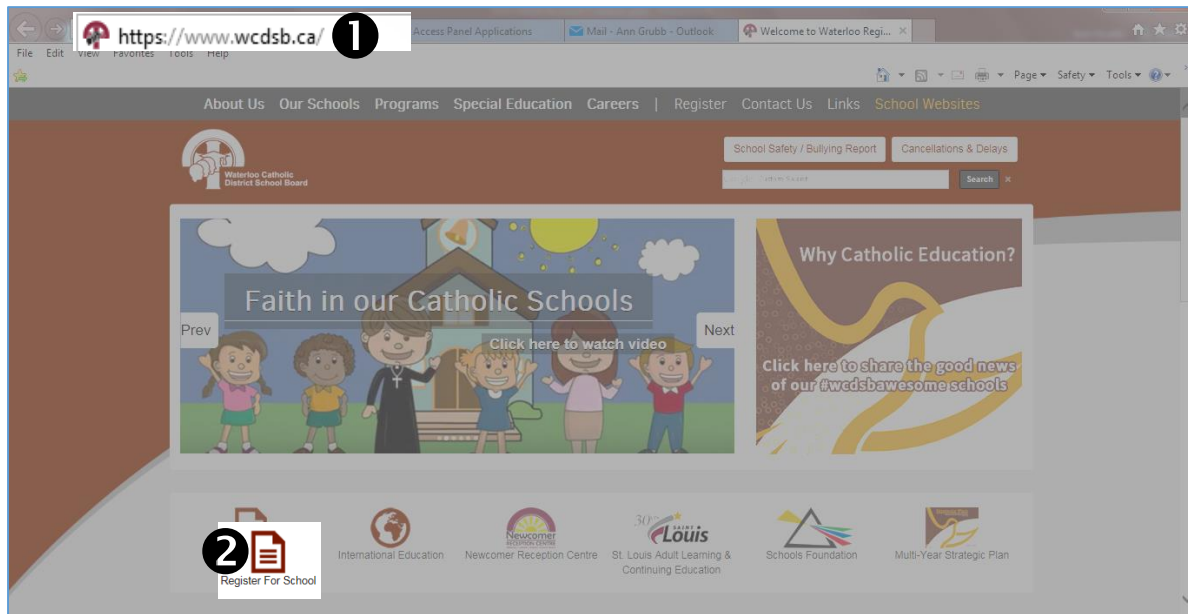


Outlined below is the process to access the Online Registration web page, create an account and register a student **who is new to the Waterloo Catholic District School Board**.

Accessing the Online Registration Site

1. Navigate to the **WCDSB** home page (URL: www.wcdsb.ca)
2. Click on: **Register for School**
3. Choose either: **Kindergarten, Grades 1-8** or **Secondary Registration > Registration Options** tab
4. Go to the Online Registration Login page by clicking on the **Online Registration** button

