Huron-Superior Catholic
DISTRICT SCHOOL BOARD

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

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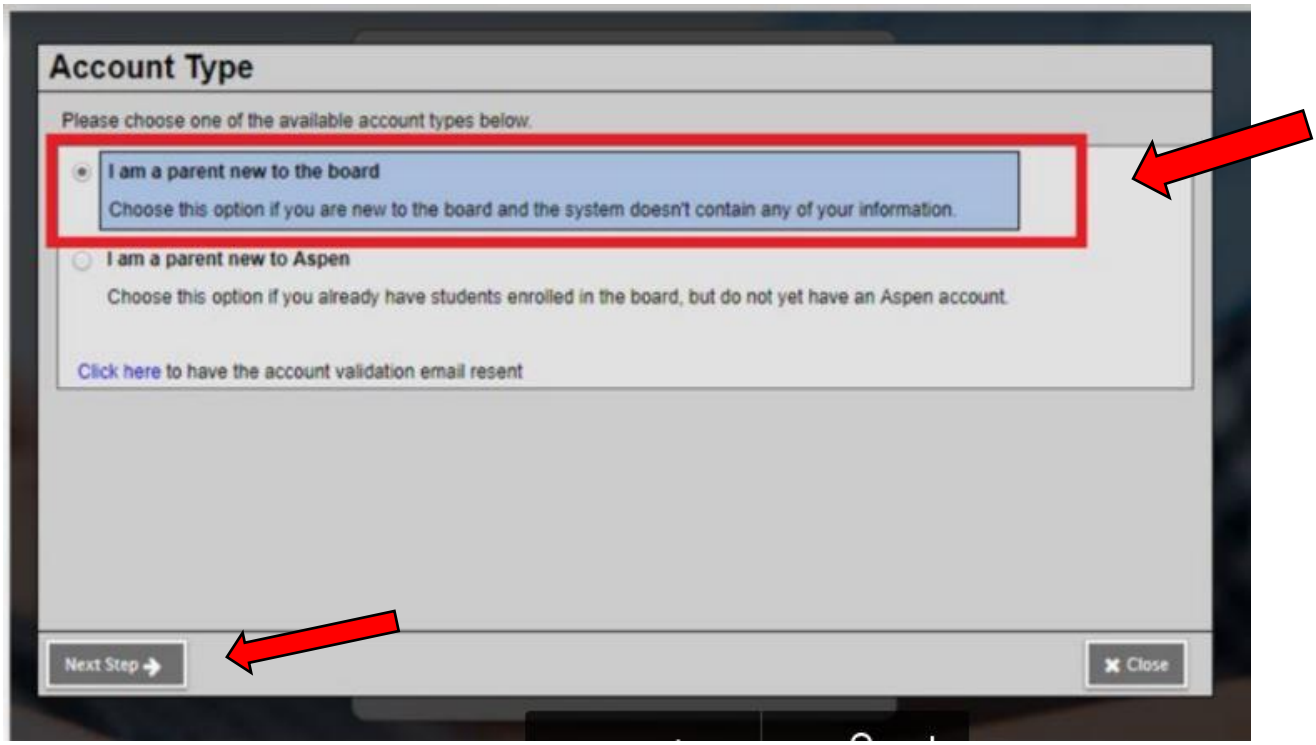
Directions for Registering Online:

