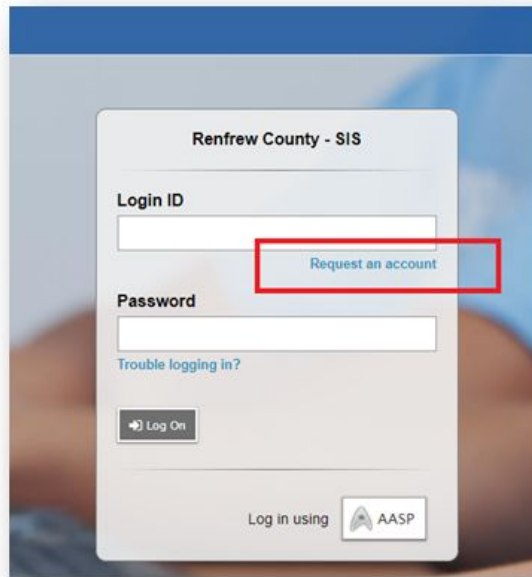


## 1) Launch Aspen

Open <https://rcdsb.myontarioedu.ca/> in web browser.

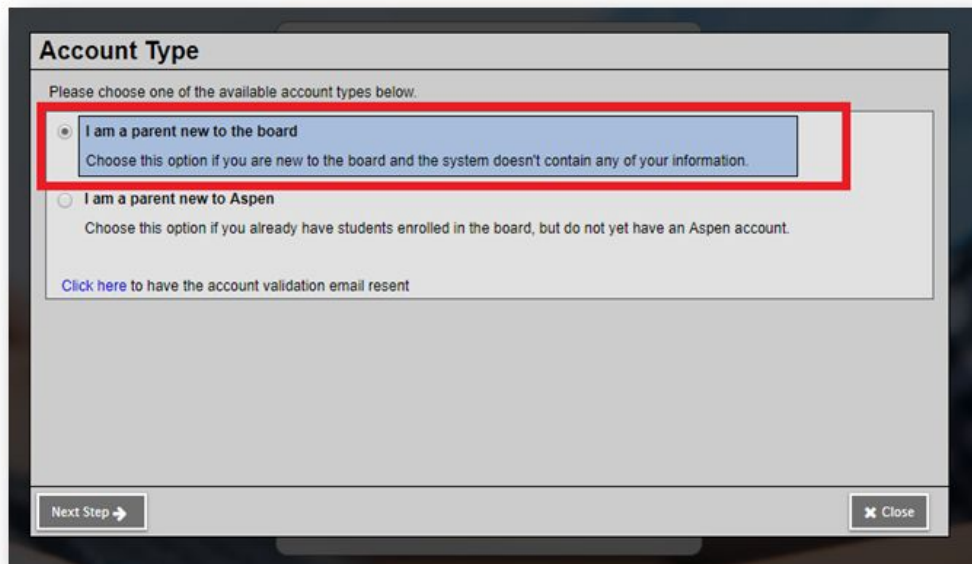
Click **REQUEST AN ACCOUNT**.



## 2) Account Type

Select the first option for Account Type.

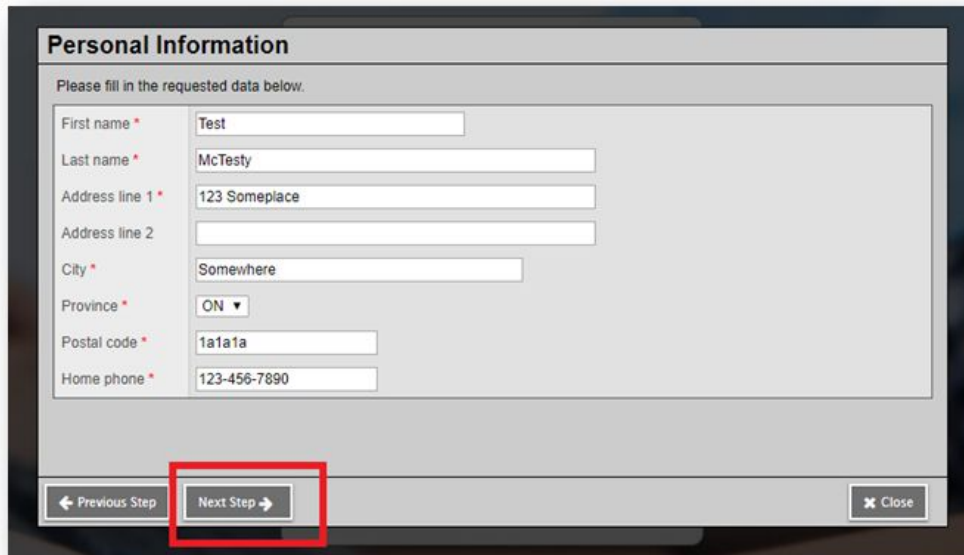
Click **NEXT STEP**.