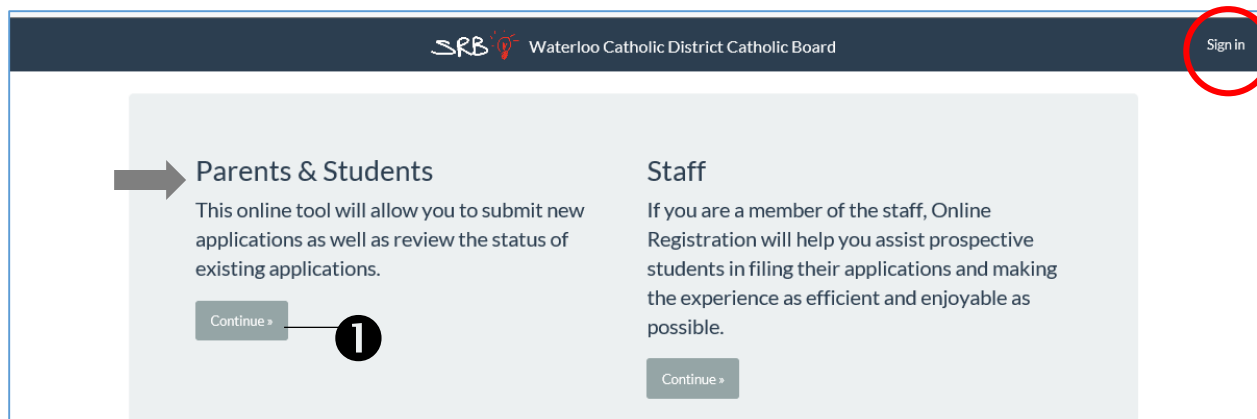


Note: you can go directly to the Online Registration Login page by typing the URL: register.wcdsb.ca

First Time Access – Creating a Parent Account

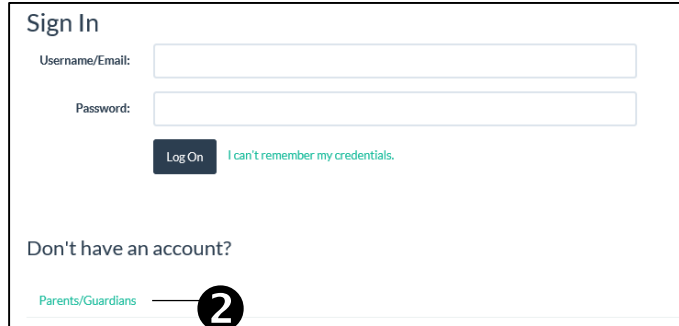
You will first need to create an account. After using one of the methods above to access the Online Registration web page:

1. At the *WCDSB Online Registration* screen, under the *Parents & Students* heading, click: **Continue** button (or click: **Sign in** at the top right)



Note: Access will be denied if Parents or Students attempt to enter the *Staff* area.

- At the main login page, under *Don't have an account?* heading, click:
Parents/Guardians



Sign In

Username/Email:

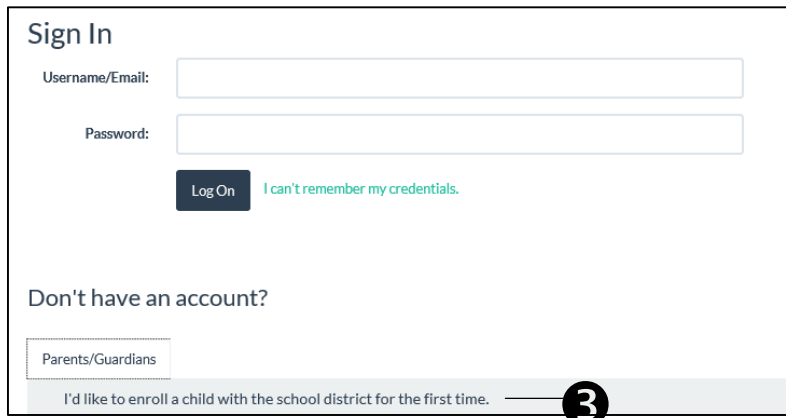
Password:

[I can't remember my credentials.](#)

Don't have an account?

[Parents/Guardians](#) — **2**

- Click: **I'd like to enroll a child with the school district for the first time**



Sign In

Username/Email:

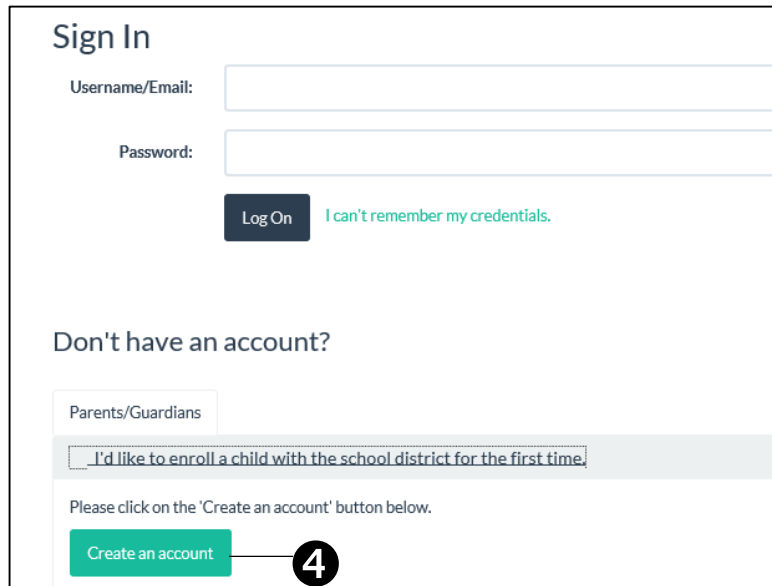
Password:

