



Parent Instructions for Registration

Before You Register Online:

When registering online, you have the option to upload identification and other required documents. You may wish to have them ready prior to beginning the registration process.

Along with the online registration, you will need to provide:

- Copy of birth certificate (or proof of child's age)
- Copy of the child's immunization
- Copy of the child's health card
- Copy of Baptismal Certificate of child or parent (or complete the Non-Catholic Application form)
- [Consent Forms](#) (please note forms are fillable when downloaded)
- [Algoma Public Health](#) OR [Sudbury Health](#) School Registration forms (please note forms are fillable when downloaded)
- Porcupine Health Unit – please visit [this website](#) and complete their questionnaire

If needed, you can bring these documents into the school and submit them, or get them photocopied.

Other documents you may need to provide:

- Parents of 'Out of Zone' students must complete the [Out of Zone](#) form
- Parents of Non-Catholic students must complete the [Non-Catholic Application](#) form



Directions for Registering Online:

1. Launch Aspen and create an account.

Open <https://hscdsb.myontarioedu.ca/aspen> in a web browser. Click *Request An Account*.

The screenshot shows the login interface for the Huron-Superior Catholic - SIS system. It includes fields for 'Login ID' and 'Password', a 'Log On' button, and links for 'Trouble logging in?' and 'I forgot my password'. A red box highlights the 'Request an account' link, and a red arrow points to it from the right.

2. Account Type

Select "*I am a parent new to the board,*" the first option for Account Type. Click *Next Step*.

The screenshot shows the 'Account Type' selection screen. It asks the user to choose one of the available account types. The first option, 'I am a parent new to the board', is selected and highlighted with a red box. A red arrow points to this box from the right. Below the options is a link to 'Click here to have the account validation email resent'. At the bottom, a red arrow points to the 'Next Step' button.



3. Personal Information

Fill in the requested fields for personal information. Click **Next Step**.

Personal Information

Please fill in the requested data below.

First name *	<input type="text" value="Test"/>
Last name *	<input type="text" value="McTesty"/>
Address line 1 *	<input type="text" value="123 Someplace"/>
Address line 2	<input type="text"/>
City *	<input type="text" value="Somewhere"/>
Province *	<input type="text" value="ON"/>
Postal code *	<input type="text" value="1a1a1a"/>
Home phone *	<input type="text" value="123-456-7890"/>

Navigation: Previous Step, **Next Step**, Close

4. Account Information

Fill out the requested fields for Account information. Click **Create My Account**.

Account Information

Please fill in your user account information below.

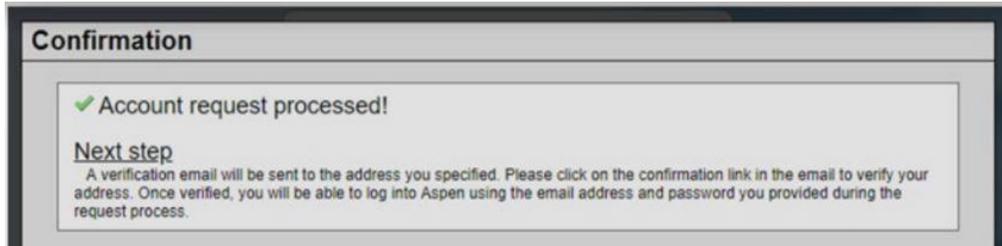
Primary email *	<input type="text" value="test@test.com"/>
Confirm email *	<input type="text" value="test@test.com"/>
Password *	<input type="password" value="*****"/> Requirements
Confirm Password *	<input type="password" value="*****"/>

