



# SchoolEngage

## Returning Student Registration Guide

The Medicine Hat Catholic Board of Education (MHCBE) uses online registration for all new and returning students. Please follow the instructions below if you are registering a returning student.

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

- Register a student that is brand new to Medicine Hat Catholic Schools.
- Re-register returning students.
- Register new members of the family.
- Update/confirm student demographic information online.

### Register a returning student:

Medicine Hat Catholic Board of Education

PowerSchool SIS

#### Student and Parent Sign In

Username

Password

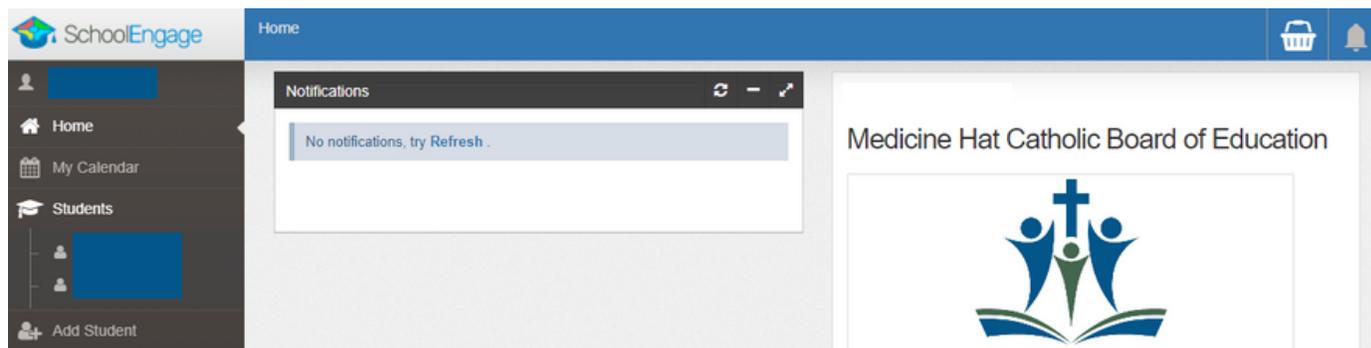
[Forgot Username or Password?](#)

- Find the to the PowerSchool Parent Portal <https://mhcbe.powerschool.com/public/> and login with your username and password. If you do not know your account information please contact your child's school.
- On the bottom left of the screen, click "SchoolEngage".
- Currently registered students will be listed.



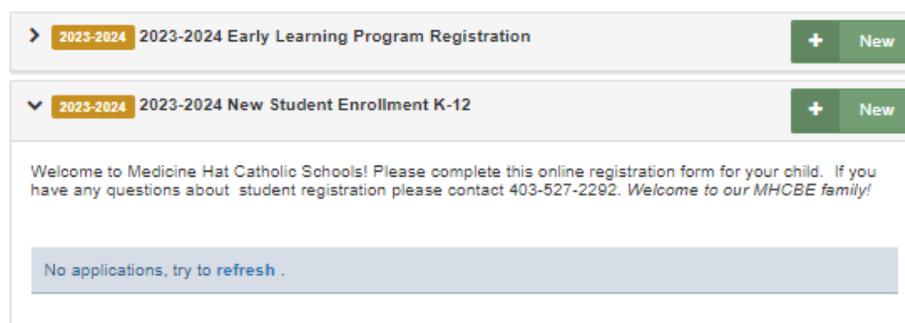
## Step 1:

- Click on “Students” to view the children 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:

- Click the name of the child you are registering to open access to the Student Registration forms available/assigned to your child.
- Click NEW and complete the forms as needed and “submit”.
- Repeat for each child.



## Step 3:



- Your progress or any form requiring attention will be identified by a symbol in the top right corner of the screen 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.

*Note: If you need to register additional child, click "Add Student" (left side of the screen). Fill out a new student registration form.*