### 3) Personal Information

Fill in the requested fields for personal information.

Click **NEXT STEP**.



**Personal Information**

Please fill in the requested data below.

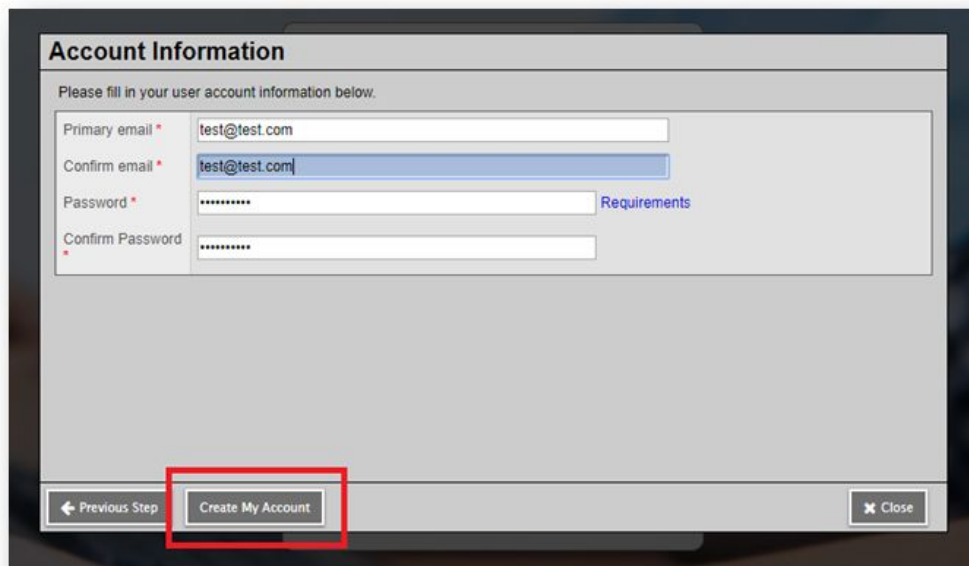
First name *	<input type="text" value="Test"/>
Last name *	<input type="text" value="McTesty"/>
Address line 1 *	<input type="text" value="123 Someplace"/>
Address line 2	<input type="text"/>
City *	<input type="text" value="Somewhere"/>
Province *	<input type="text" value="ON"/>
Postal code *	<input type="text" value="1a1a1a"/>
Home phone *	<input type="text" value="123-456-7890"/>

Navigation:

### 4) Account Information

Fill out the requested fields for Account Information.

Click **CREATE MY ACCOUNT**.



**Account Information**

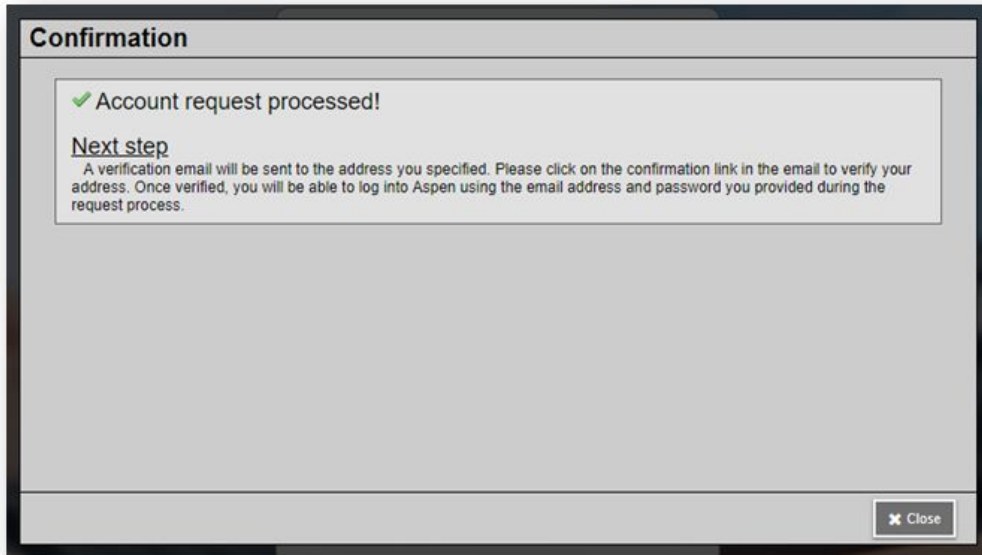
Please fill in your user account information below.

