



## Online Registration Parent Process

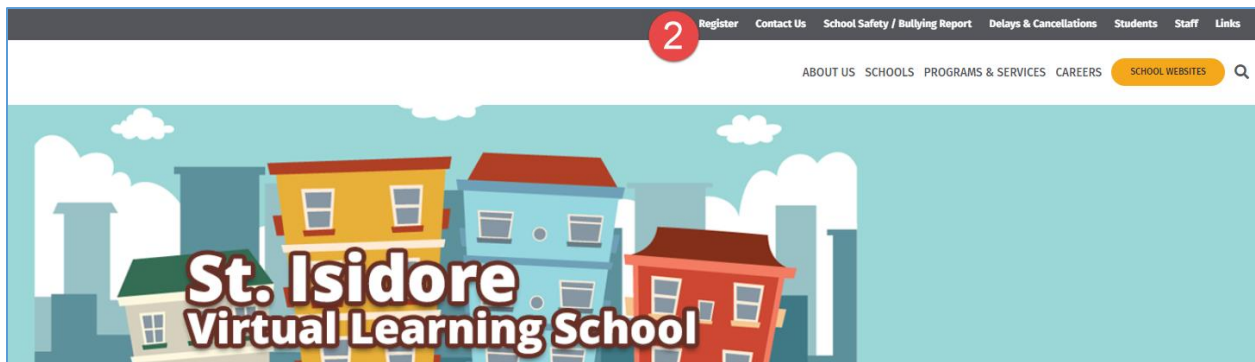
Outlined below is the process to access the Online Registration web page and create an account in order to register a student **who is new to the Waterloo Catholic District School Board (WCDSB)**.

### ACCESSING THE ONLINE REGISTRATION SITE

Use **one** of the following methods to access the Online Registration form:

#### Method 1:

1. **Navigate to the WCDSB home page** (URL: <https://www.wcdsb.ca>)
2. Click on: **Register**



3. Choose either: **Kindergarten, Elementary** or **Secondary Registration**

#### Method 2:

Go directly to the Online Registration Login page by typing the URL: <https://wcdsb.myontarioedu.ca>



## FIRST TIME USERS

If you have never enrolled a child with the WCDSB, you will first need to create an account as described below. After following the instructions above to access the Online Registration web page, do as follows:

1. At the **Sign In** screen, click: **Request an account** button

Waterloo Catholic - SIS

Login ID

Password

1 Request an account

Trouble logging in? I forgot my password

Log On

Log in using AASP

2. On the next screen, click: **I am a parent/guardian registering my child online**
3. Click: **Next Step** button

Account Type

Please choose one of the available account types below.

I am a parent/guardian registering my child online  
Choose this option if you have never created an Aspen SIS account

2

[Click here to have the account validation email resent](#)

Next Step → 3

Close



4. Where indicated, enter your: **name, address, phone**

**Create Your Aspen Account**

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

First name \* Bonnie  
Last name \* Jovi  
Address line 1 \* 123 New Jersey Street  
Address line 2 \*  
City \* Waterloo  
Province \* ON  
Postal code \* N1A M2B  
Phone 1 \* 519-111-2222

← Previous Step Next Step → 5 Close

5. Click: **Next Step** button

6. On the next screen: **Enter your account information**, i.e.: email address, password, security question details

**Note:** Your password must contain a mix of upper and lower case letters.

**Account Information**

Please fill in your user account information below.

Primary email \* bonnie.jovi@outlook.com  
Confirm email \* bonnie.jovi@outlook.com  
Password \* Requirements  
Confirm Password \*  
Security question \* Who is your favorite actor, musician, or artist? ▾  
Security answer \*  
Confirm answer \*

← Previous Step Create My Account → 7 Close

7. Click: **Create My Account** button

8. You will see a message that an email confirmation has been sent to your Inbox. Click: **Close** button

**Confirmation**

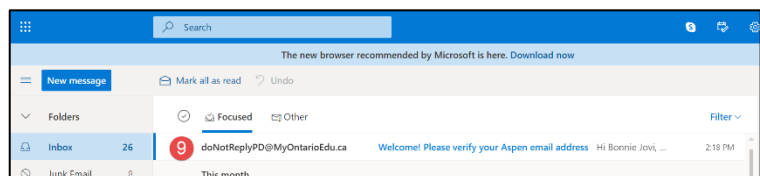
✓ Account request processed!

