Aspen SIS OBC Online Registration

1) Launch Aspen

Open https://rcdsb.myontarioedu.ca/ in web browser.
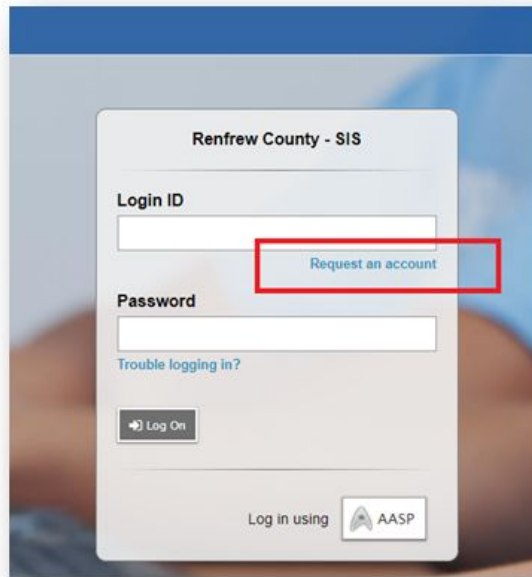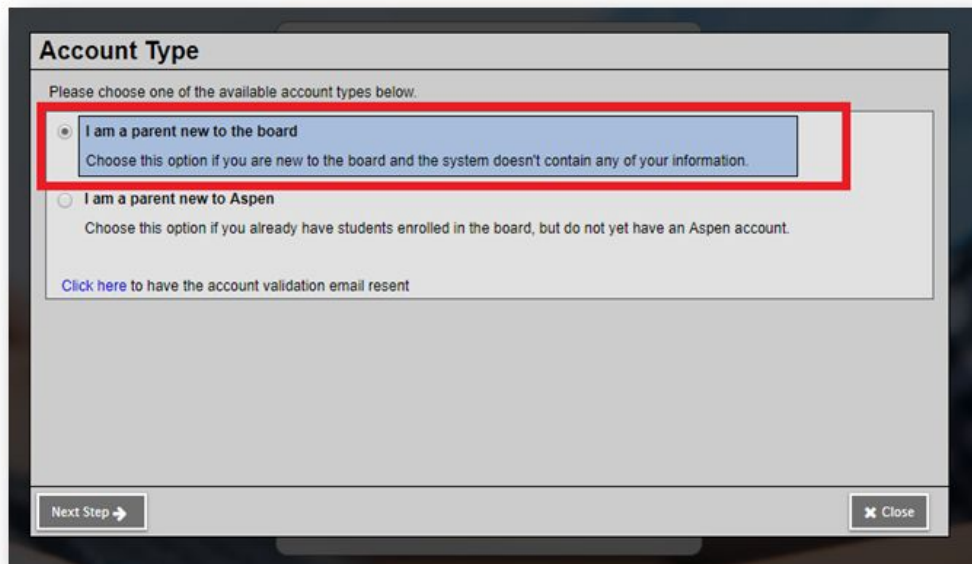
Click **REQUEST AN ACCOUNT**.

2) Account Type

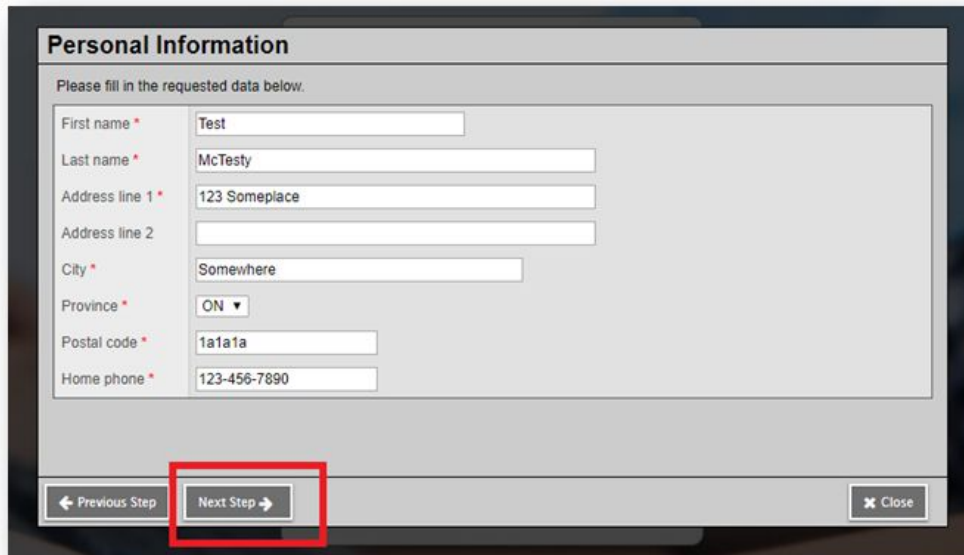Select the first option for Account Type.

