

# How to Register Online 2020/2021



Once your PowerSchool Parent Portal Account has been created please follow the instructions below:

## What is SchoolEngage?

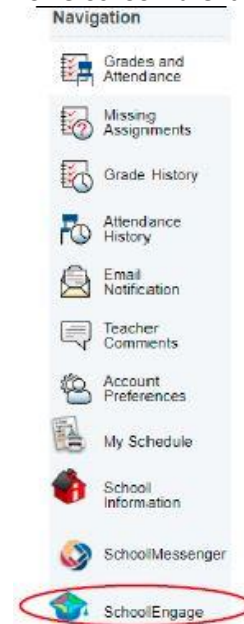
SchoolEngage is an online platform which allows Parents/Guardians to:

- Register a student that is brand new to Medicine Hat Catholic Schools
- Register new members of the family.
- Update/confirm their annual Demographic/School Confirmation information online.

**Current Parents/Guardians:** (already registered/returning students)

- Login to the PowerSchool Parent Portal <https://powerschool.mhcbe.ab.ca>
- or go to [www.mhcbe.ab.ca](http://www.mhcbe.ab.ca) and click on the PowerSchool icon and login with your user name and password.
- Click on **SchoolEngage** (at bottom of the list) .
- Students currently linked to the parent portal account will be listed.
- Then select the student from “Students” tab and complete the 2020-2021 Returning Student Registration form.
- Can confirm Demographic/School Confirmation information for other registered students.

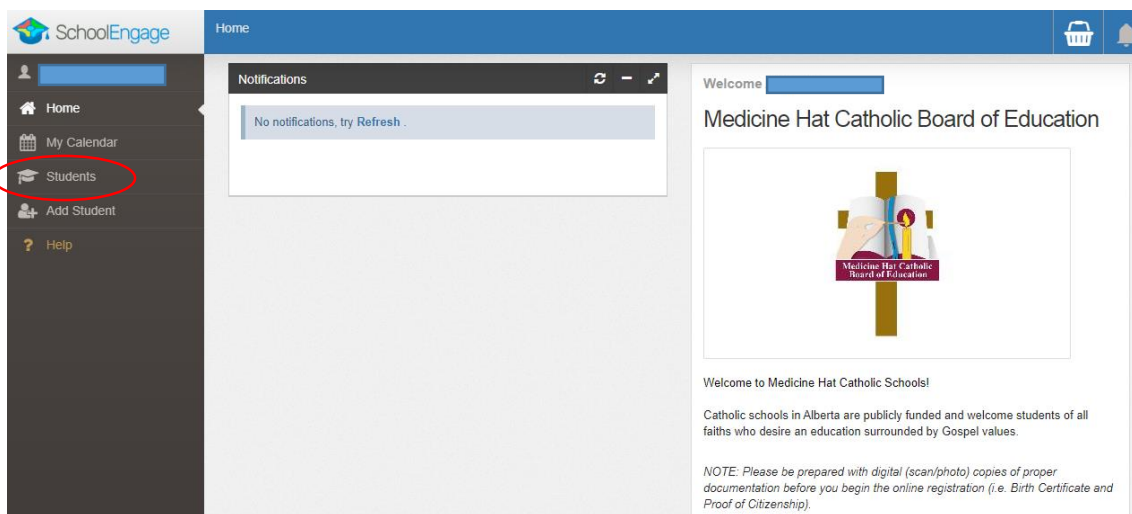
## PowerSchool Parent Portal



*NOTE: The SchoolEngage Online Registration link (above) will be live on February 3, 2020.*

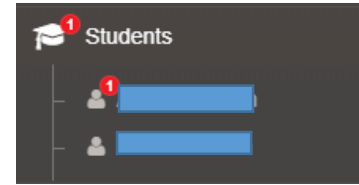
## Step 1:

- Click on “Students” to view the students associated with your account.
- Contact your school if not all your children are showing, and they can help with linking them to your account.
- Do Not click “Add Student” if they are already registered. They must be linked through PowerSchool.



### Step 2:

- Select the “Student Name” to open access to the Student Registration forms or for returning students, the Demographic/School Confirmation forms.
- Click and complete the forms as needed and “Submit”
- Repeat for each student.



First Name: [ ] Last Name: [ ]

Middle Name: [ ] Birth Date: [ ]

School: [ ] Alberta Student Number (ASN): [ ]

Forms

Application For Student Registration + New

Welcome to Medicine Hat Catholic Schools! Please complete this online registration form for your child if they are a new student to our division. If you have any questions about new student registration please contact 403-527-2292. Welcome to our MHCBE family!

No applications, try to refresh .

### Step 3:



- Your progress or any form requiring attention will be identified by a symbol with a number telling you how many forms need attention.
- Click on the form or symbol to see what action is required or the status of your form.

**Online Registration will not be open until Monday, February 3, 2020.** Parents and guardians are encouraged to create their PowerSchool Parent Portal accounts ahead of time to make the registration process easier. If you already have your ParentPortal account you are already ready!

### Additional Information:

- Please submit your child’s online registration form by Friday, February 14, 2020.
- As a result of changes to the Education Act, a standardized age of entry to kindergarten will come into effect on September 1, 2020. Children can start kindergarten in the fall of 2020 if they turn 5 years old on or before December 31, 2020.
- For school **zoning and transportation** information please contact the Transportation Department at 403-502-8351 or visit the Transportation page on the division website: <https://www.mhcbe.ab.ca/transportation>
- For bell times, school year calendars, student insurance and more please visit our **Parent Resources** page on the division website: <https://www.mhcbe.ab.ca/parents>
- Please contact your child’s school for any additional information.

*For additional information please contact the Medicine Hat Catholic School Board Office at 403-527-2292.*