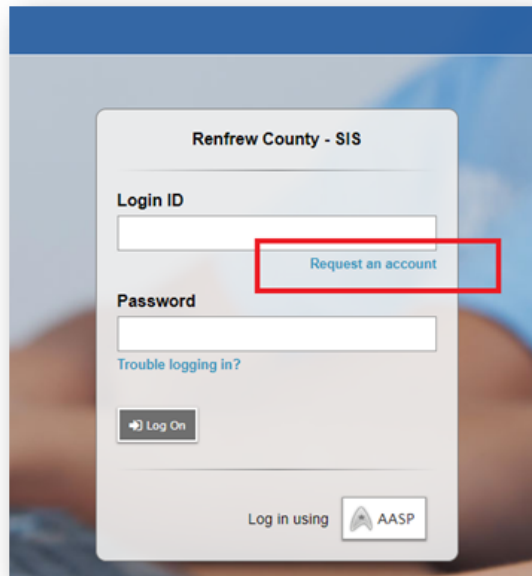


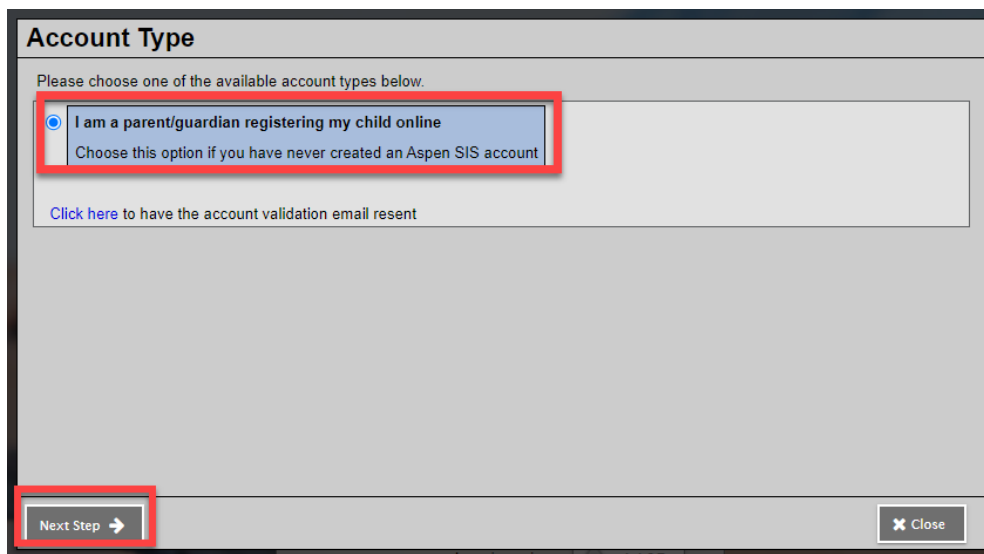
## 1) Launch Aspen

Open <https://rcdsb.myontarioedu.ca/> in a web browser. Please note, mobile devices such as cell phones and tablets are not supported by this application at this time. Please use a desktop computer, laptop or Chromebook.  
Click **Request an account**.



