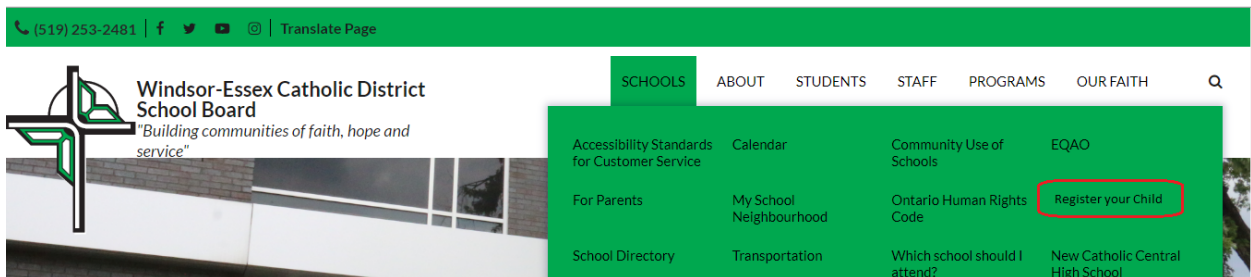


# Online Registration Instructions

Outlined below is the process to access the Online Registration web page, create an account and register a student who is new to the Windsor-Essex Catholic District School Board.

## Accessing the Online Registration Site

1. Navigate to the WECDSB home page (URL: [www.wecdsb.on.ca](http://www.wecdsb.on.ca))
2. Click on **Schools – Register Your Child**



3. Click **“Register”** under the appropriate Grade heading

### How to Register - Kindergarten

**Register**

### How to Register - Grades 1-8

**Register**

### How to Register - Grades 9-12

**Register**

4. You will be redirected to an information page specific to the grade you have selected. To continue with the process click **“Register”**

**Register**

**Note:** If you require further assistance, please email [onlinereghelp@wecdsb.on.ca](mailto:onlinereghelp@wecdsb.on.ca).

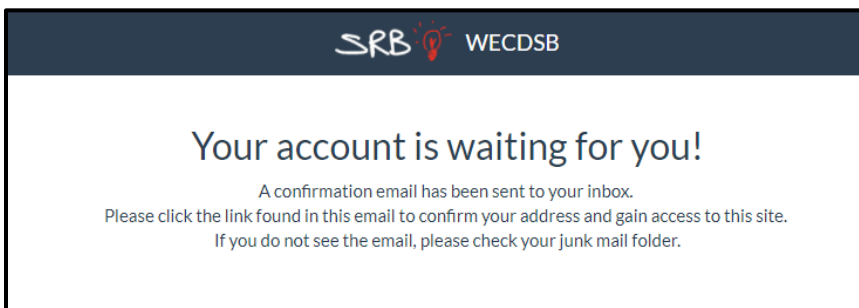
## **First Time Access – Creating a Parent Account**

You will first need to create an account. Follow the instructions above to access the Online Registration web page:

1. Click **Sign In** at the top right hand corner of the screen
2. At the **Sign In** screen, under the **Don't have an account?** dropdown, click **I'd like to enroll a child with the school district for the first time**
3. Click: **Create an account**

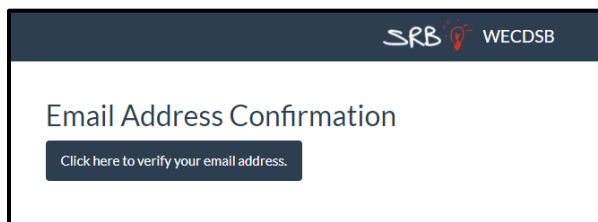
4. Enter:
  - **First Name**
  - **Last Name**
  - **Email address**
  - **Password**
5. Click the **Create** button.

- 6. You will see a message that an email confirmation has been sent to your Inbox.

