



SchoolEngage

## New Student Online Registration Guide

### Welcome to Medicine Hat Catholic Schools!

The Medicine Hat Catholic Board of Education (MHCBE) is now using online registration for all new and returning students. Parents and guardians will now be registering students in our new online system called SchoolEngage. Please follow the instructions below if you are new to our school division.

Note: Parents/guardians that already have a student enrolled in one of our Medicine Hat Catholic Schools will skip this step and log directly into their PowerSchool Parent Portal Account.

### Creating your SchoolEngage Account:

To start the registration process, parents/guardians must create an account in SchoolEngage. Registration can be done online on a computer or on your Smart Phone. Student registration cannot be completed through the PowerSchool App.

Documents you will need to complete your child's registration:

- Proof of Citizenship

Supporting documentation (photo or scan): The student's Birth Certificate, Canadian Citizenship Certificate, Passport, Visa, Permanent Landed Immigrant document or other official document.

If you are unable to digitally upload the documentation, please contact your child's school to provide them a copy. If required documentation is not received, the processing of your application may be delayed. Once the application and required documentation is received and reviewed you will be contacted by the school regarding acceptance.

Once the application and required documentation has been received and reviewed you will be contacted directly by the school to confirm your child's registration.

Please see the following pages for instructions on how to create an account and register your child in SchoolEngage. As you are completing your registration, you may stop and save at any time and come back to the application later.

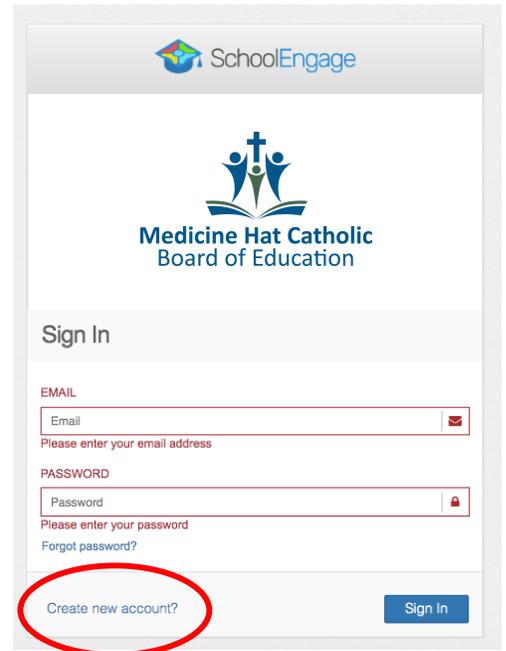
Thank you for choosing Catholic education for your child! Please view the next two pages for step by step instructions on how to register.

Please follow the instructions below if you are new to our school division.

- Go to <https://mhcbe.schoolengage.ca>
- Click on create new account.

Once the account is created you will receive an email to confirm your account. Please check your Junk Mail folder in your email if you don't receive it.

Once you confirm your account you will be re-directed back to the login page.

