



Parent/Guardian 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)
- [Consent Forms](#) (please note forms are fillable when downloaded)

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



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*.

Huron-Superior Catholic - SIS

Login ID

Request an account

Password

Trouble logging in? I forgot my password

Log On

Log in using AASP

This is a non-public portal and is

2. Account Type

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

Account Type

Please choose one of the available account types below.

I am a parent new to the board
Choose this option if you are new to the board and the system doesn't contain any of your information.

I am a parent new to Aspen
Choose this option if you already have students enrolled in the board, but do not yet have an Aspen account.

[Click here](#) to have the account validation email resent

Next Step →

Close



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 *	Test
Last name *	McTesty
Address line 1 *	123 Someplace
Address line 2	
City *	Somewhere
Province *	ON ▼
Postal code *	1a1a1a
Home phone *	123-456-7890

← 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.

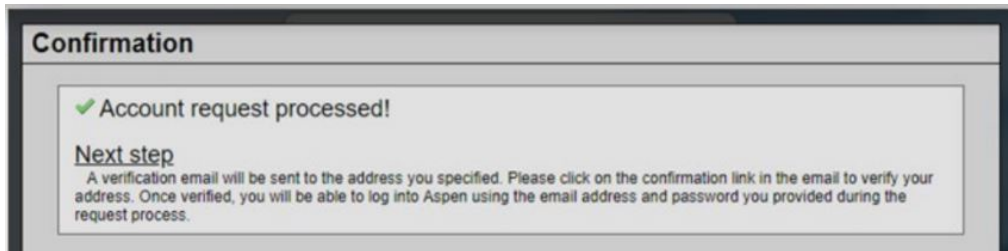
Primary email *	test@test.com
Confirm email *	test@test.com
Password *	***** Requirements
Confirm Password *	*****

← Previous Step **Create My Account** × Close



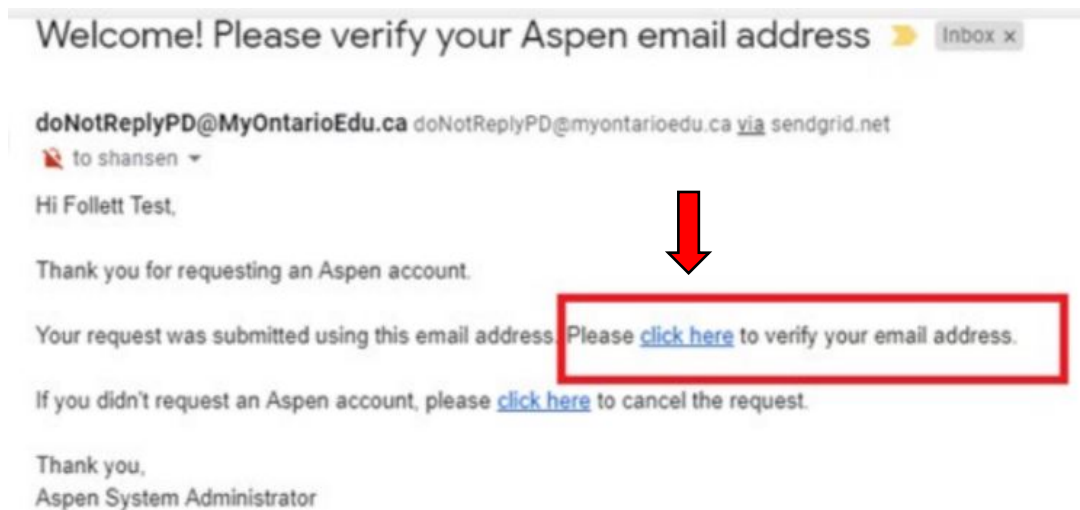
5. Confirmation

You will receive confirmation that your account has been processed.



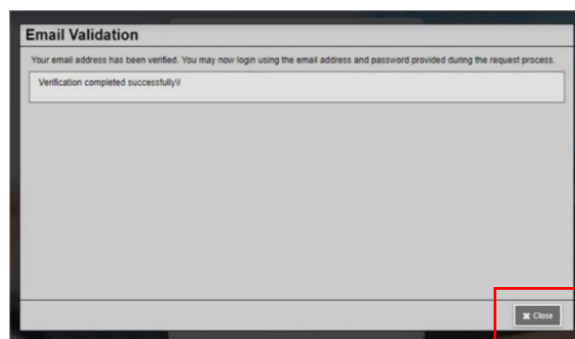
6. Verification Email

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 dashboard with several sections. On the left is a 'Recent Activity' section with a search bar and filters for Attendance, Grades, and Incidents. On the right, there is a 'Start a New Student Registration' section with a '+ Initiate...' button highlighted by a red box and a red arrow. Below that is a 'Tasks' section with an 'Open Tasks' dropdown and another '+ Initiate...' button. The 'Tasks' section also contains a table with columns for Received, Workflow, Task, and Subject, and a 'No Tasks' message.

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 several tabs: Start, Student, School, Family/Contacts, Additional Information, Early Years Survey, Documents, and Submit. The 'Start' tab is active. The form contains an 'Instructions' section, a 'Personal Information Notice', and a 'School Year Selection' section. The 'School Year Selection' section has a heading 'School Year Selection' and a sub-heading 'To begin registration, select a school year below:'. Below this is a radio button for '2021-2022', which is highlighted by a red box and a red arrow. At the bottom of the form, there are buttons for 'Previous', 'Save & Close', 'Next', and 'Cancel'. A red arrow points to the 'Next' button.



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"/>

