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](http://www.wcdsb.ca))
2. Click on: Register
3. Choose either: Kindergarten, Elementary or Secondary Registration
4. Click: Registration Options tab (for Kindergarten and Elementary; not applicable for Secondary)
5. Click: Online Registration

**Note:** you can go directly to the Online Registration Login page by typing the URL: [register.wcdsb.ca](http://register.wcdsb.ca)

**First Time Access – Creating a Parent Account**

You will first need to create an account. Follow the instructions above to access the Online Registration web page:

1. At the Sign In screen, under the Don't have an account? section, click: Parents/Guardians link
2. Click: *I'd like to enroll a child with the school district for the *first* time*

3. Click: **Create an Account**

4. Enter:
   - First Name
   - Last Name
   - Email address
   - Password

5. Click: **Create** button

6. You will see a message that an email confirmation has been sent to your Inbox.
7. Open the confirmation email message that you receive and click on the link.

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

9. To return to the Sign In screen, click: Please click here to Log On

10. You will be taken back to the Sign In page. Enter your email and password from Step #4 above.

11. Click: Log On button
Forgotten Your Password?

If you have already created an account but forget your password, you can do the following to log in:

1. At the WCDSB Sign In screen, click: **Forgot your credentials?** link

![Sign In Form]

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

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

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

![Account Recovery Email]
Ongoing Access to Online Registration

Once you have created your account, you can access the Online Registration Form as often as needed.

1. Use the Registration link on the Board Website, [or use the URL: register.wcdsb.ca] to open the Online Registration webpage.

2. Enter: **email** and **password**

3. 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 registration information** (fields marked with an asterisk are mandatory)

5. When you reach the bottom of the form and have entered all of the student’s information, send the registration form to the school for review and approval by clicking: **Submit** button. 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.

6. If, for any reason, you wish to retract the registration, click: **Withdraw** button.