1. **Launch Aspen and create an account.**

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

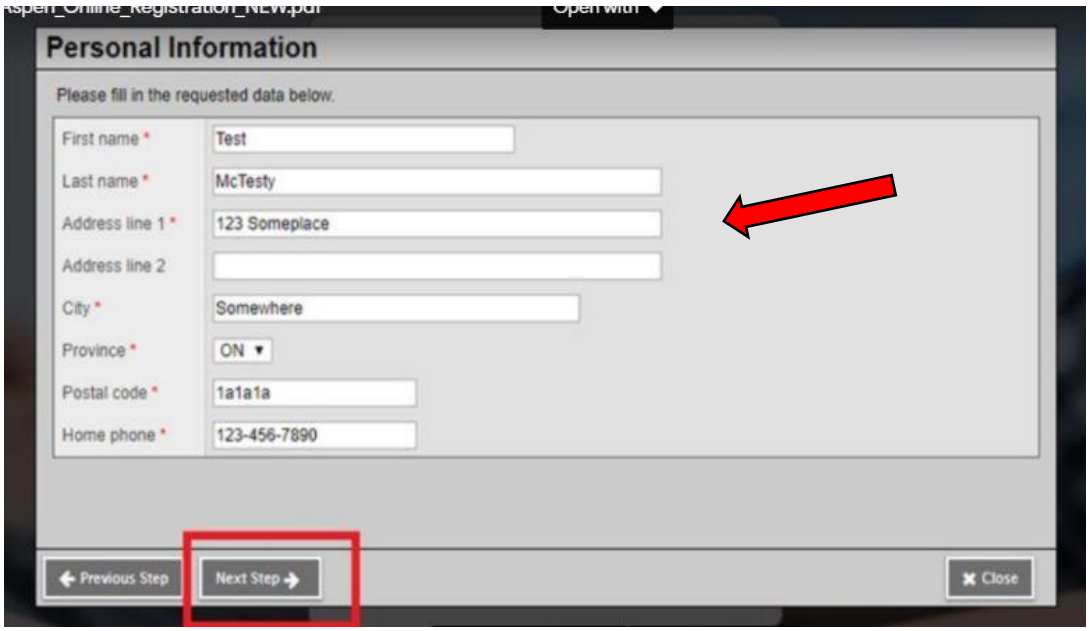
2. **Account Type**

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



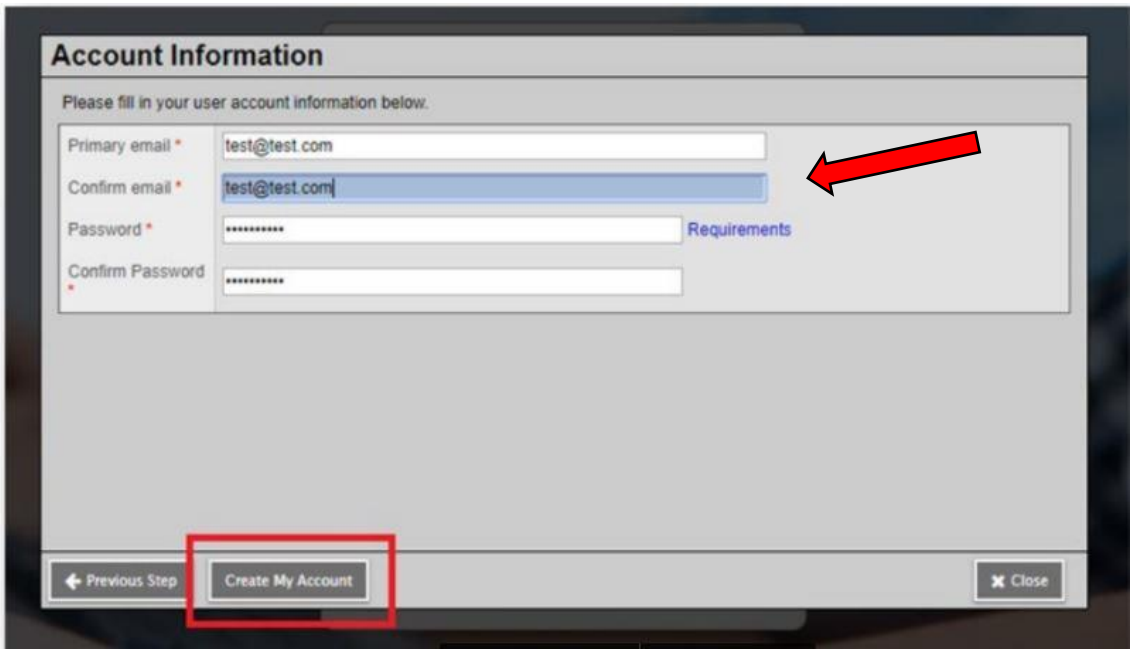
3. Personal Information

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