Click **NEXT STEP**.

3) Personal Information

Fill in the requested fields for personal information.

Click **NEXT STEP**.
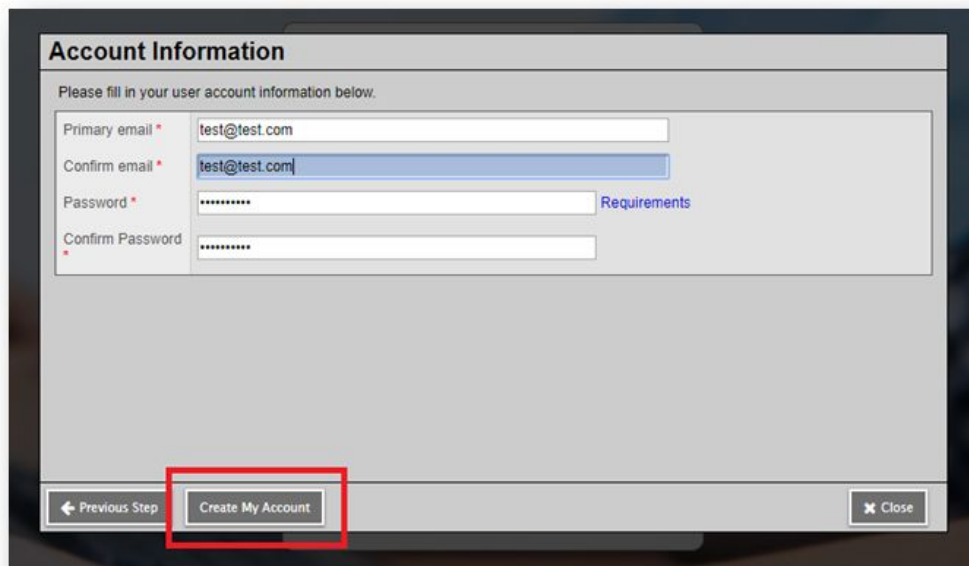
4) Account Information

Fill out the requested fields for Account Information.

Click **CREATE MY ACCOUNT**.

