

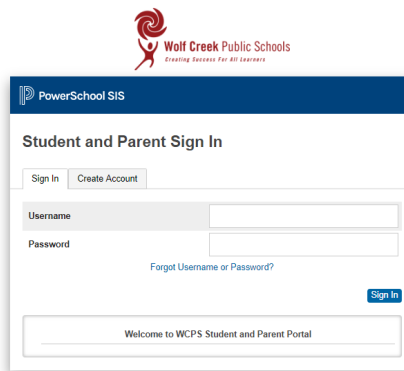
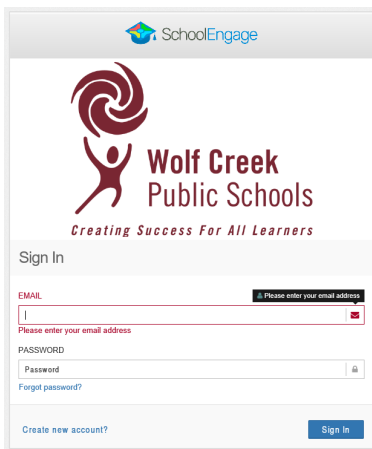
**These instructions are for New Student Registrations.  
Returning Student Profile forms will be sent to parents the first week of September.**

*SchoolEngage is a communication tool that interacts between students, parents and school. Key functionality includes on-line forms that provide a user-friendly means to register new students, complete forms for existing students as well as validate and update current information.*

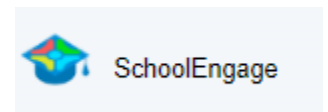
*SchoolEngage provides greater accessibility and flexibility for parents to register their children, update student information, as well as complete forms required by the school or district.*

There are a couple ways to access SchoolEngage, to register for school;

- New family to Wolf Creek Public Schools**, click on the link to SchoolEngage <https://wolfcreek.schoolengage.ca/#/login> and Create new account.
  - If parents are returning to register (example: you had a student in WCPS 2 years ago) you will get a message "Email address already exists". You would then use that email address. If you don't remember the password, click on "Forgot Password?".
  - Once your account is created you will receive an email, you must open the email and validate the registration in order to be able to continue to SchoolEngage registration.
- Sign into your existing PowerSchool Parent Portal account (that you had set up for other children in your family)**, click on the link <https://wolfcreek.powerschool.com/public/home.html> or follow the links on your school's webpage.



Sign into your existing PowerSchool Parent Portal account and click on the SchoolEngage icon in the left side menu.

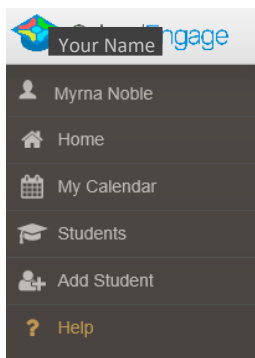


## SchoolEngage Home Page

Once logged into SchoolEngage, the system will default to the Home Page

## Navigation Bar

The Navigation Bar is available SchoolEngage icon—log out or make the application full screen on



Your Name—changing your email here will not update your Parent Portal account, only the SchoolEngage profile

Home—will return you to the Home Page

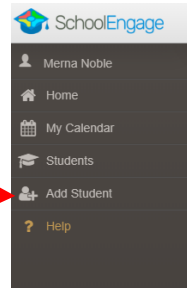
My Calendar—upcoming events

Students—menu of your existing students

Add Student—adding new students to your existing SchoolEngage account

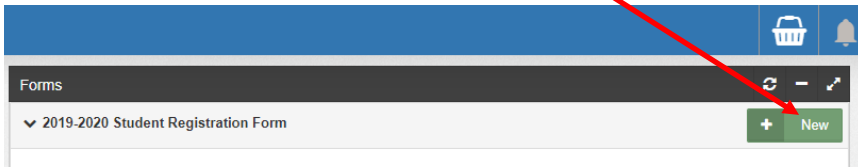
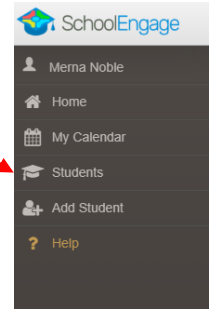
Help—detailed instructions and screenshots on how to use SchoolEngage

For a new student, click **Add Student** in the left menu. Fill in student's Names and Date of Birth



Once you have added the new student, click on **Students** and find this student in the list.

Once you click on this new student, you will see the **2019-2020 Student Registration Form**. Click **New** and begin completing the form.



### Tips for completing your Student Registration form

- Use the > arrows in the top corner to proceed to the next page of the form
- There are some fields that are mandatory and you will not be permitted to progress to the next page until they are completed. The fields will be highlighted in **Red**.
- Some fields have a specific format, such as phone numbers 403-555-5555 or postal codes X1X 1X1
- **Red X** on the right side of a box shows an error in a field. You can click on the **X** to clear the data and continue or re-enter the data correctly.
- To go back to the previous screen, you can use the page numbers, but only if you have completed the mandatory information on that page.
- Completion status is displayed at the top of the page.
- Data is automatically saved as each step is completed. A form can be started and completed at a later time.
- A form cannot be submitted until you reach the last page upon which you will have an option to submit.
- A form which you save but not submit will generate a notification email to your email that the form is still not submitted. The school will not be able to view the form until you submit it.
- Alberta Education requires that all districts have certain legal documentation on file for students in order to receive funding. If your form requires a document or documents, the system will display the page *Document Uploading* and include a listing of the documents to be provided. You will select the type of document from a dropdown list and then select *Browse* to locate the file to be uploaded. These documents could be uploaded as files (scanned documents) or images (photos of the documents). If a document is not loaded during the initial completion of the form, it can still be added after the form is submitted. Some applications will not be processed until the required documentation is submitted to the school.
- If you need assistance, please contact the Admin Assistant at the school you are registering at.