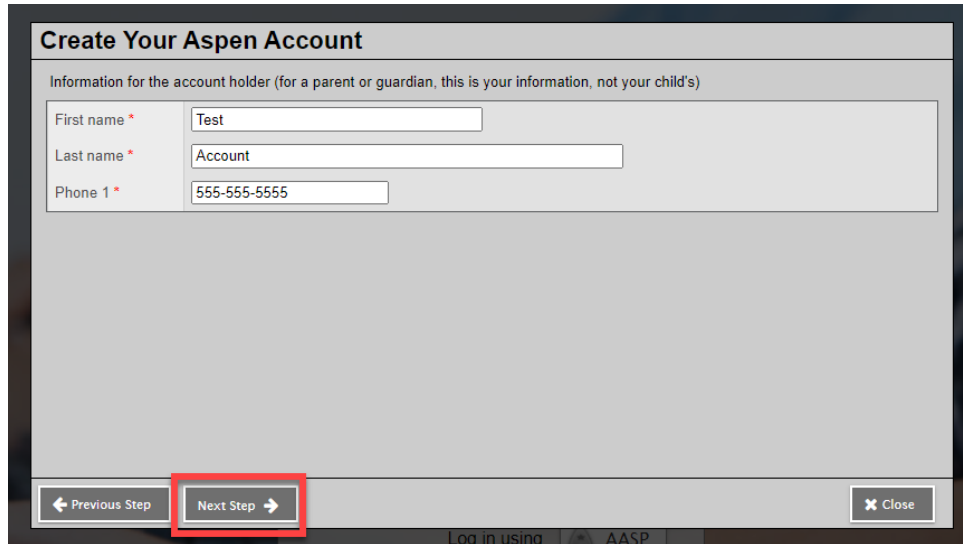
## 2) Account Type

Select **I am a parent/guardian registering my child**.  
Click **Next Step**.



### 3) Create Your Aspen Account

Fill in the requested fields for personal information (First name, Last name and Phone 1).  
Click **NEXT STEP**.



**Create Your Aspen Account**

Information for the account holder (for a parent or guardian, this is your information, not your child's)

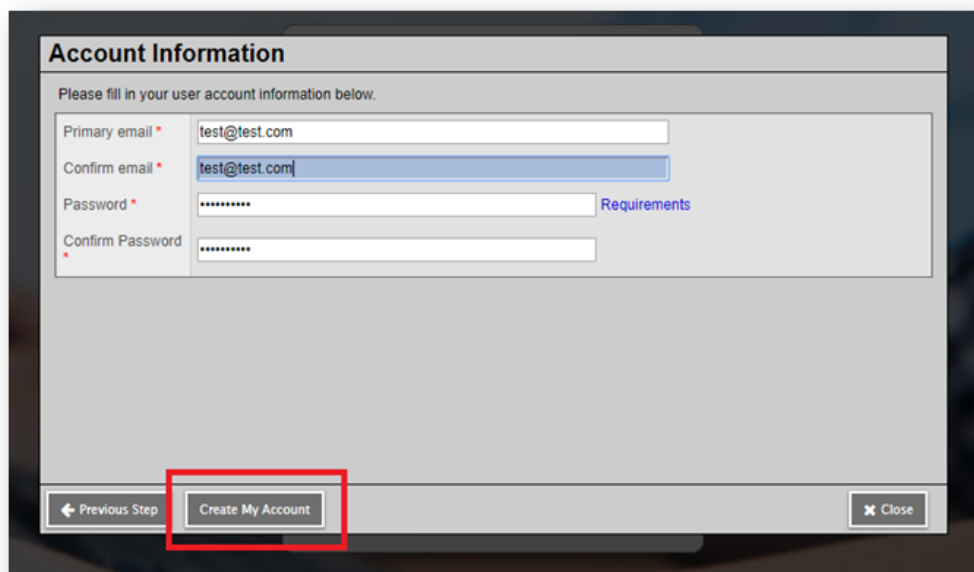
First name *	<input type="text" value="Test"/>
Last name *	<input type="text" value="Account"/>
Phone 1 *	<input type="text" value="555-555-5555"/>

← Previous Step **Next Step** → Close

Log in using \* AASP

### 4) Account Information

Fill out the requested fields for Account Information. The minimum password length is 6 characters.  
Click **Create My Account**.