[I can't remember my credentials.](#)

Don't have an account?

— **3**

- Click: **Create an Account**



Sign In

Username/Email:

Password:

[I can't remember my credentials.](#)

Don't have an account?

— **3**

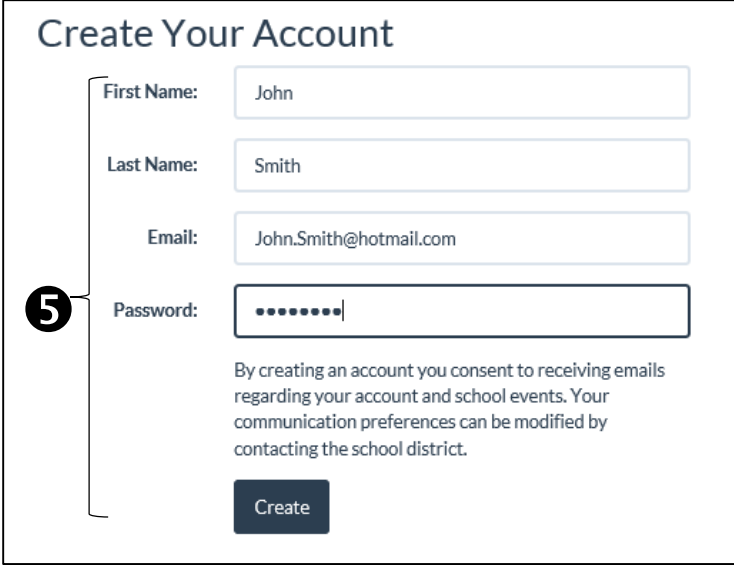
Please click on the 'Create an account' button below.

— **4**

5. Enter:

- **First Name**
- **Last Name**
- **Email address**
- **Password**
- Click: **Create** button

A confirmation email will be sent to the email address entered.



Create Your Account

First Name: John

Last Name: Smith

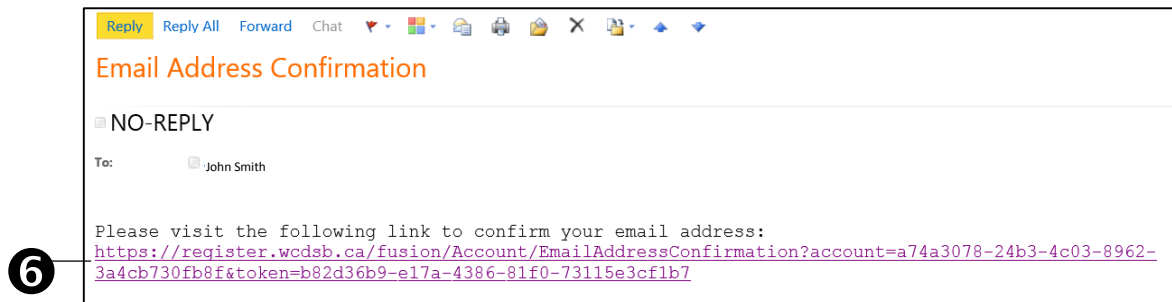
Email: John.Smith@hotmail.com

Password:

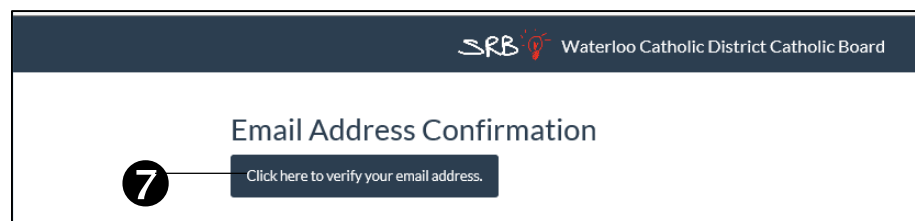
By creating an account you consent to receiving emails regarding your account and school events. Your communication preferences can be modified by contacting the school district.

