



## Parent Instructions for Pre-Registration

### Before You Begin:

Please take note of the following:

- ❑ Pre-Registration **will not work on mobile devices**, such as tablets or phones. If you do not have access to a desktop computer, please choose the Guided-Registration option from our website.
- ❑ If you live in the Algoma region, please complete this [Student Immunization Registration Form](#) and email it to [immunizations@algomapublichealth.com](mailto:immunizations@algomapublichealth.com).

### Directions for Creating Your Account:

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

## 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



#### 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.

**Confirmation**

✓ Account request processed!

Next step  
A verification email will be sent to the address you specified. Please click on the confirmation link in the email to verify your address. Once verified, you will be able to log into Aspen using the email address and password you provided during the request process.

Account.  
mail

Welcome! Please verify your Aspen email address Inbox x

doNotReplyPD@MyOntarioEdu.ca doNotReplyPD@myontarioedu.ca via sendgrid.net

to shansen ▾

Hi Follett Test,

Thank you for requesting an Aspen account.

Your request was submitted using this email address. Please [click here](#) to verify your email address.

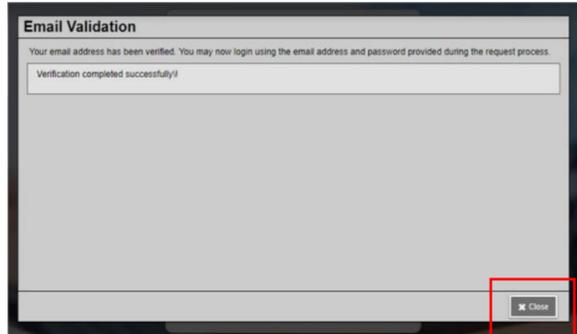
If you didn't request an Aspen account, please [click here](#) to cancel the request.

Thank you,  
Aspen System Administrator



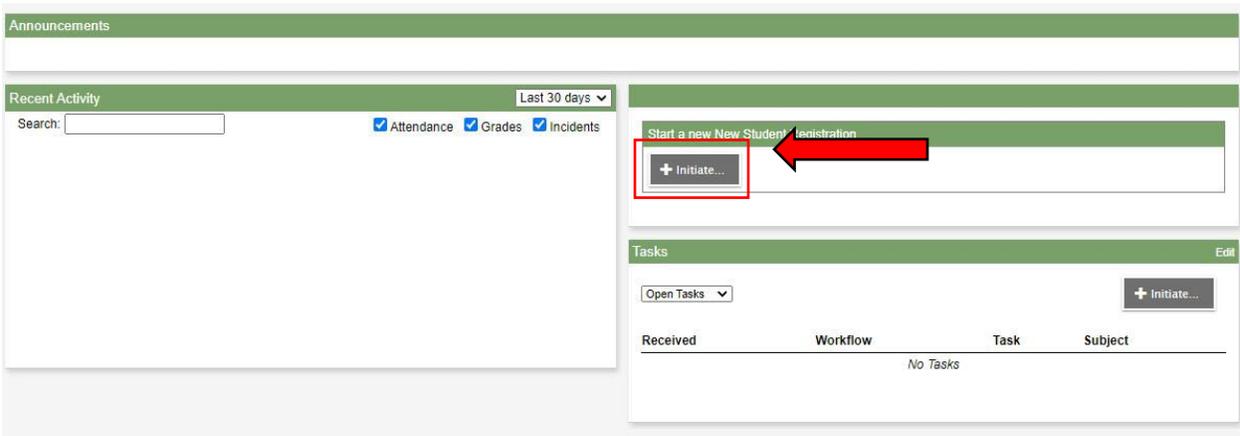
## 7. Successful Verification

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 Pre-Registration

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





## 9. Complete Pre-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 web application interface with a top navigation bar containing tabs: Start, Student, School, Family/Contacts, Additional Information, Early Years Survey, Documents, and Submit. The 'Start' tab is active. Below the navigation bar is a green header with the text 'Instructions'. The main content area contains the following text: 'Before you begin, make sure to visit the HSCDSB Student Registration Page for a checklist of documentation you may wish to attach during this registration. Please complete each of the tabs, and then "Submit" when finished. If you need to stop and come back later, select "Save & Close". All your information is automatically saved when you move to a new tab, or select the "Next" or "Previous" buttons. Personal Information Notice Personal information on this form is collected under the authority of the Education Act and subject to the Municipal Freedom of Information and Protection of Privacy Act. The personal information collected will be used for education, administration, and statistical purposes of the District and/or Ministries and Agencies of the Government of Ontario and the Government of Canada.' Below this is a green header with the text 'School Year Selection'. The main content area contains the text: 'To begin registration, select a school year below:' followed by a radio button labeled '2021-2022'. At the bottom of the form is a footer with buttons: Previous, Save & Close, Next, and Cancel. The 'Next' button is highlighted with a red box and a red arrow pointing to it. The '2021-2022' radio button is also highlighted with a red box and a red arrow pointing to it.

## 10. Submit Registration

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

The screenshot shows a web application interface with a top navigation bar containing tabs: Start, Student, School, Family/Contacts, Additional Information, Early Years Survey, Documents, and Submit. The 'Submit' tab is active. Below the navigation bar is a green header with the text 'Done!'. The main content area contains the following text: 'Congratulations! You have reached the end of the Registration form. Enter any final notes or comments for the registrar (optional)'. Below this is a large text input area. Below the text input area is the text: '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.' At the bottom of the form is a footer with buttons: Previous, Save & Close, Next, Submit, and Cancel. The 'Submit' button is highlighted with a red box and a red arrow pointing to it.

11. The School will contact you to set up a time to complete the registration process.