	0
ELA(1)											English Language Learner	0	0
ART(1)											Art 4	0	0
ELA(1)											French Language Arts 4	0	0

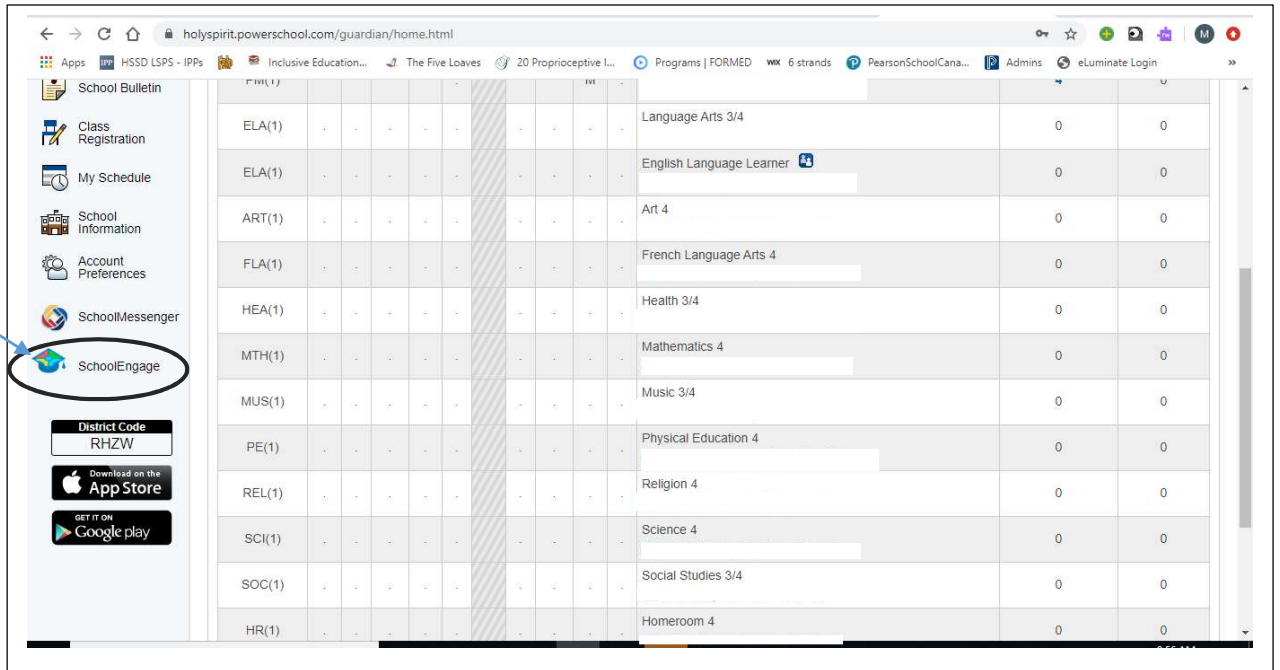
Options

Attendance and classes

Tabs for each child enrolled at Holy Spirit schools.