Create

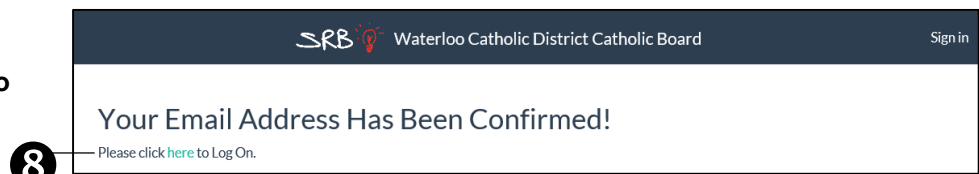
6. **Open the confirmation email message** that you receive and **click on the link**



7. To confirm the account, click: **Click here to verify your email address** button

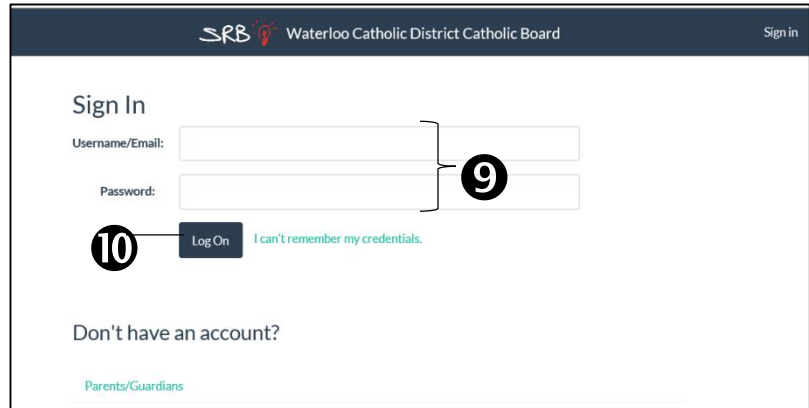


8. To log on, click: **Please click here to Log On**



- You will be taken back to the main login page. **Enter your email and password** from Step # 5 above.