Primary email *	<input type="text" value="test@test.com"/>
Confirm email *	<input type="text" value="test@test.com"/>
Password *	<input type="password" value="*****"/> <a href="#">Requirements</a>
Confirm Password *	<input type="password" value="*****"/>

Navigation:

## 5) Confirmation

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

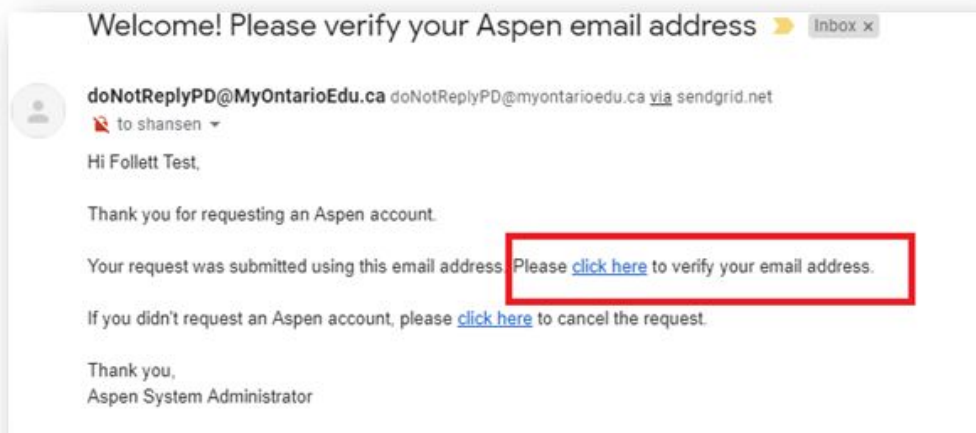


## 6) Verification Email

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

You may need to check your junk folder.

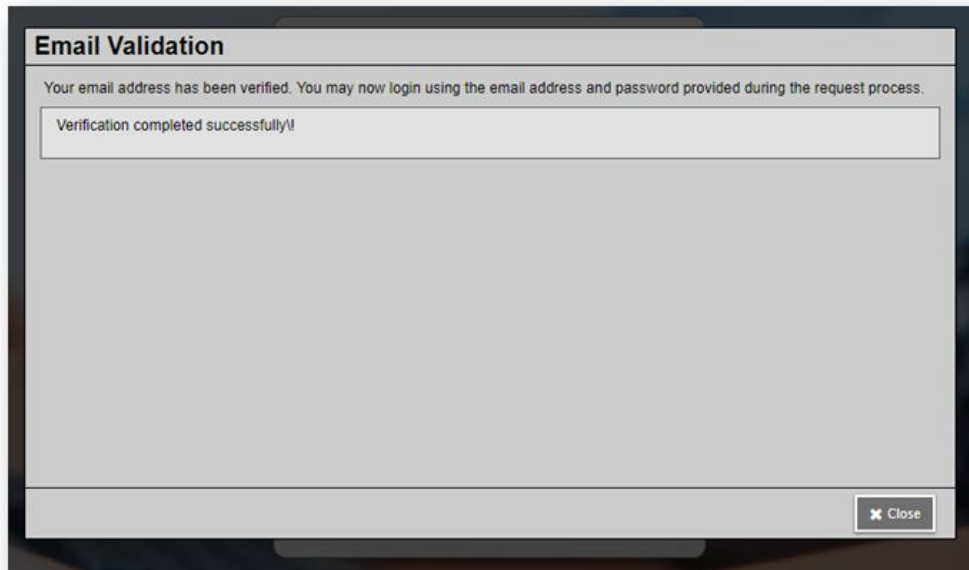
Click on the link to verify your email address.