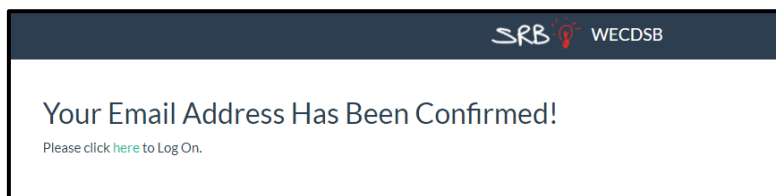


- 7. Log into your personal email account and open the confirmation email message that you have received. You will need to **click on the link** in the email. *If you do not see the email, please check your junk mail/spam folder for an email from "WECDSB OLR."*

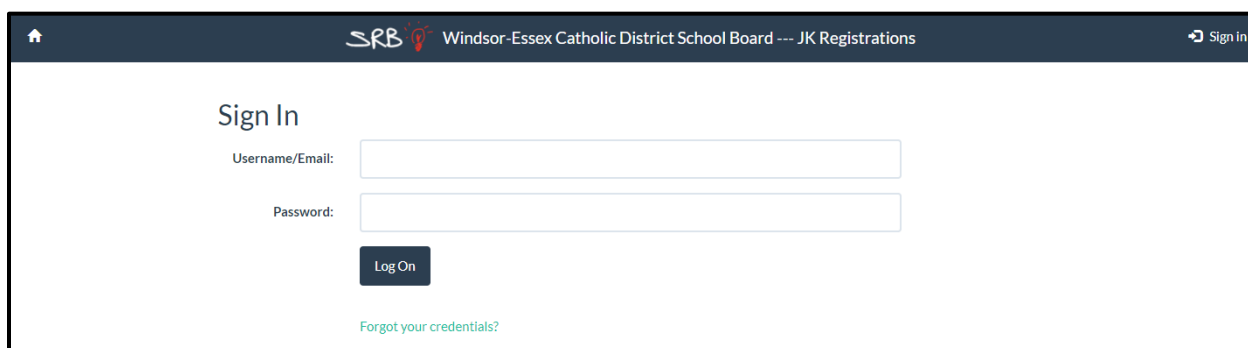
- 8. To confirm the account, click: **Click here to verify your email address** button



- 9. To return to the Sign In screen, click: Please click **here** to Log On

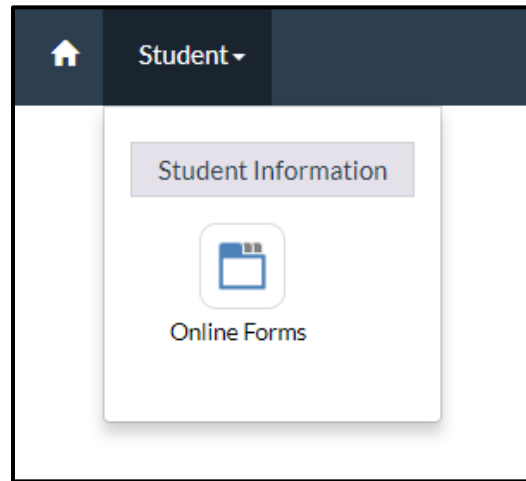


- 10. You will be taken back to the Sign In page. **Enter your email and password** from Step #3 above.
- 11. Click: **Log On** button



### Registering a Student

1. After logging on, you will see the Welcome screen.
2. Click **Student** on menu bar.
3. On dropdown option, click **Online Forms**



4. You will see the Submission screen.
5. If you had already started a registration, you would see an entry in the On-Going Submissions list. The name of the child and status of the registration would be displayed (i.e. In Progress, Submitted, etc.). To proceed with the registration, click **Continue**.
6. To begin **a new registration**, in the Available Forms section, click the **Start** button.

Sample JK/SK Registration: **Please ensure you select the correct form for your child’s grade**

### Available Forms

Elementary Grades 1-8 Registration Form 2021-2022 and 2022-2023 <small>[Registration Form]</small>	Start
JK/SK Registration 2021-2022 and 2022-2023 <small>JK/SK Registration</small>	Start
Secondary Grades 9-12 Registration Form 2021-2022 and 2022-2023 <small>[Registration Form]</small>	Start

7. **Enter the student's registration information** (fields marked with an asterisk are mandatory).