**Account Information**

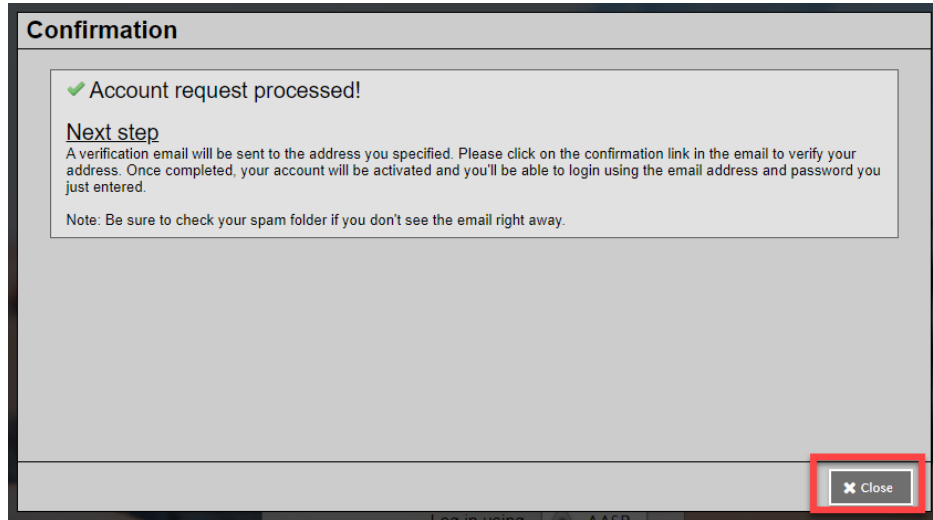
Please fill in your user account information below.