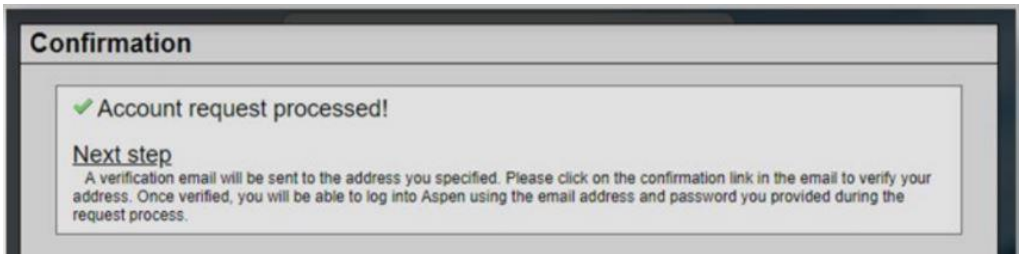
4. Account Information

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



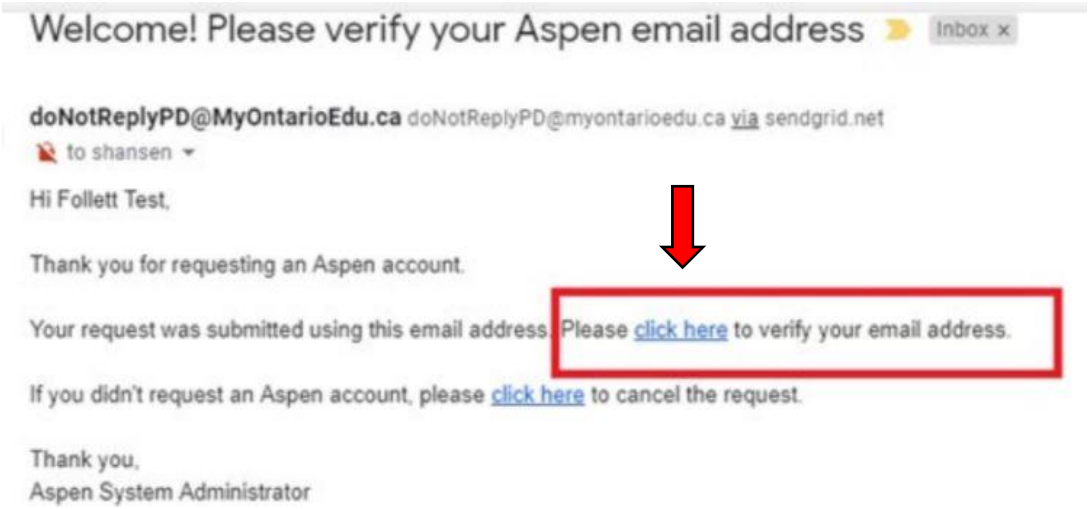
5. Confirmation

You will receive confirmation that your account has been processed.



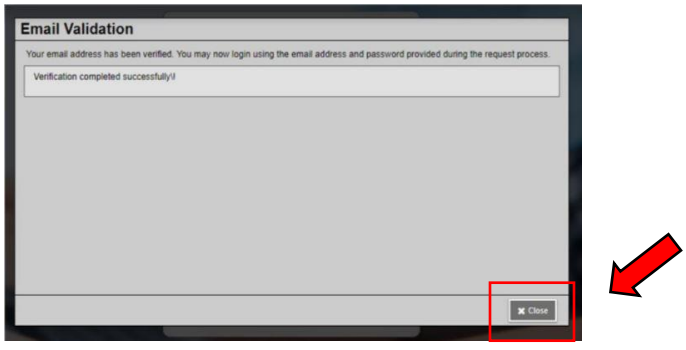
6. Verification Email

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.