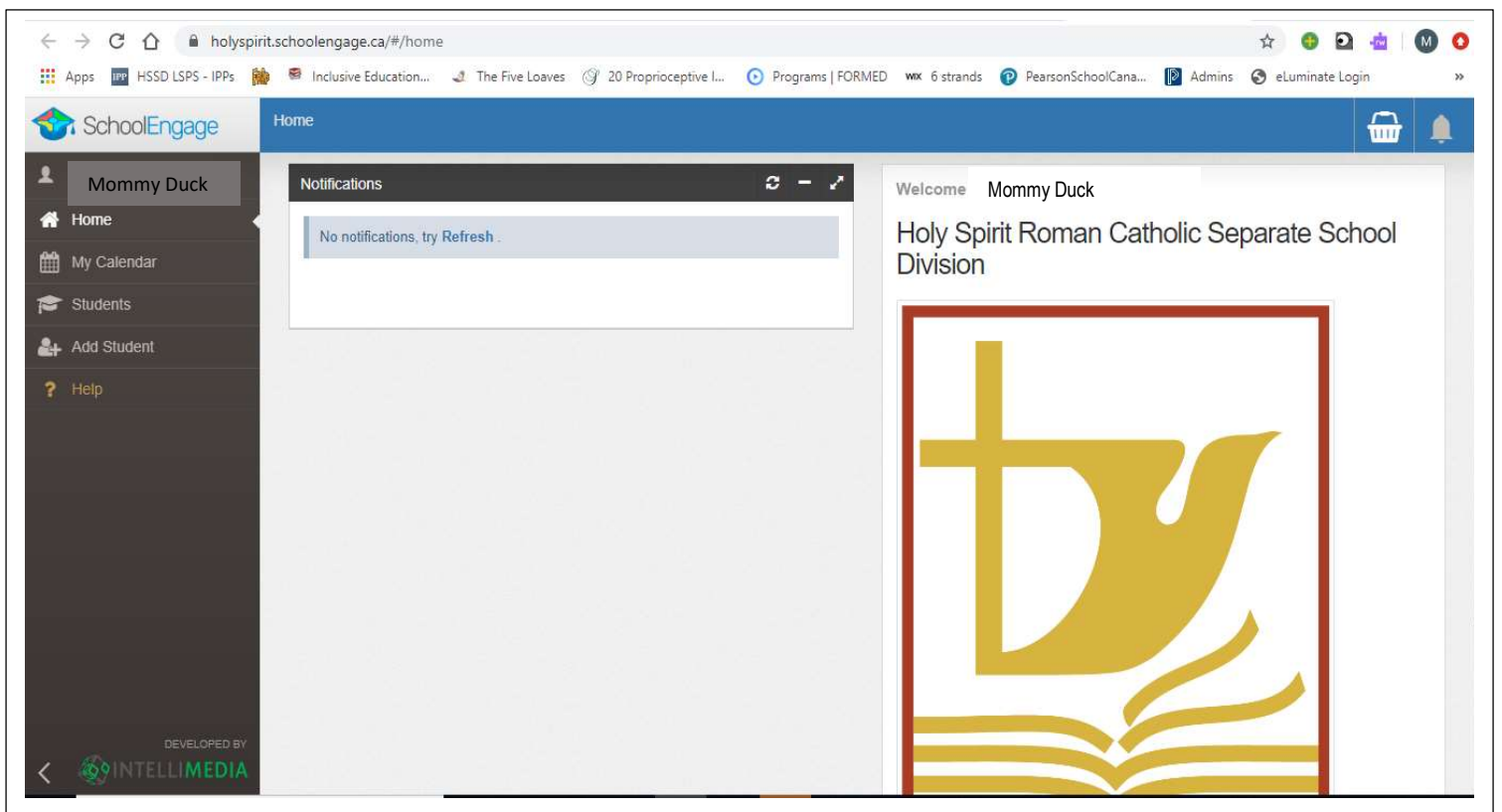
Getting to School Engage:

Step 1: From your Navigation bar in your parent portal – go to the bottom and select SchoolEngage



Click here to get to SchoolEngage

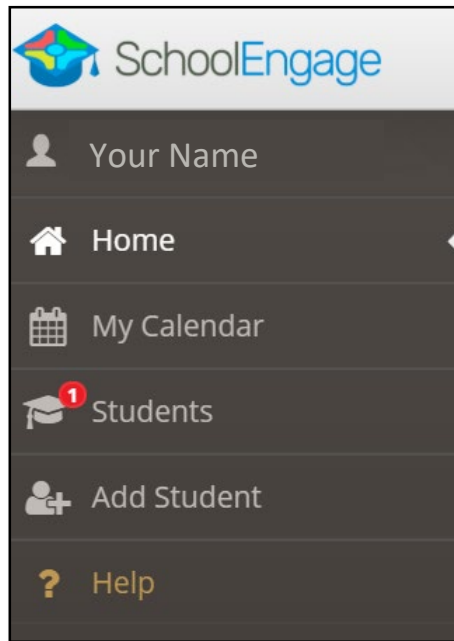
➔ Welcome to SchoolEngage



B. Navigating SchoolEngage



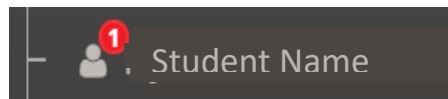
1. The next screen will notify you that you have incomplete forms assigned to you. On the left menu screen, you'll see the following:



2. Select the *Students* Tab:



3. The tab will expand to show all of the students associated with your account. Select the student who has the red dot by their name. The red dot indicates that they have a form assigned to them that needs to be filled out.








4. On the right hand side of the screen, under **Forms**, select the **2020-2021 Registration Update Form**. The following information will pop up, once you select this item:

▼ **2020-2021 Registration Update Form** | **1** form requires attention

This registration update form contains the information we currently have on file for your child. This personal information is protected by the privacy provisions of the FOIP Act and is used to maintain our student records. Please review this document, complete missing information and change incorrect information.

Edit or Submit Incomplete Forms **1**

	CREATED	STATUS		
	03/05/2020 11:18 AM	INCOMPLETE		

5. Click on the blue button on the left bottom corner of the box to open the assigned form.



C. The Registration Update Form

1. Let us know your plans:

When the form opens, the first question asks if your child will continue to attend a Holy Spirit Catholic School in the upcoming school year. Provide your answer using the dropdown list provided.