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="*****"/>

← Previous Step **Create My Account** Close

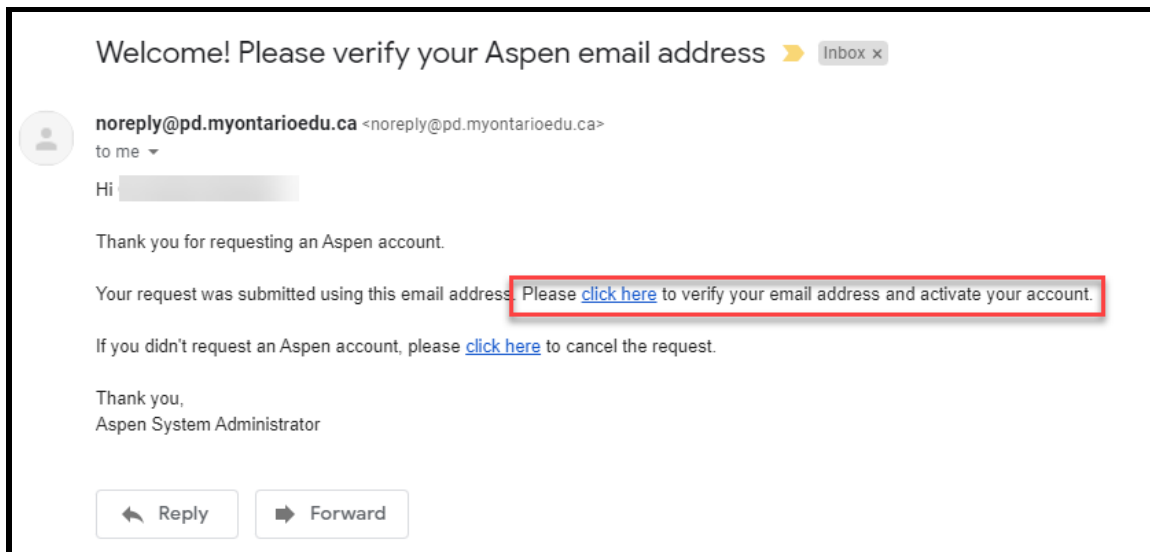
## 5) Confirmation

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



## 6) Verification Email

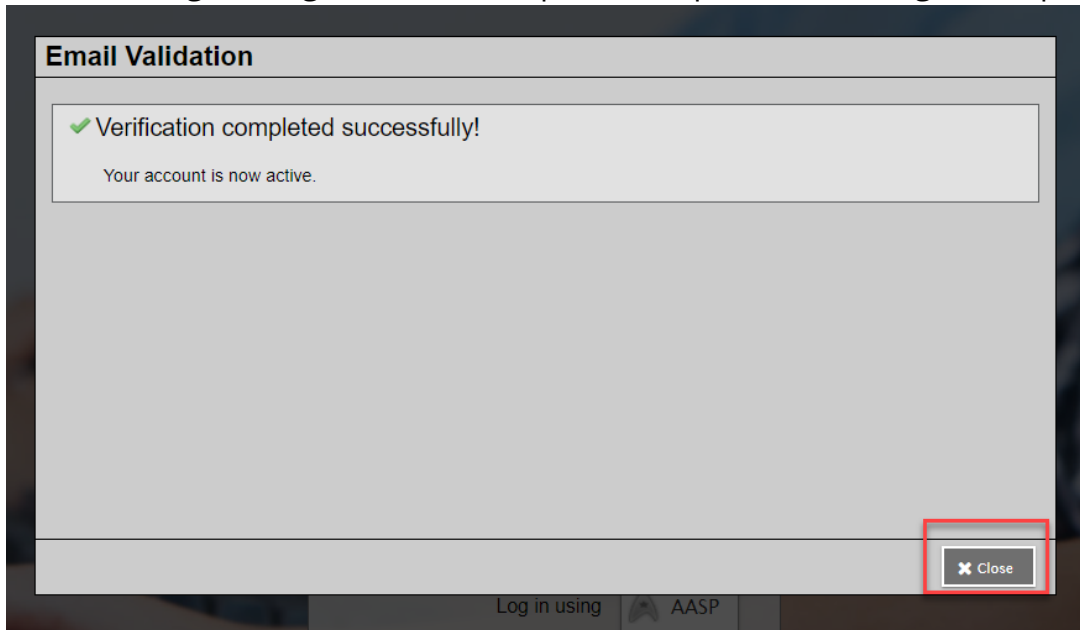
You will receive a verification email within a few minutes of creating your account. You may need to check your spam/junk folder. Click on the link to verify your email address and activate your account.



## 7) Email Validation

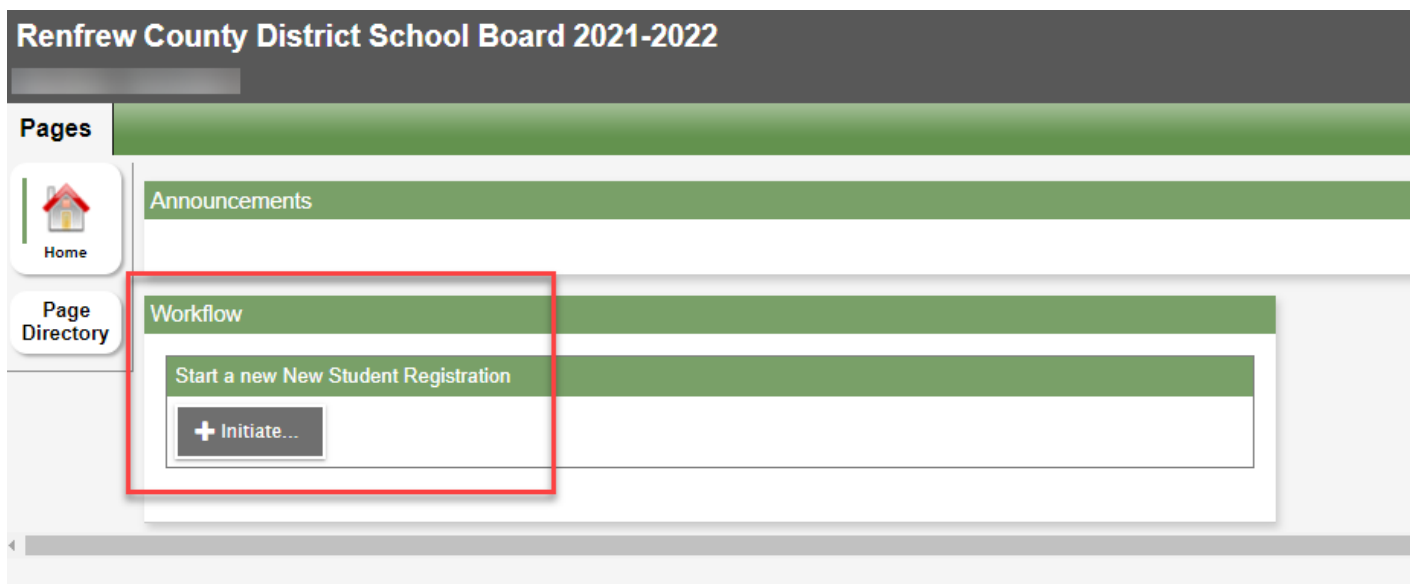
After clicking the link in your email, you should receive confirmation that your verification was completed successfully.