5) Confirmation

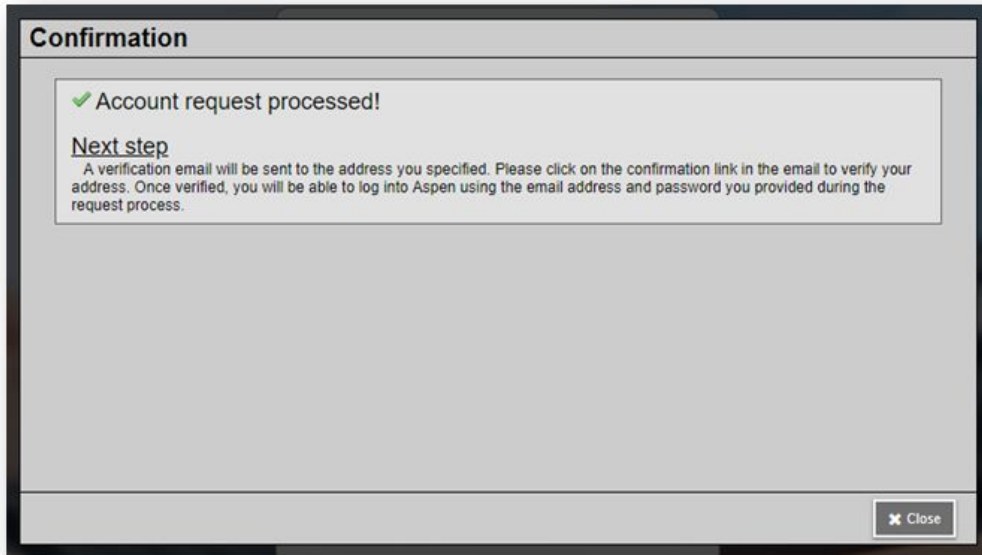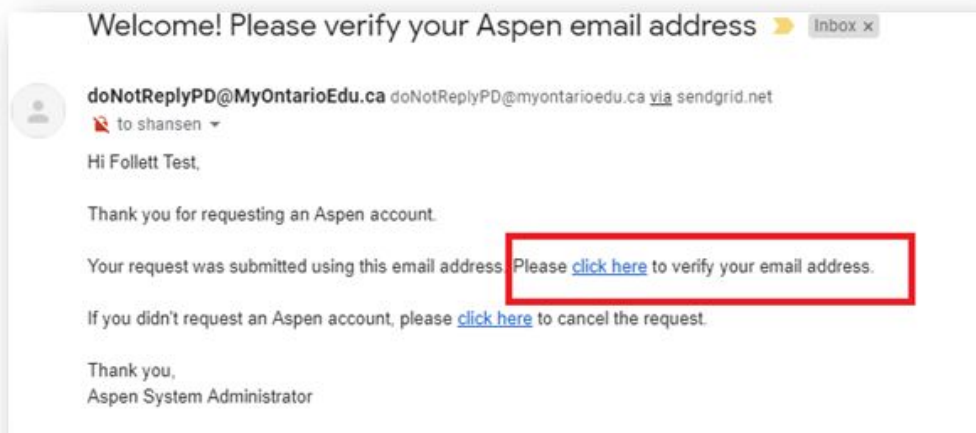You will then receive a confirmation that your account request has been processed.

6) Verification Email

You will receive a verification email within a few minutes of creating your account.

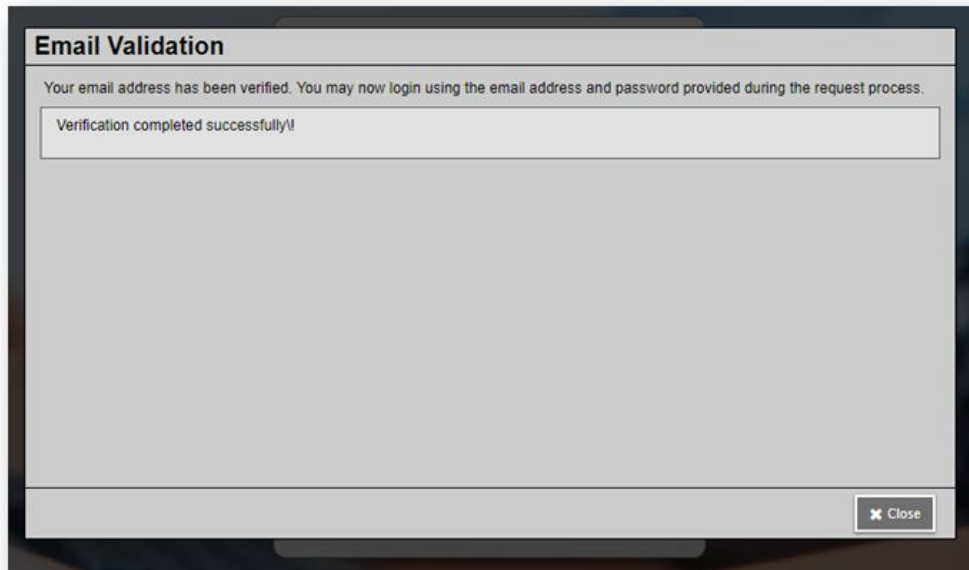You may need to check your junk folder.