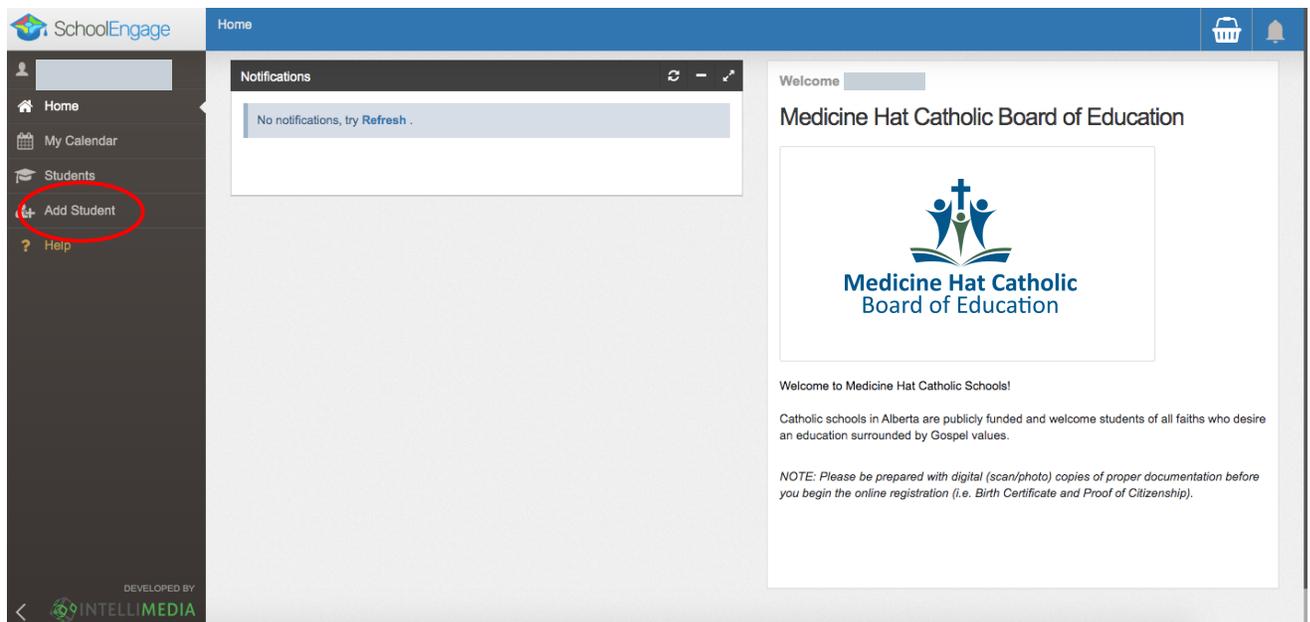


## When you have successfully logged into SchoolEngage you can now register your child!

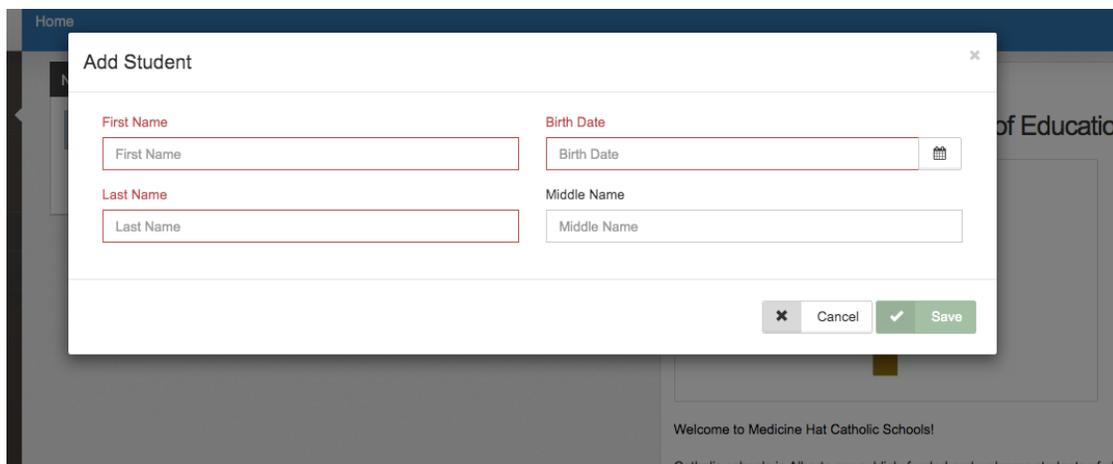
This is the Home Page of SchoolEngage. You will see your name on the Navigation Bar on the left indicating it is your account and the division logo along with any messages or notification.

Once you are logged into School Engage, the "Help" button is very useful and will give you assistance when you are in the system.

### 1. Click on Add Student and fill in the in the student information.



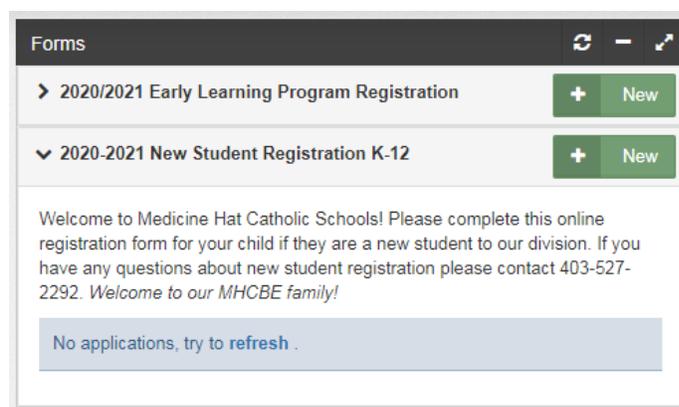
2. Once you click Add Student (as shown in step #1) please fill in your child's information and click SAVE. All fields in red are required to move onto the next step.



3. On the right hand side of the screen you will see two registration form options to choose from. Please select the the proper registration form for your child and click NEW.

Two forms will be displayed:

- Early Learning Program Registration
- New Student Registration K-12



Click on the desired form to display description, instructions as well as the link to view and complete the form. To complete the form, click NEW and follow the required steps.

## Tips for completing the online student registration:

- Use the > arrows in the top corner to proceed to the next page.
- There are some fields that are mandatory. You will not be able to progress to the next page until they are completed. Those fields will be highlighted in red.
- You can use the page numbers to go back to the previous screen, but only if you have completed the mandatory information.
- You can save at any time during the registration process. You may also leave the form and come back at any time.
- Postal Code must be in the correct format (A1A 1A1). Make sure you are using capital letter and do not add the space, it will be added for you)
- Phone number will automatically be formatted as well; you will need to enter the 10-digit number.
- All students require a home phone number. We understand that not all households have active landlines, please use a main contact number. This number is used in our automated call out system.
- You will receive an email confirmation when the application is submitted.