## 7) Email Validation

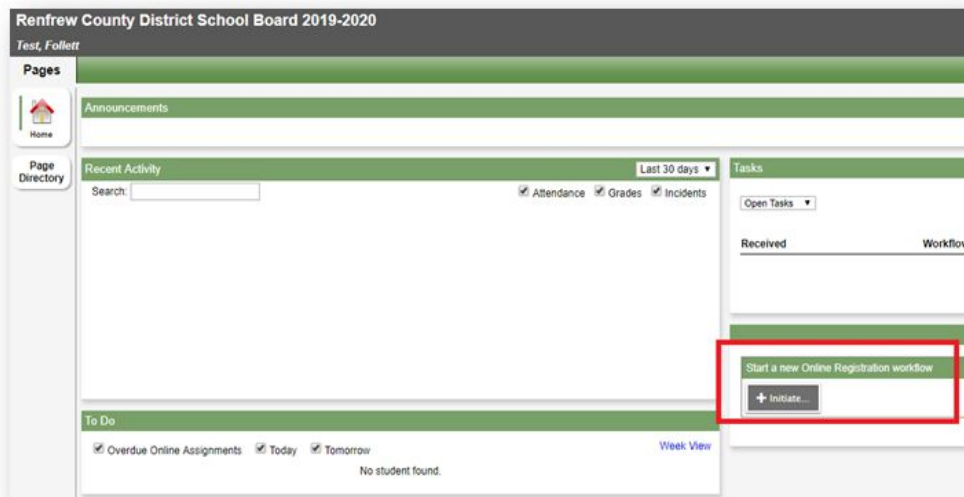
After clicking the link in your email, you should receive confirmation that your verification was completed successfully.

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



## 8) Initiate Workflow

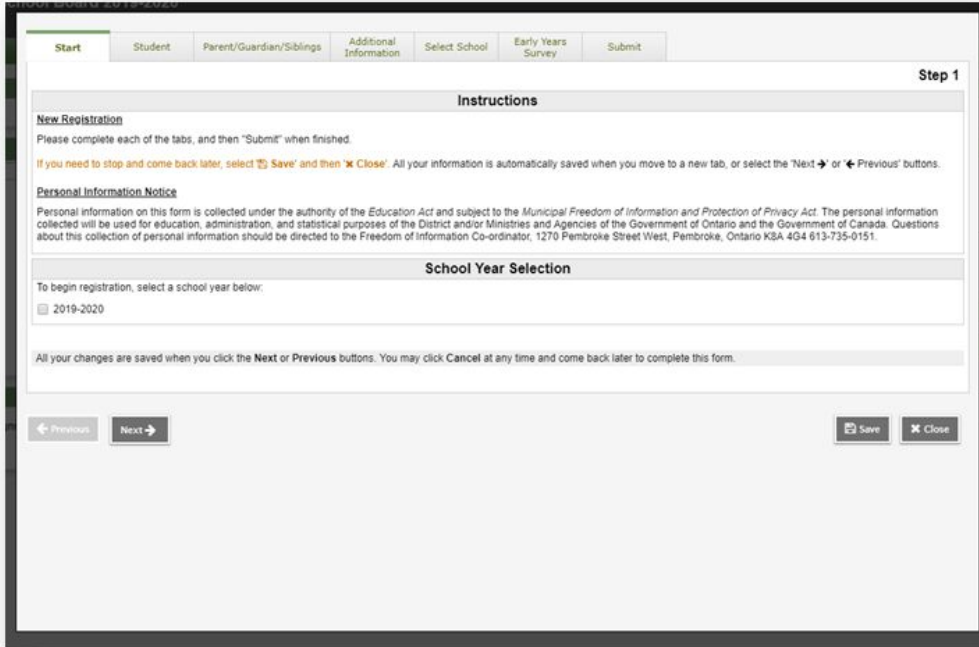
Once logged in, navigate to lower right hand side of page and click **INITIATE**.



## 9) Complete Registration

The registration window will open.