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



## 8) Initiate Workflow

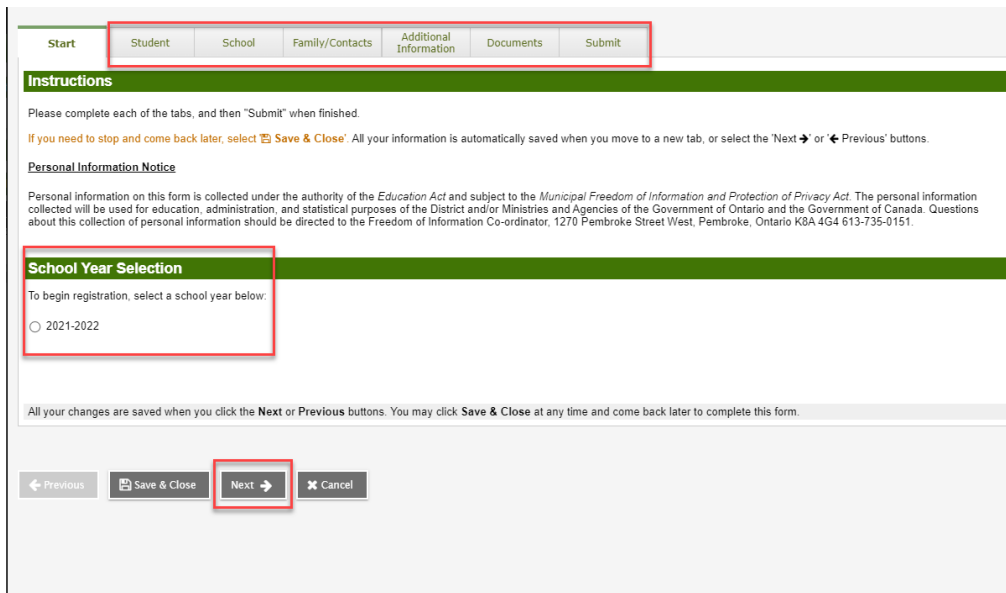
Once logged in, navigate to the Workflow > Start a new New Student Registration section and click **Initiate...**



## 9) Complete Registration

The registration window will open.

The Start tab will be the first screen you see. Select a school year and then click **Next** or select a tab at the top to move to the next section.



**Start** Student School Family/Contacts Additional Information Documents Submit

**Instructions**

Please complete each of the tabs, and then "Submit" when finished.

If you need to stop and come back later, select **Save & 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 K8A 4G4 613-735-0151.

