



SchoolEngage

Returning Student Registration Guide

The Medicine Hat Catholic Board of Education (MHCBE) is now using 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://powerschool.mhcbe.ab.ca> 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.

Navigation

Grades and Attendance

Missing Assignments

Grade History

Attendance History

Email Notification

Teacher Comments

Account Preferences

My Schedule

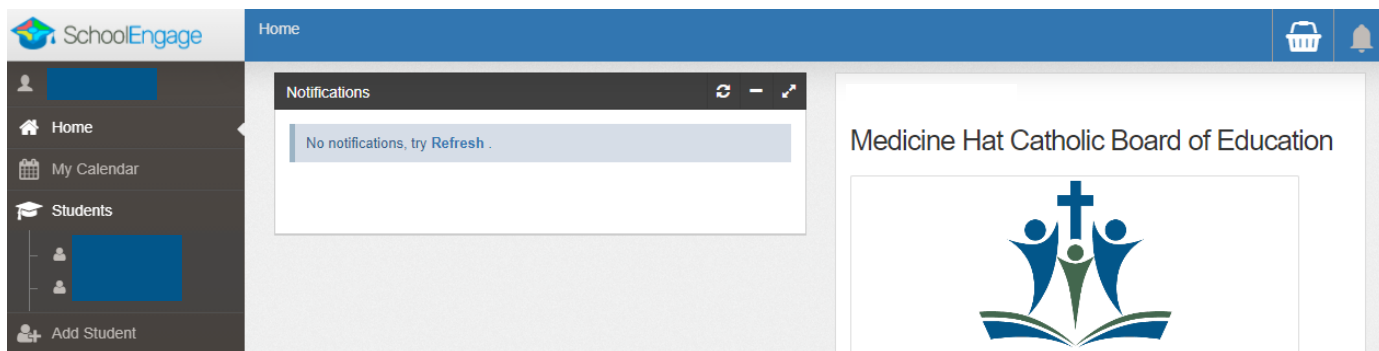
School Information

SchoolMessenger

SchoolEngage

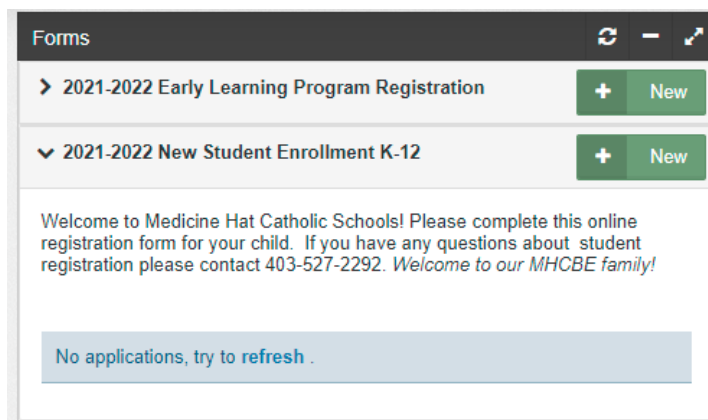
Step 1:

- 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.