Click on the link to verify your email address.
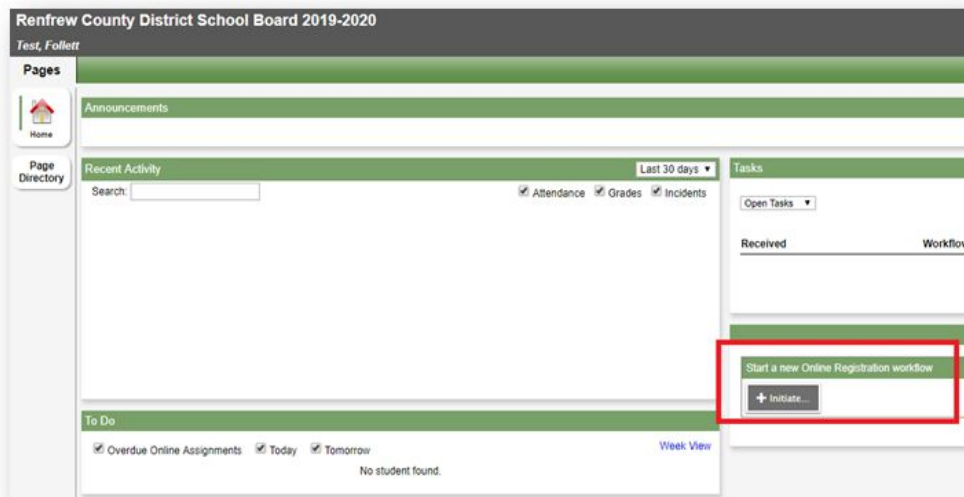
7) Email Validation

After clicking the link in your email, you should receive confirmation that your verification was completed successfully.

Click **CLOSE** and then login using the email and password provided during the request process.
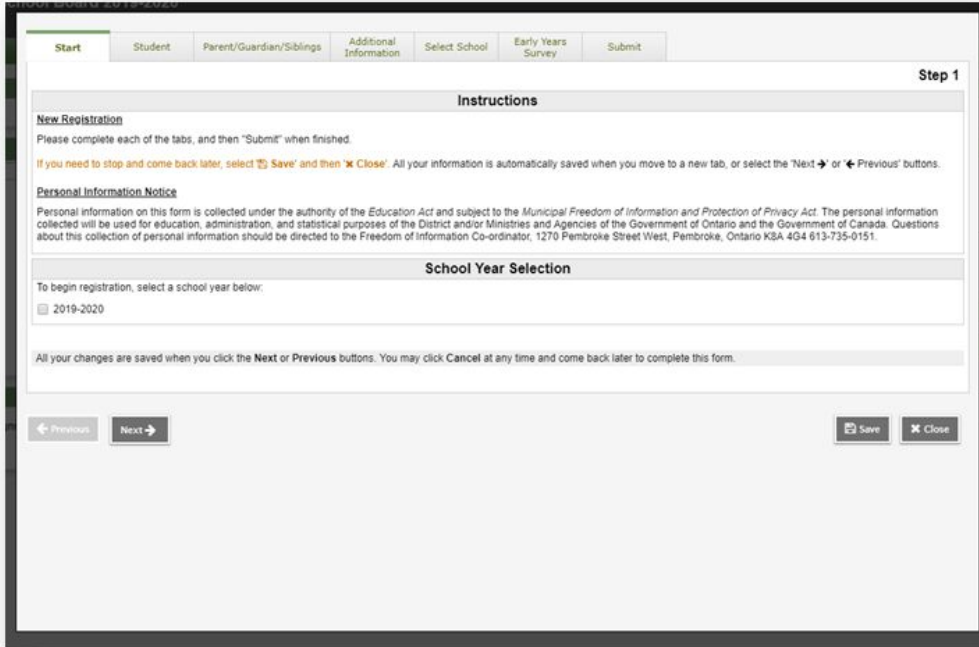

8) Initiate Workflow

Once logged in, navigate to lower right hand side of page and click **INITIATE**.

9) Complete Registration

The registration window will open.

Select a school year and then click **NEXT**.

10) Submit Registration

After providing all of the requested information in the registration window, click **SUBMIT**.

11) Print Registration

After submitting the online registration, you can then click **PRINT** to view/save/print a PDF form with your registration responses.