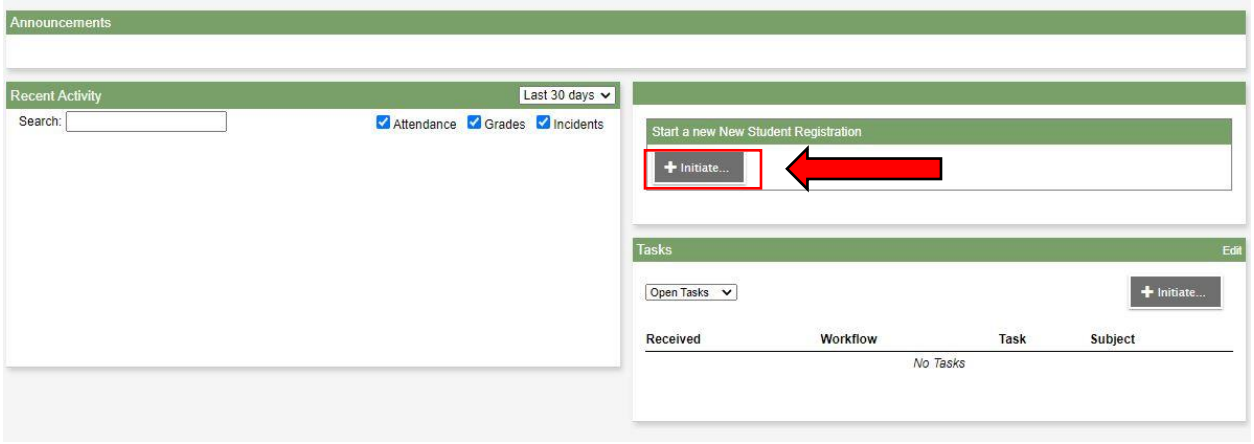
7. Successful Verification

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.