**Next step**  
A verification email will be sent to the address you specified. Please click on the confirmation link in the email to verify your address. Once completed, your account will be activated and you'll be able to login using the email address and password you just entered.

Note: Be sure to check your spam folder if you don't see the email right away.

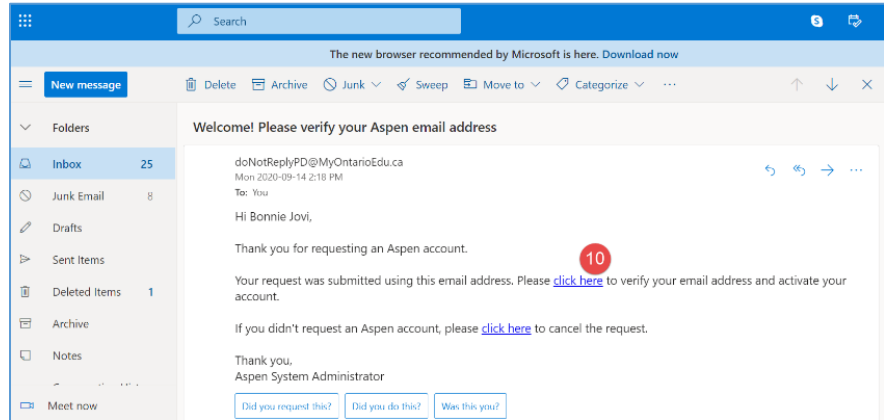
8 Close

9. **Open your email program > Open the email message**

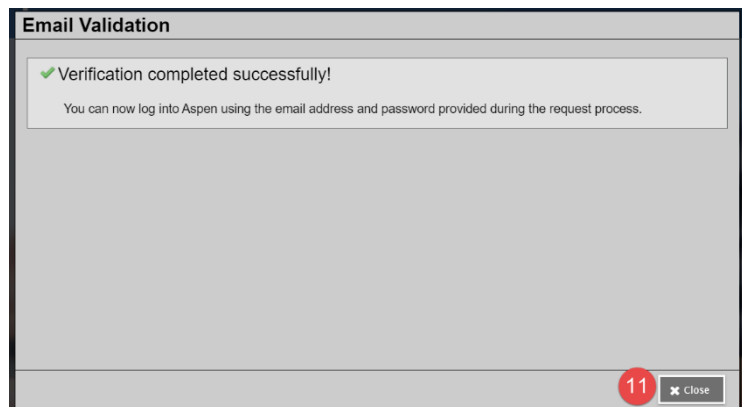




10. Within the email message: Click on the 'click here' link



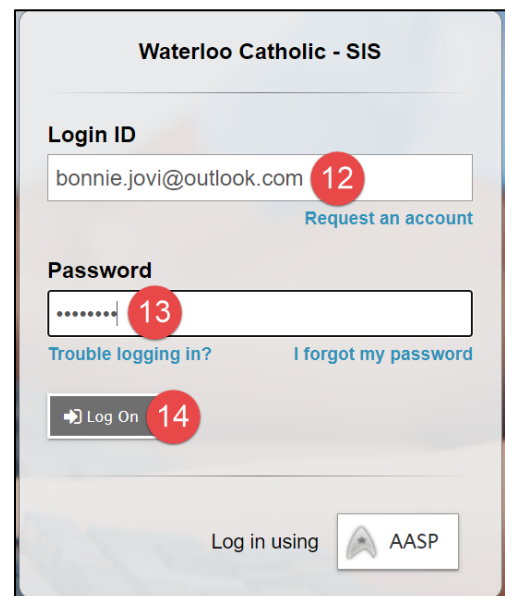
11. Your email will be validated. Click: **Close** button