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



The screenshot shows the 'Step 1' registration window. At the top, there is a navigation bar with tabs: Start, Student, Parent/Guardian/Siblings, Additional Information, Select School, Early Years Survey, and Submit. The 'Start' tab is active. Below the navigation bar, the main content area is titled 'Instructions' and 'Step 1'. It contains the following text:

**New Registration**  
Please complete each of the tabs, and then "Submit" when finished.  
If you need to stop and come back later, select 'Save' and then 'Close'. All your information is automatically saved when you move to a new tab, or select the 'Next' or 'Previous' buttons.

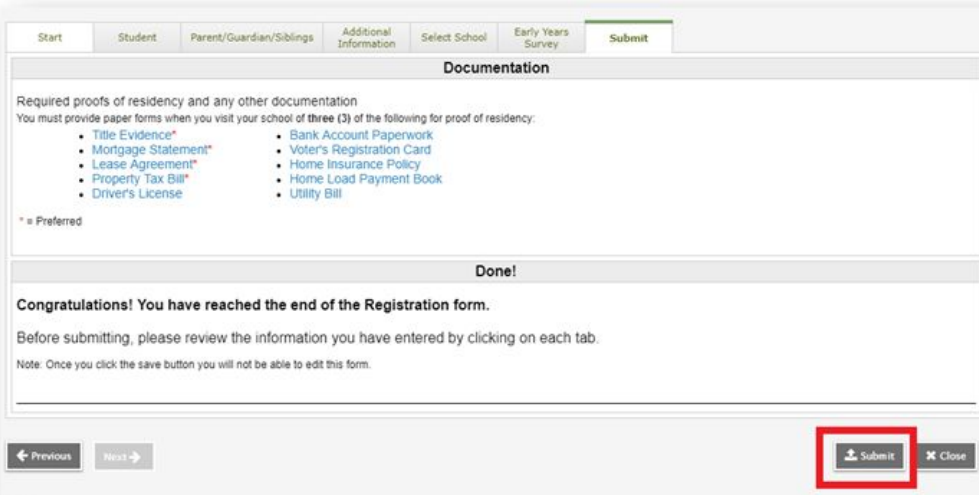
**Personal Information Notice**  
Personal information on this form is collected under the authority of the Education Act and subject to the Municipal Freedom of Information and Protection of Privacy Act. The personal information collected will be used for education, administration, and statistical purposes of the District and/or Ministries and Agencies of the Government of Ontario and the Government of Canada. Questions about this collection of personal information should be directed to the Freedom of Information Co-ordinator, 1270 Pembroke Street West, Pembroke, Ontario K3A 4G4 613-735-0151.

**School Year Selection**  
To begin registration, select a school year below:  
 2019-2020

At the bottom, there are buttons for 'Previous', 'Next', 'Save', and 'Close'.

## 10) Submit Registration

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



The screenshot shows the 'Submit' registration window. At the top, there is a navigation bar with tabs: Start, Student, Parent/Guardian/Siblings, Additional Information, Select School, Early Years Survey, and Submit. The 'Submit' tab is active. Below the navigation bar, the main content area is titled 'Documentation'. It contains the following text:

**Documentation**  
Required proofs of residency and any other documentation  
You must provide paper forms when you visit your school of **three (3)** of the following for proof of residency:

- Title Evidence\*
- Mortgage Statement\*
- Lease Agreement\*
- Property Tax Bill\*
- Driver's License
- Bank Account Paperwork
- Voter's Registration Card
- Home Insurance Policy
- Home Load Payment Book
- Utility Bill

\* = Preferred

**Done!**  
**Congratulations! You have reached the end of the Registration form.**  
Before submitting, please review the information you have entered by clicking on each tab.  
Note: Once you click the save button you will not be able to edit this form.

At the bottom, there are buttons for 'Previous', 'Next', 'Submit', and 'Close'. The 'Submit' button is highlighted with a red box.

## 11) Print Registration

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

Thank you for completing this online registration.

**Print the form below** and be sure to sign both lines at the end of the report.

The next step is for the school to review and accept the registration. **You will receive an email notification when your registration has been accepted.**

After you receive the notification that your registration has been accepted, you will then need to bring this signed form along with the required proofs of residency to your assigned school.

Name	Description	Print
Portal Registration Form		<input checked="" type="checkbox"/>