IN PROGRESS

## JK/SK Registration 2021-2022 and 2022-2023

JK/SK Registration

YOU CAN EXIT THE FORM AT ANY TIME, CHANGES WILL BE SAVED AUTOMATICALLY FOR WHEN YOU RETURN TO COMPLETE REGISTRATION.

**Comment from School Administrator**

Welcome to the Windsor-Essex Catholic District School Board. In keeping with the virtues of our Catholic faith, we are called to know every student, to inspire them to follow the example of Jesus, and empower them with the knowledge and skills they need to live purposeful, meaningful lives.

**\* Registering for which school year?**

2021-2022  
 2022-2023

Check the appropriate school year.

**\* Registering for which school?**

Select

To find out which Catholic school is in your area, please open a new browser tab. Copy and paste this url <https://geoquery.buskids.ca/>

### **Filling out the Registration Form – Address Information**

When entering the student's address, please ensure street name is entered correctly.

Ex. Street = St, Road = Rd, Avenue = Ave, Crescent = Cres, Circle = Cir, Concession = Conc, Court = Crt, Cul-de-sac = Cds, Boulevard = Blvd

**\* Street Name**

Bouffard Rd

### **Filling out the Registration Form – Parent/Guardian Contact Information**

- A. Add the **primary parent/guardian contact** information for the student.
- B. To add additional phone numbers for the contact, click **Add Another** after clicking the yes or no radio button asking if the phone number listed. A new form will be added for you to include additional phone numbers for the contact.

**A.**

Primary Contacts - Parents/Guardians

The street address is required for these contacts.

Contact

\* Contact's relationship to child

Select

Title

Select

\* Given Name

Max 20 characters

\* Family Name

Max 40 characters

**B.**

Telephone number

\* Type of Telephone

Cell

\* Contact's Telephone Number

(999)999-9999

(###)###-####

\* Is this number listed?

Yes

No

Add Another

- C. To add the **second parent/guardian**, please click the **Add Another** button after you have entered in the contact's place of employment. A new form will be added for you to add the second parent/guardian.

**C.**

\* Would you like to include street address(es)?


No

Yes

Contact's Place Of Employment

Max 70 characters

Add Another



### Filling out the Registration Form – Secondary/Emergency Contact Information

- Add Emergency Contacts (**other than Parent/Guardian**) for the student by clicking the **yes** radio button.
- To add an additional phone number to this contact, click **Add Another** after clicking the yes or no radio button asking if the phone number is listed. A new form will be added for you to include an additional phone number for the contact.
- To add a **second emergency contact**, click the **Add Another** button after filling out the contact's place of employment.
- Please review the form before submitting to ensure that all guardian and emergency contact information has been entered correctly.
- When you reach the bottom of the form and have entered all of the student's information, send the registration form to the school for review and approval by clicking the **Submit** button.

At this point, you will no longer be able to edit or modify the registration.

**Note:** If you missed mandatory information you will be taken back to the missed field for correction. Once the field is corrected, click submit.

## JK/SK Registration 2021-2022 and 2022-2023

SUBMITTED

JK/SK Registration

YOU CAN EXIT THE FORM AT ANY TIME, CHANGES WILL BE SAVED AUTOMATICALLY FOR WHEN YOU RETURN TO COMPLETE REGISTRATION.

**Comment from School Administrator**

Welcome to the Windsor-Essex Catholic District School Board. In keeping with the virtues of our Catholic faith, we are called to know every student, to inspire them to follow the example of Jesus, and empower them with the knowledge and skills they need to live purposeful, meaningful lives.

You will receive an email asking you to contact the school to follow up in person to review documentation and next steps. The email will also include a list of the documentation that must be provided.

8. Click **My Submissions** to return to the Submission screen.
9. To **Sign Out** once you have finished the registration form, click your name on the menu bar and click sign out.

**Note:** If you require further assistance, please email [onlinereghelp@wecdsb.on.ca](mailto:onlinereghelp@wecdsb.on.ca).