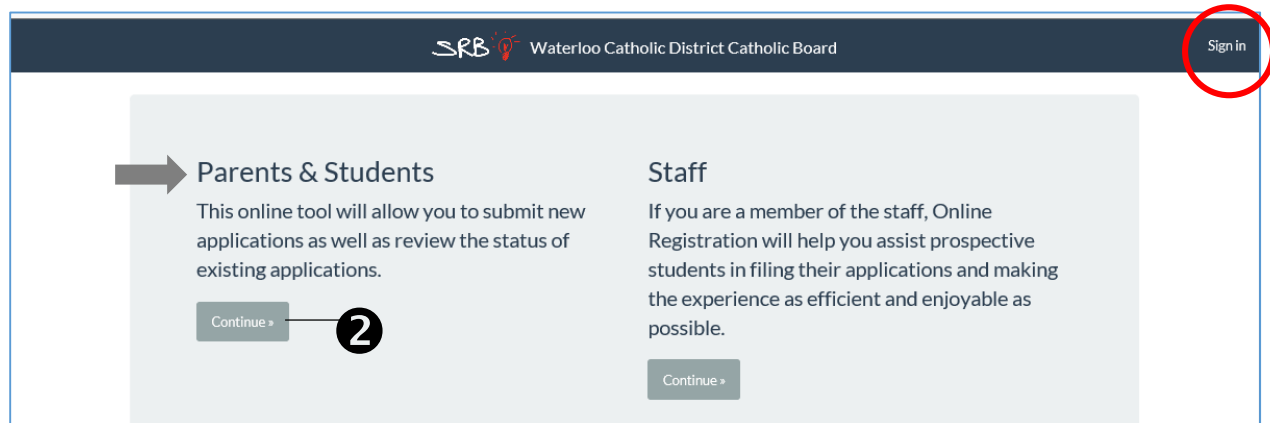
- Click: **Log On** button



Ongoing Access to Online Registration

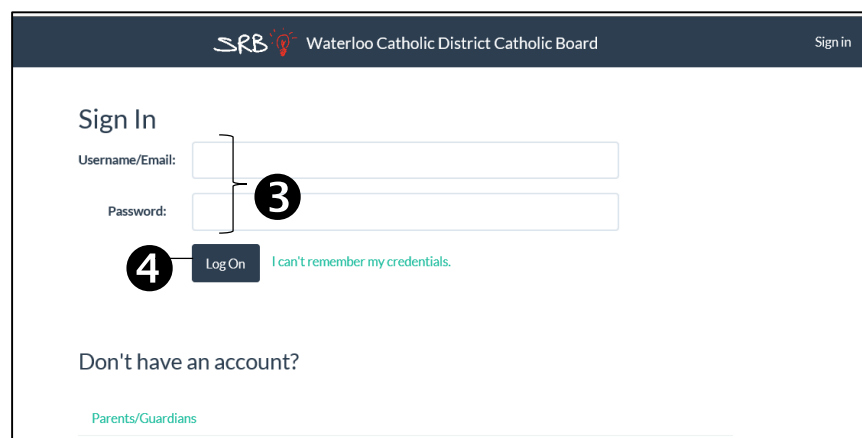
Once an account has been created, you can access the Online Registration Form as often as needed.

- Use the same link from the School Website, [or use the URL: register.wcdsb.ca] to open the Online Registration webpage.
- Under the *Parents & Students* heading, click: **Continue** button (or click: **Sign in** at the top right)



Note: Access will be denied if Parents or Students attempt to enter the *Staff* area.