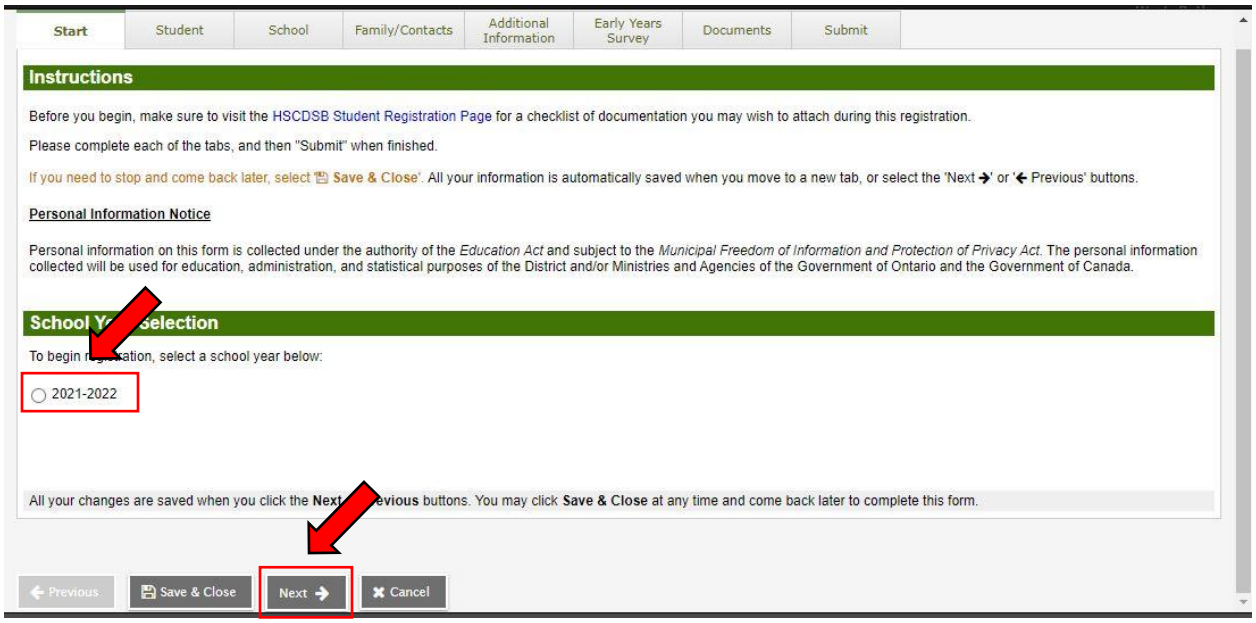
8. Begin Registration

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



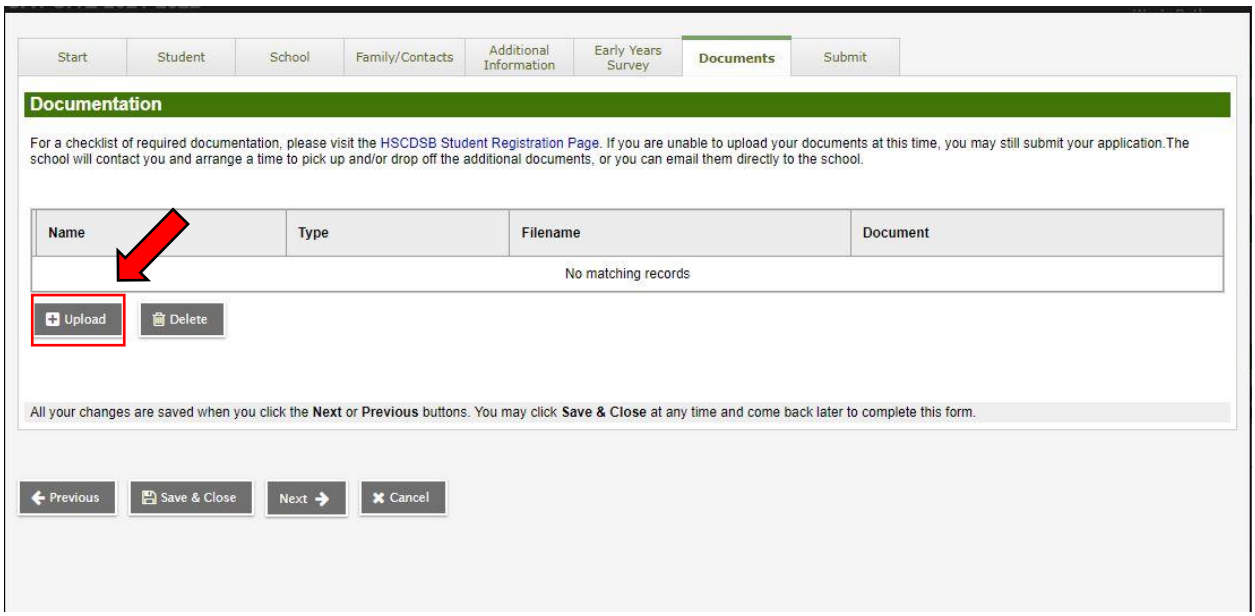
9. Complete Registration

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



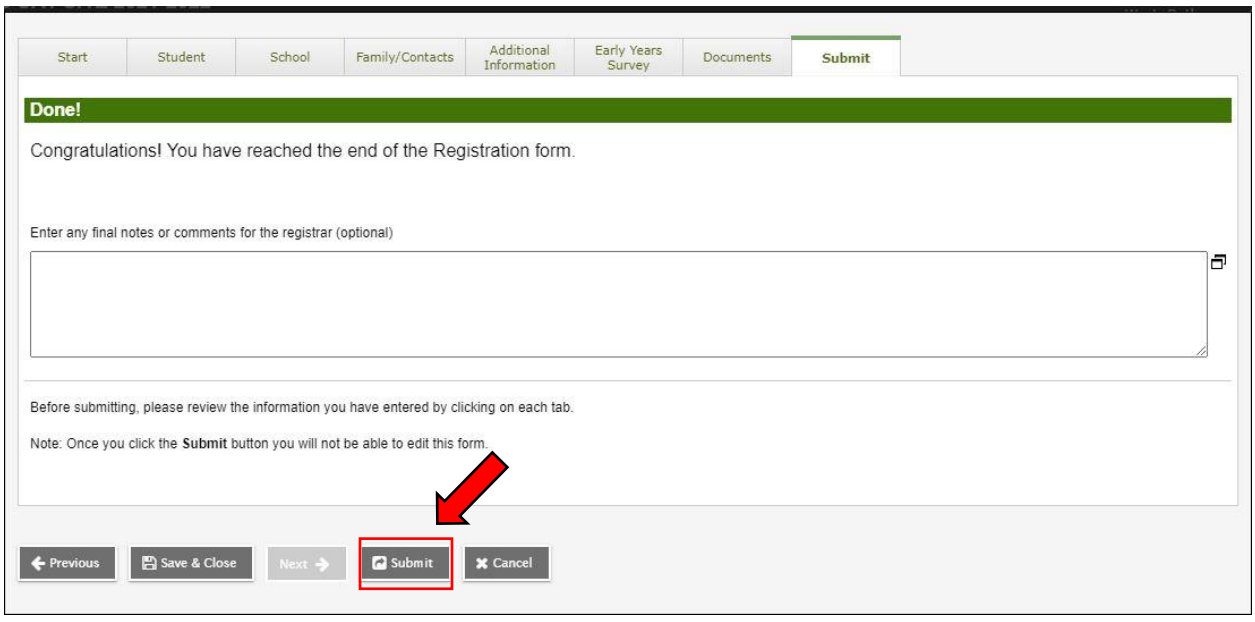
10. Upload Documents (Optional)

