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](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://wcdb.myontarioedu.ca](https://wcdb.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

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

3. Click: **Next Step** button
4. Where indicated, enter your: **name, address, phone**

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.

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

9. **Open your email program** > **Open the email message**
10. Within the email message: Click on the ‘click here’ link

![Email validation message](image)

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

![Email validation](image)

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](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://wcdb.myontarioedu.ca) to open the Online Registration webpage.

2. At the login screen, enter: **Your email address**

3. Click: **I forgot my password**

If you're experiencing difficulties accessing your Aspen Parent account, please email us at olrhelp@wcdb.ca using your registration email address.