- Enter: **email and password**
- Click: **Log On** button



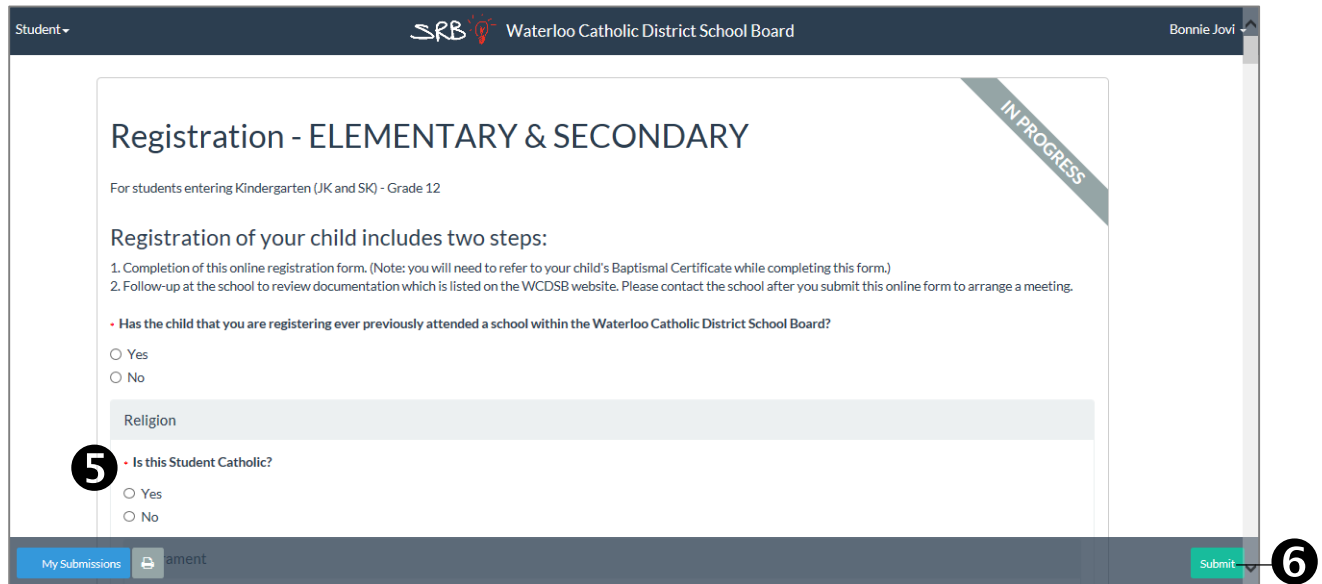
Registering a Student

1. After logging on, you will see the Submission screen.
2. If you had already started a registration, you would see an entry in the *On-Going Submissions* list. The name of the child and status of the registration would be displayed (i.e. In Progress, Submitted, etc.). To proceed with the registration, click: **Continue**

3. To begin a **new** registration, in the *Available Forms* section, click: **Start** button



4. **Enter the student's information.**
5. Fields marked with a red asterisk are mandatory.

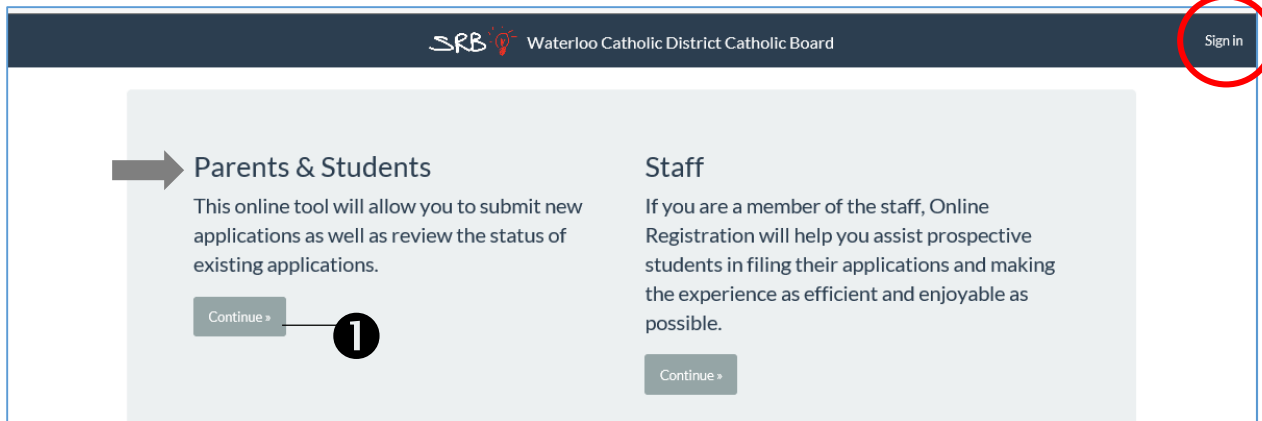


6. When you reach the bottom of the form and have entered all of the student's information, click: **Submit** (to send the registration form to the school for review and approval). At this point, you will no longer be able to edit or modify the registration.

You will receive an email asking you to contact the school to make an appointment and a list of documents required for the appointment will be indicated.

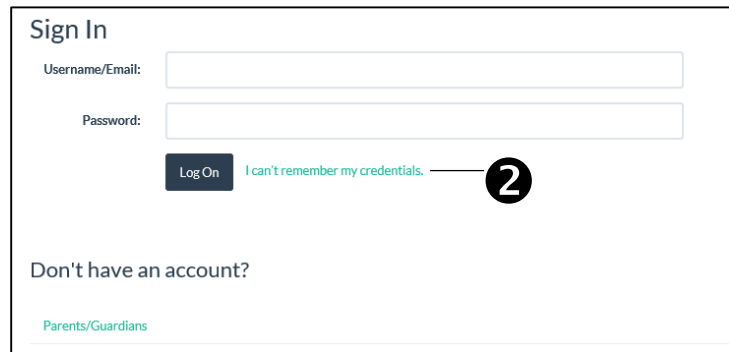
Forgotten Your Password?