**School Year Selection**

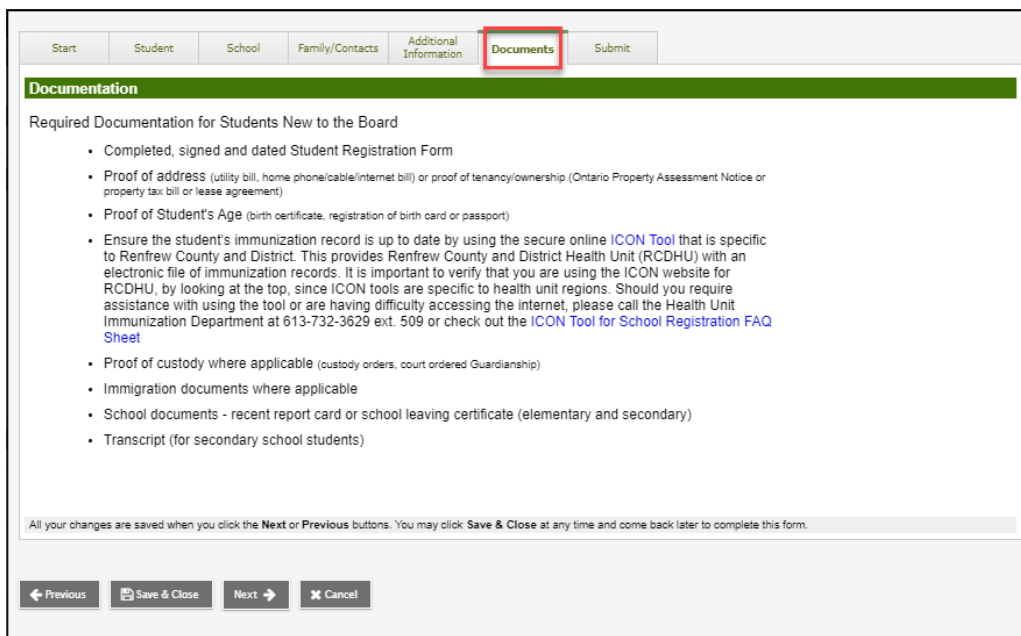
To begin registration, select a school year below:

2021-2022

All your changes are saved when you click the **Next** or **Previous** buttons. You may click **Save & Close** at any time and come back later to complete this form.

← Previous Save & Close **Next →** ✕ Cancel

The Documents tab will remind you of the documentation that is required to complete the registration. You will not be permitted to upload these documents. Please make an appointment at your school to sign the registration form and present the original documentation.



Start Student School Family/Contacts Additional Information **Documents** Submit

**Documentation**

Required Documentation for Students New to the Board

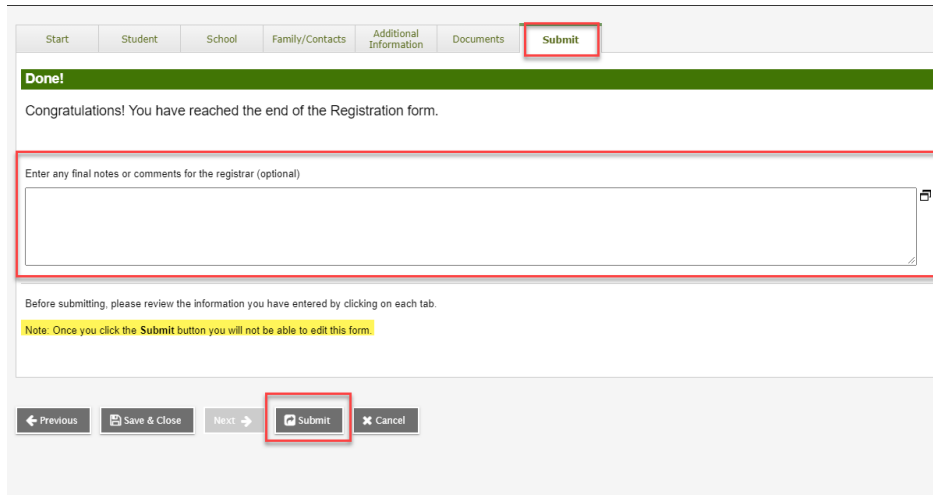
- Completed, signed and dated Student Registration Form
- Proof of address (utility bill, home phone/cable/internet bill) or proof of tenancy/ownership (Ontario Property Assessment Notice or property tax bill or lease agreement)
- Proof of Student's Age (birth certificate, registration of birth card or passport)
- Ensure the student's immunization record is up to date by using the secure online [ICON Tool](#) that is specific to Renfrew County and District. This provides Renfrew County and District Health Unit (RCDHU) with an electronic file of immunization records. It is important to verify that you are using the ICON website for RCDHU, by looking at the top, since ICON tools are specific to health unit regions. Should you require assistance with using the tool or are having difficulty accessing the internet, please call the Health Unit Immunization Department at 613-732-3629 ext. 509 or check out the [ICON Tool for School Registration FAQ Sheet](#)
- Proof of custody where applicable (custody orders, court ordered Guardianship)
- Immigration documents where applicable
- School documents - recent report card or school leaving certificate (elementary and secondary)
- Transcript (for secondary school students)