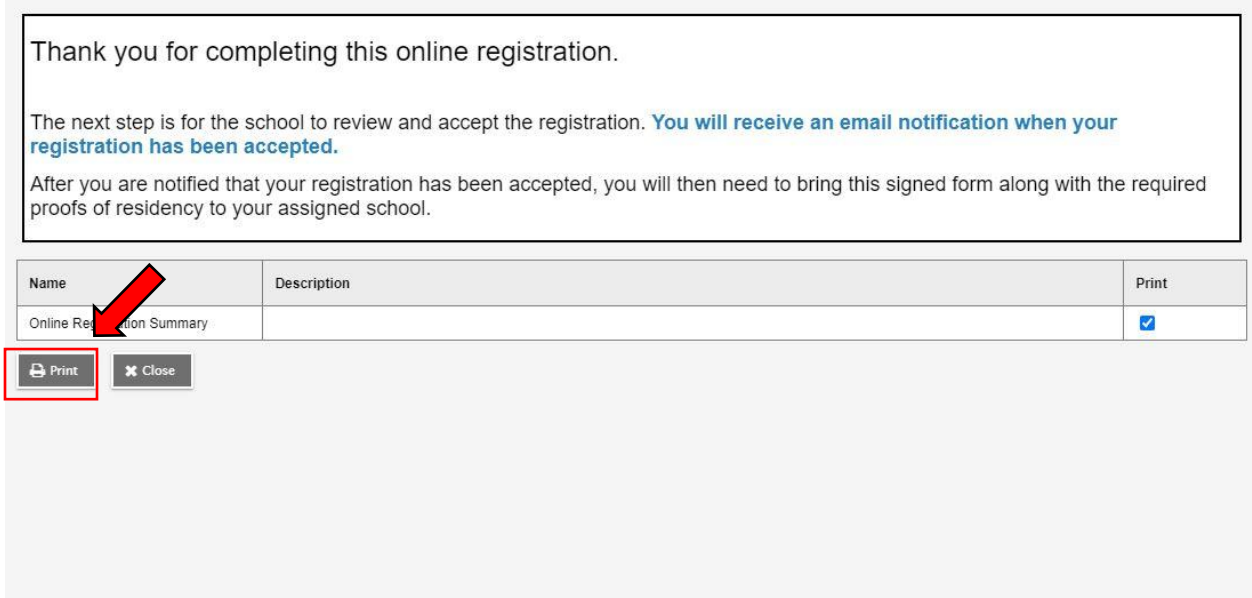
If you wish to upload identification or additional documents, you can do so when you get to the Documents tab. Click upload and select the files you wish to add. If you wish to bring your identification documents to the school to be photocopied or to submit that way, you can skip this section and click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



11. Submit Registration

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



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.