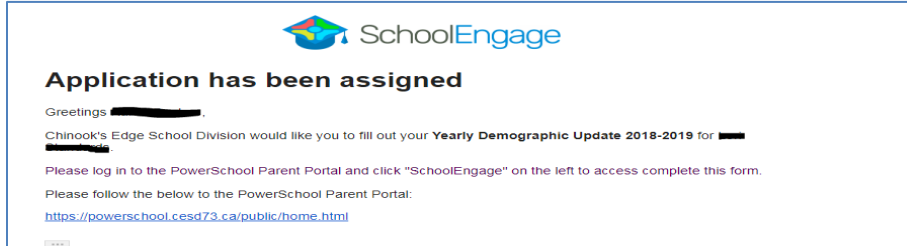


SchoolEngage is a communication tool that interacts between students, parents and school. Key functionality includes on-line forms that provide a user-friendly means to register new students, complete forms for existing students as well as validate and update information.

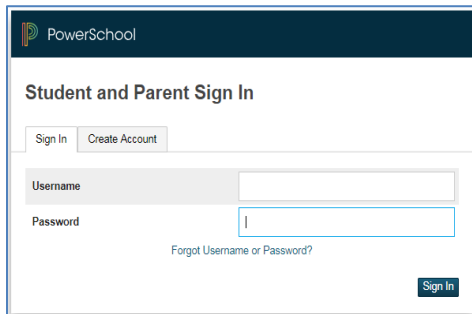
There are a couple of ways to getting to SchoolEngage,

1. Through the email your school sends you telling you that you have a form to fill out as below.

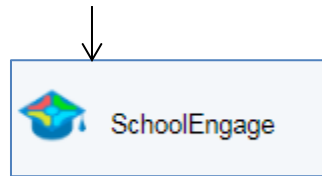


2. Signing into your Parent Portal account, which you can find the link on the CESD Website under Quick links> Parents/Students > PowerSchool

<http://www.cesd73.ca/index.php> or directly to <https://powerschool.cesd73.ca/public/home.html>



Please sign in and look to the bottom left hand side in your menu to find the tab



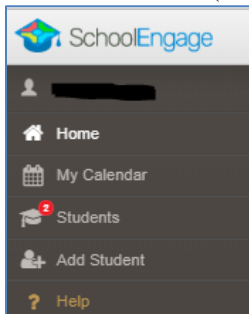
Home Page

Once logged into SchoolEngage the system will default to the Home Page. On the right-hand side of this page are forms that are specific to Parent/Guardian.

Navigation Bar

The Navigation Bar is available in every screen and provides links to the following functions:

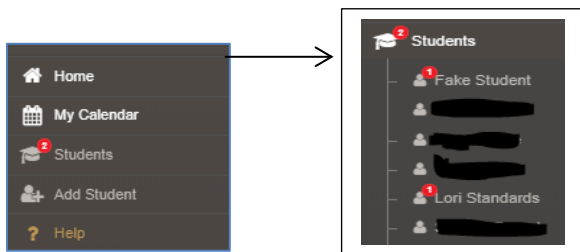
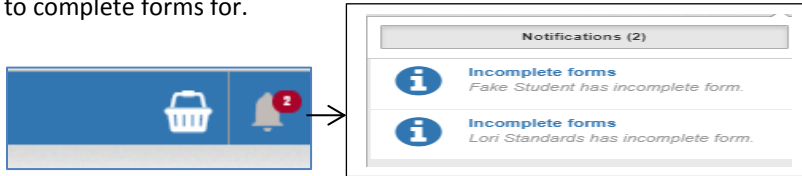
1. User Profile-changing your email here will not update your Parent Portal account only the School Engage profile which you would log in at a different link.
2. Return to the Home Page
3. Calendar of Events (feature coming soon)
4. Menu of Existing Students
5. Add New Students (Please do not use the school will add your students to your account)



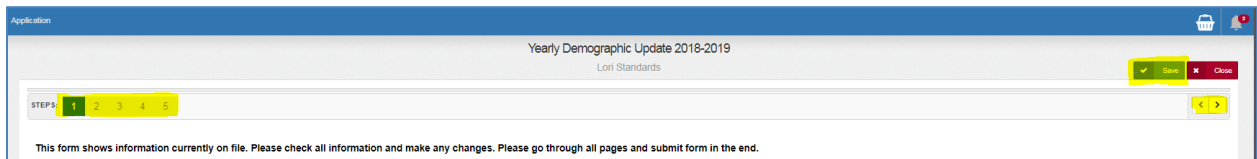
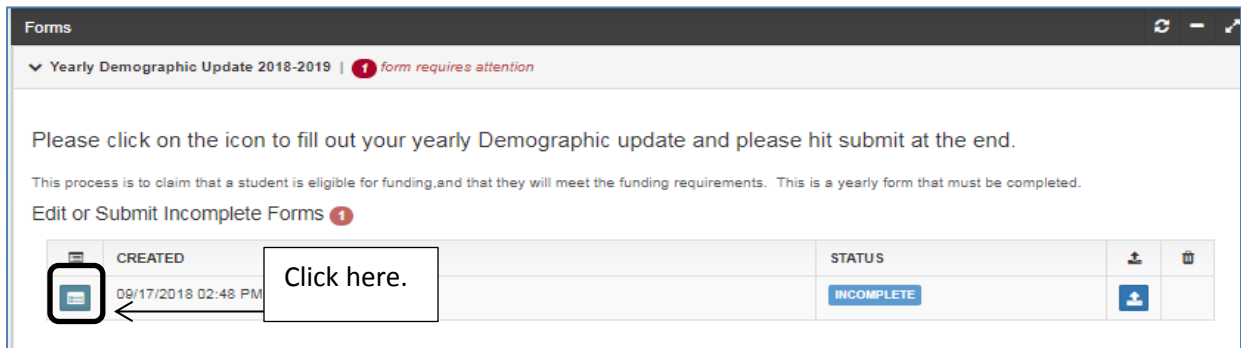
If you click on SchoolEngage Logo in the top left, you have the option to log out, or make the application full screen.

Completing a Form

You can access your forms 2 ways, by the bell in the top right corner or the menu tab on the left hand side under Students. You should see a red icon with how many forms are due. In the case of this example we have 2 students to complete forms for.



Once you click on the Student, you can then see which form is assigned to you. Please click on icon, it will open the form.



Tips for completing your Demographic update

- Use the Arrows in the top corner to proceed to the next page.
- There are a couple of fields that are mandatory and it will not be permitted to progress to the next page until they are completed. The field will be highlighted red.
- Some fields have specific format such as phone numbers etc. 403-555-5555.
- **X** on the right side in the box you are filling means there is a drop down.
- To go back to the previous screen you can use the page numbers, but only if you have completed the mandatory information.

- Make sure to Save when you are finished
- You will then receive an email confirming it was Submitted, Approved and or Unprocessed.

Page one - Student Information

- Legal Name
- AKA Preferred name
- Student Information
- Mailing Address
- Physical Address

Page Two - Resident Information

- Contacts 1 and 2
- Non-Custodial Parent Information
- Emergency Contacts 1,2, and 3

Page 3 - Media

- Media Consent Form

Page 4 – Medical Information/ School Messenger

- Medical Emergency Information
- Non-Emergency Information
- School Messenger Information

Page 5 – Form completion

- Youngest Family Member in School/District
- Aboriginal Declaration
- Parent Guardian email and certify the information to be true.

SAVE you are done

Thank you