1. At the *WCDSB Online Registration* screen, under the *Parents & Students* heading, click: **Continue** button (or click: **Sign in** at the top right)



The screenshot shows the top navigation bar with the SRB logo and 'Waterloo Catholic District Catholic Board'. On the right, a 'Sign in' button is circled in blue. The main content area has two columns: 'Parents & Students' and 'Staff'. Under 'Parents & Students', there is a 'Continue >' button with a circled '1' next to it. Under 'Staff', there is also a 'Continue >' button.

2. At the main login page, click: **I can't remember my credentials**

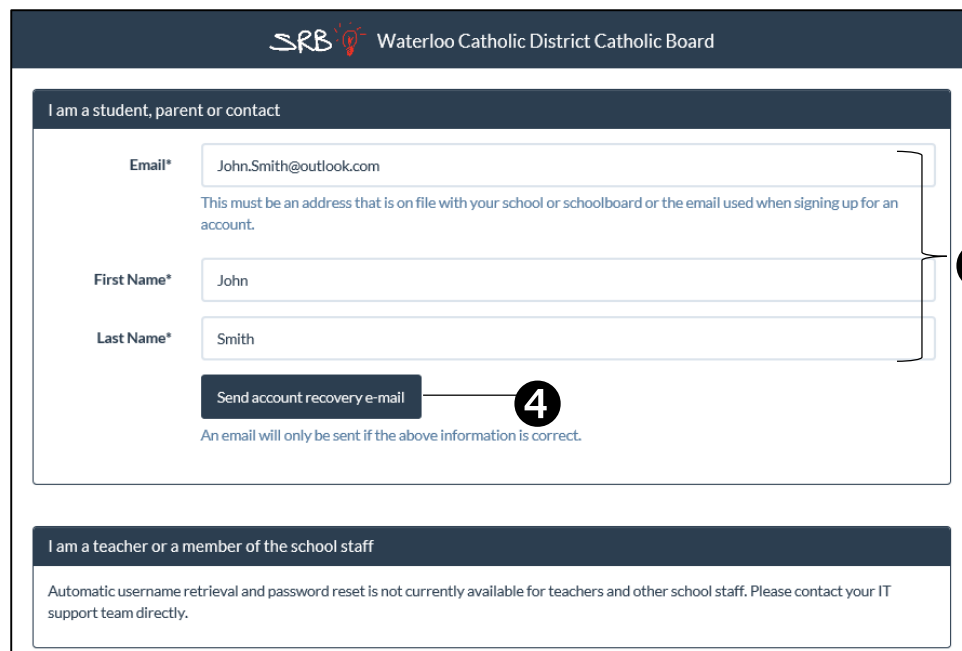


The screenshot shows the 'Sign In' page with fields for 'Username/Email' and 'Password'. Below the password field is a 'Log On' button and a link that says 'I can't remember my credentials.' with a circled '2' next to it. At the bottom, there is a link for 'Parents/Guardians'.

3. Enter your: **Email address, First Name, Last Name**

4. Click: **Send account recovery email** button

An email will be sent to the address with a reset password.



The screenshot shows the account recovery page. It has a header 'I am a student, parent or contact' and a form with three fields: 'Email*' (containing 'John.Smith@outlook.com'), 'First Name*' (containing 'John'), and 'Last Name*' (containing 'Smith'). A note below the email field says 'This must be an address that is on file with your school or schoolboard or the email used when signing up for an account.' Below the form is a 'Send account recovery e-mail' button with a circled '4' next to it. A note below the button says 'An email will only be sent if the above information is correct.' On the right side, a circled '3' is next to the form fields. At the bottom, there is a section for 'I am a teacher or a member of the school staff' with a note that automatic username retrieval and password reset is not currently available for teachers and other school staff.