All your changes are saved when you click the **Next** or **Previous** buttons. You may click **Save & Close** at any time and come back later to complete this form.

← Previous Save & Close **Next →** ✕ Cancel

## 10) Submit Registration

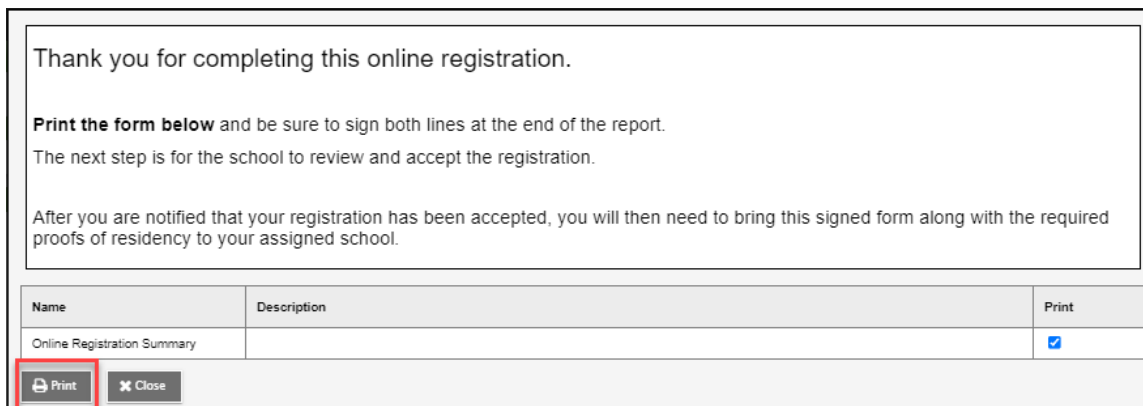
After providing the information requested under all of the tabs, advance to the final tab called **SUBMIT**. Enter any final notes or comments for the registrar and click the **SUBMIT** button at the bottom of the screen. Note, once submitted you will not be able to edit this form.



The screenshot shows a multi-tabbed interface with tabs for Start, Student, School, Family/Contacts, Additional Information, Documents, and Submit. The Submit tab is active and highlighted with a red box. Below the tabs is a green banner that says "Done! Congratulations! You have reached the end of the Registration form." Below this is a text area for "Enter any final notes or comments for the registrar (optional)". A yellow note states: "Note. Once you click the Submit button you will not be able to edit this form." At the bottom, there are navigation buttons: Previous, Save & Close, Next, Submit (highlighted with a red box), and Cancel.

## 11) Print Registration

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



The screenshot shows a confirmation page with the following text: "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. After you are notified 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." Below the text is a table with three columns: Name, Description, and Print. The table contains one row: "Online Registration Summary" with a checked box in the Print column. At the bottom left, there are two buttons: "Print" (highlighted with a red box) and "Close".

Name	Description	Print
Online Registration Summary		<input checked="" type="checkbox"/>