12. The login screen will once again be displayed. **Enter your email address** (as entered in Step 6 above)

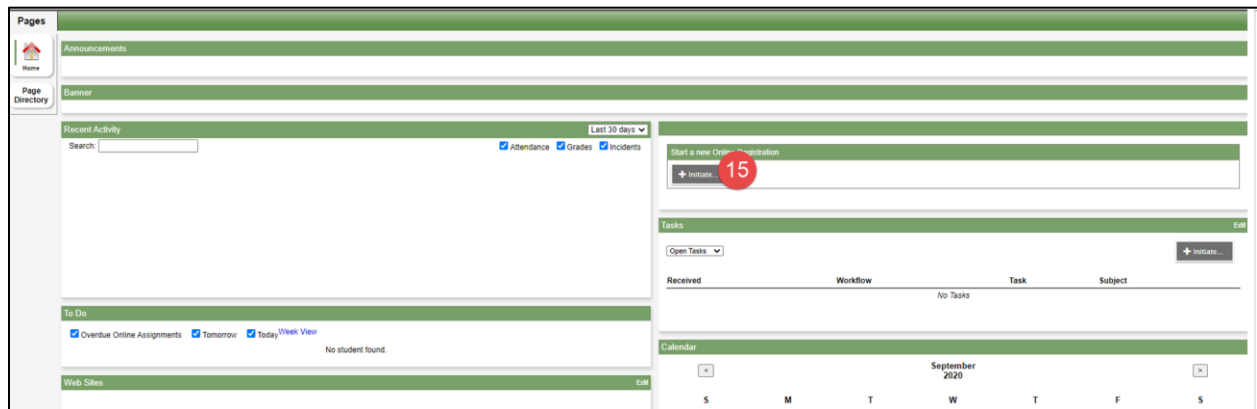
13. **Enter your password** (as entered in Step 6 above)

14. Click: **Log On** button





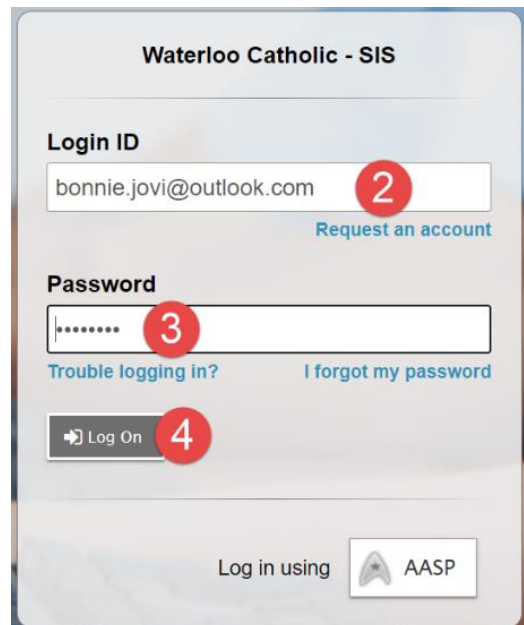
15. To begin the registration, click: **+Initiate** button



## LOGGING IN WITH AN EXISTING ACCOUNT

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: <https://wcdsb.myontarioedu.ca>) to open the Online Registration webpage.
2. At the login screen, enter: **Your email address**
3. Enter: **Your password**
4. Click: **Log On** button





## **FORGOTTEN YOUR PASSWORD?**

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

1. Use the Registration link on the Board Website, (or use the URL: <https://wcdsb.myontarioedu.ca>) to open the Online Registration webpage.
2. At the login screen, enter: **Your email address**
3. Click: **I forgot my password**

Waterloo Catholic - SIS

Login ID  
bonnie.jovi@outlook.com **2**  
[Request an account](#)

Password  
\*\*\*\*\* **3**  
[Trouble logging in?](#) [I forgot my password](#)

Log On

Log in using AASP

**If you're experiencing difficulties accessing your Aspen Parent account, please email us at [olrhel@wcdsb.ca](mailto:olrhel@wcdsb.ca) using your registration email address.**