The screenshot shows a web form with a progress bar at the top labeled 'STEPS: 1 2 3 4 5 6 7 8 9 10 11 12 13 14'. Below the progress bar is the school division information: 'HOLY SPIRIT ROMAN CATHOLIC SEPARATE SCHOOL DIVISION', '620 12B Street North, Lethbridge, AB', and 'Tel: 403-327-9555 Fax: 403-327-9595'. The main question is 'Please indicate if your child will continue to attend a Holy Spirit Catholic School in the upcoming school year.' The dropdown menu is open, showing four options: 'I am continuing enrollment with Holy Spirit Catholic School Division' (highlighted in blue), 'I am leaving and moving out of City/Town', 'I am leaving and registering with another school division within current city/town', and 'I am leaving and prefer not to answer'. A 'Save' button is visible in the top right corner.

If you will NOT be attending a school within the Holy Spirit Catholic School Division, select the appropriate response. Then save and submit the form. You are done.

If you plan to continue to attend a school within the division, select ***I am continuing enrollment with the Holy Spirit Catholic School Division***. You will then be prompted to continue to review the information presented in the form.

2. Program Choice:

On the 2nd page of the ***Registration Update Form***, under ***School Information***, you will be asked to confirm your ***Program Choice***. Here you may indicate if you are seeking a ***Regular Program*** for your child or are interested in pursuing ***French Immersion***. Please be aware that your child may NOT join French Immersion after Grade 1 without previous French Immersion experience.

The screenshot shows the 'School Information' section of the form. It includes several dropdown menus: 'Registering for Grade' (Grade 2), 'Program Choice' (Program Choice), 'Assigned School for next year' (St. Patrick Fine Arts School), and 'My child will attend the assigned school next year' (no). There are also two required fields: 'Attend designated/boundary school' (Attend designated/boundary school) and a checkbox for 'I would like to be assigned an Out of Boundary form to apply to a different school upon submission'.



3. Selecting your school for the upcoming year:

Continuing down the 2nd page of the **Registration Update Form**, still under **School Information**, you will indicate what school your child will attend for the upcoming school year.

In the **Assigned School for next year** field you will see what school our system anticipates your child will attend next year.

If you plan to have your child attend the same school for the upcoming school year, select **yes** and continue to the next page in the form.

If you DO NOT plan to have your child attend the assigned school for the upcoming school year, select **no**.

An additional field will pop-up asking you if your child will **Attend designated/boundary school**. The physical/municipal address that you entered on page 2 should determine your designated/boundary school, if your address properly locates in the system. If the school listed in this new field is correct, please select it.

The screenshot shows a form titled "School Information" with the following fields and values:

- Registering for Grade: Grade 3
- Program Choice: Regular Program
- Assigned School for next year: St. Patrick Fine Arts School
- My child will attend the assigned school next year: no
- Attend designated/boundary school: A dropdown menu showing "Attend designated/boundary school" with "St. Paul School" selected.

At the bottom of the form, there is a checkbox labeled "I would like to be assigned an Out of Boundary form to apply to a different school upon submission" which is currently unchecked.

If the school listed in the **Attend designated/boundary school** field is not correct, check the box beside **I would like to be assigned an Out of Boundary form to apply to a different school upon submission**. This will allow you to request that your child be considered to attend a school beyond your designated/boundary school.

A close-up of the checkbox "I would like to be assigned an Out of Boundary form to apply to a different school upon submission" with the checkbox checked.



4. Managing Contacts:

On the 7th page of the **Registration Update Form** you will be able to enter in the information for all the contacts you would like associated with your child.

The form will automatically default so that there is space for up to six (6) potential contacts for each student. **YOU DO NOT HAVE TO PROVIDE INFORMATION FOR ALL SIX (6) CONTACTS.** However, please provide at least one or two additional contacts per student in the event that the primary parent/guardian can't be reached in an emergency. It is recommended that the contacts be entered in order of priority, with parent(s) / guardian(s) living with the student entered first.

Please note, if the form already has an address for a contact person, **DO NOT REMOVE THE ADDRESS.** If you need to remove the contact, simply select the ***I do not require this contact*** check box. The system will then request a date of removal for the contact. Enter today's date.

Contact 5	
<input checked="" type="checkbox"/> I do not require a 5th contact	
Date to remove 5th contact	03/10/2020

5. Additional notes when filling out the Registration Update Form:

- Any field that is highlighted in red is a required field.
- You will not be able to proceed to the next page on the form until the required fields on the current page have been filled out.
- Once you've completed a page, it will be automatically saved.
- 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 in filling in the **Registration Update Form**, 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>