Navigation: Previous Step, **Create My Account**, Close



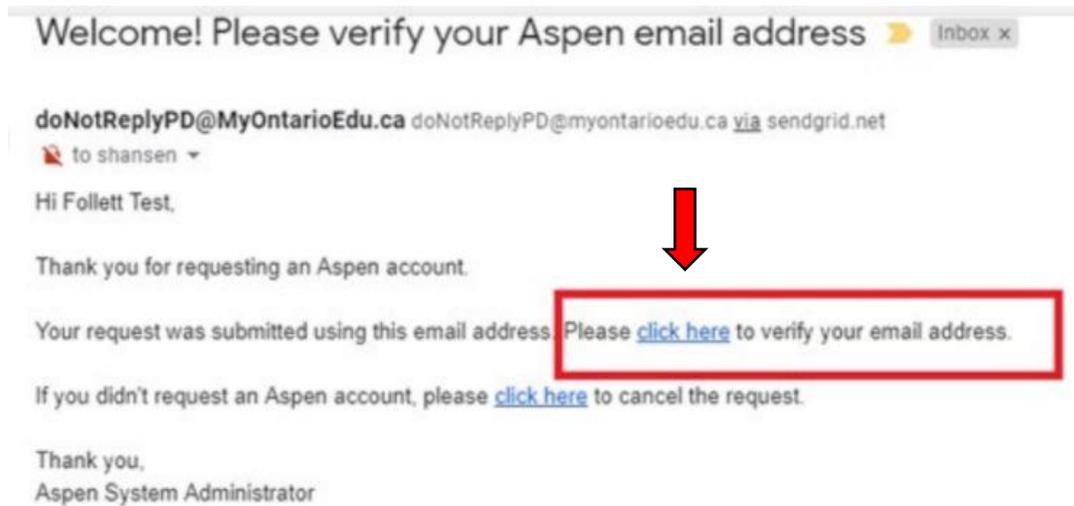
5. Confirmation

You will receive confirmation that your account has been processed.



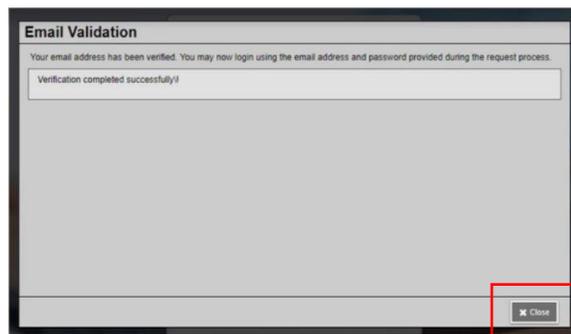
6. Verification Email

You will receive a verification email within a few minutes of creating your account. You may need to check your junk folder. Click on the link to verify your email address.



7. Successful Verification

After clicking the link in your email, you should receive confirmation that your verification was completed successfully. Click **Close**, and then **login** using the email and password you used when you created your account.





8. Begin Registration

Once logged in, look for the box on the right hand side called **Start a New Student Registration** and click **Initiate**.

The screenshot shows a web interface with several sections. At the top is an 'Announcements' section. Below it is a 'Recent Activity' section with a search bar and filters for Attendance, Grades, and Incidents. On the right side, there is a box titled 'Start a new New Student Registration' containing a '+ Initiate...' button, which is highlighted with a red box and a red arrow. Below this is a 'Tasks' section with a dropdown menu for 'Open Tasks' and another '+ Initiate...' button. The 'Tasks' section also includes a table with columns for 'Received', 'Workflow', 'Task', and 'Subject', currently showing 'No Tasks'.

9. Complete Registration

Select a school year and then click **Next**. Continue to fill out registration form and click **Next** after you complete each section.

The screenshot shows a registration form with a tabbed interface at the top. The tabs are: Start, Student, School, Family/Contacts, Additional Information, Early Years Survey, Documents, and Submit. The 'Start' tab is active. Below the tabs is an 'Instructions' section with text about documentation and saving. A 'Personal Information Notice' section follows. The 'School Year Selection' section is highlighted with a green header and contains the text 'To begin registration, select a school year below:' and a radio button for '2021-2022', which is selected and highlighted with a red box. At the bottom of the form, there are four buttons: 'Previous', 'Save & Close', 'Next', and 'Cancel'. The 'Next' button is highlighted with a red box and a red arrow.



10. Upload Documents (Optional)

If you wish to upload identification or additional documents, you can do so when you get to the Documents tab. Click upload and select the files you wish to add. If you wish to bring your identification documents to the school to be photocopied or to submit that way, you can skip this section and click **Next**.

Start Student School Family/Contacts Additional Information Early Years Survey **Documents** Submit

Documentation

For a checklist of required documentation, please visit the [HSCDSB Student Registration Page](#). If you are unable to upload your documents at this time, you may still submit your application. The school will contact you and arrange a time to pick up and/or drop off the additional documents, or you can email them directly to the school.

Name	Type	Filename	Document
No matching records			

All your changes are saved when you click the **Next** or **Previous** buttons. You may click **Save & Close** at any time and come back later to complete this form.

11. Submit Registration

After providing the requested information, click **Submit**.

Start Student School Family/Contacts Additional Information Early Years Survey Documents **Submit**

Done!

Congratulations! You have reached the end of the Registration form.

Enter any final notes or comments for the registrar (optional)

Before submitting, please review the information you have entered by clicking on each tab.

Note: Once you click the **Submit** button you will not be able to edit this form.



12. Print/Save Registration

After submitting the online registration, you can click **Print** to view/save/print a PDF form with your registration responses. You may need to allow pop-ups to view the PDF.

Thank you for completing this online registration.

The next step is for the school to review and accept the registration. **You will receive an email notification when your registration has been accepted.**

After you are notified that your registration has been accepted, you will then need to bring this signed form along with the required proofs of residency to your assigned school.

Name	Description	Print
Online Registration Summary		<input checked="" type="checkbox"/>

 Print

 Close