Windsor-Essex Catholic District School Board's

Online Registration

Parent/Guardian Process

Welcome to the **Windsor-Essex Catholic District School Board's Online Registration**.

Please use a computer (not mobile device) and follow these steps to sign up for a WECDSB Parent/Guardian account in our secure Aspen Student Information System and register a student who is NEW to WECDSB.

This account is meant to be created by a Parent/Guardian. A valid e-mail address is required to verify your identity when requesting an account. Once the account is created, you will be able to login to the WECDSB Online Registration process.
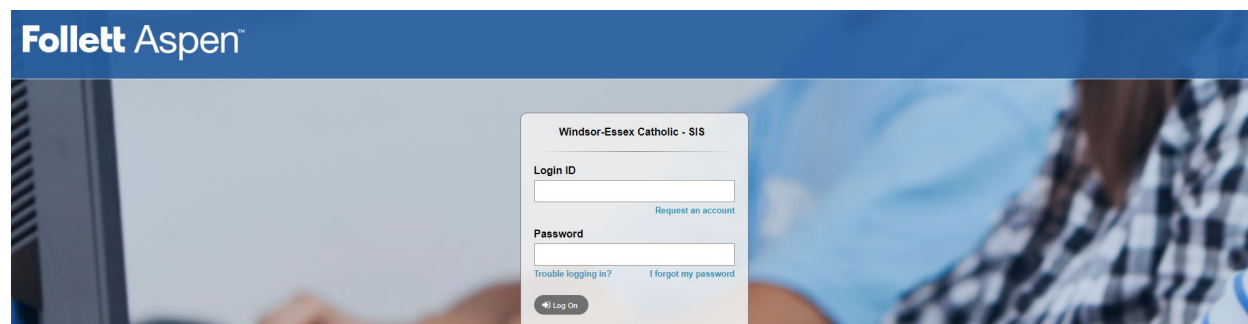
Accessing the WECDSB Online Registration Site

Navigate to the WECDSB home page URL: https://www.wecdsb.on.ca/

Click **Schools** – ***Register your child***
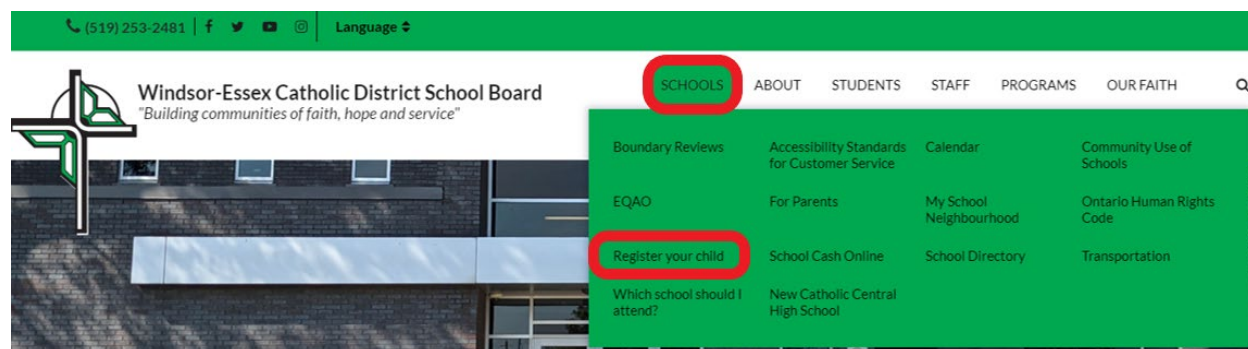
OR

Go directly to the **WECDSB Online Registration Login** page URL: https://wecdsb.myontarioedu.ca/
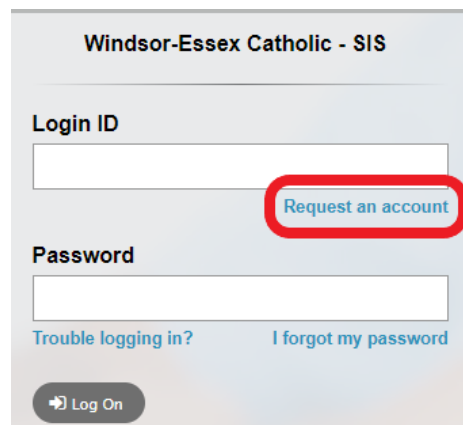

Follow the instructions below.

FIRST TIME USERS

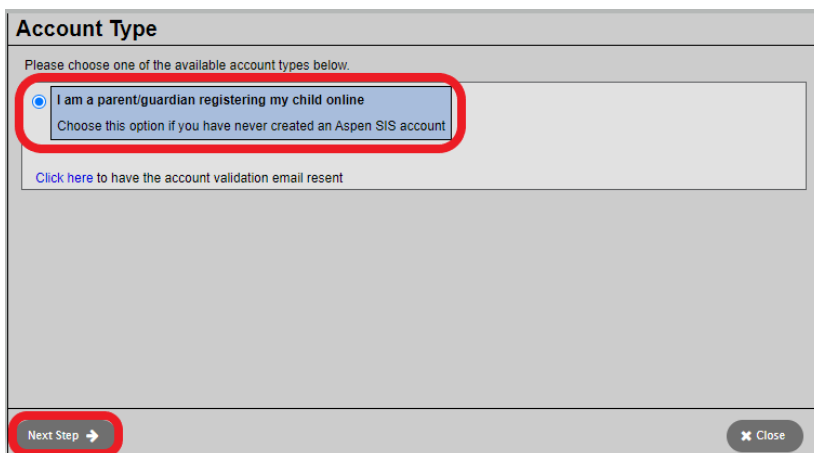If you have never enrolled a child with the WECDSB, you will first need to create an account as described below. After accessing the Online Registration web page, do as follows:

1. At the login screen, click on: **Request an account** (note: this does not appear if using a mobile device, please use a computer)
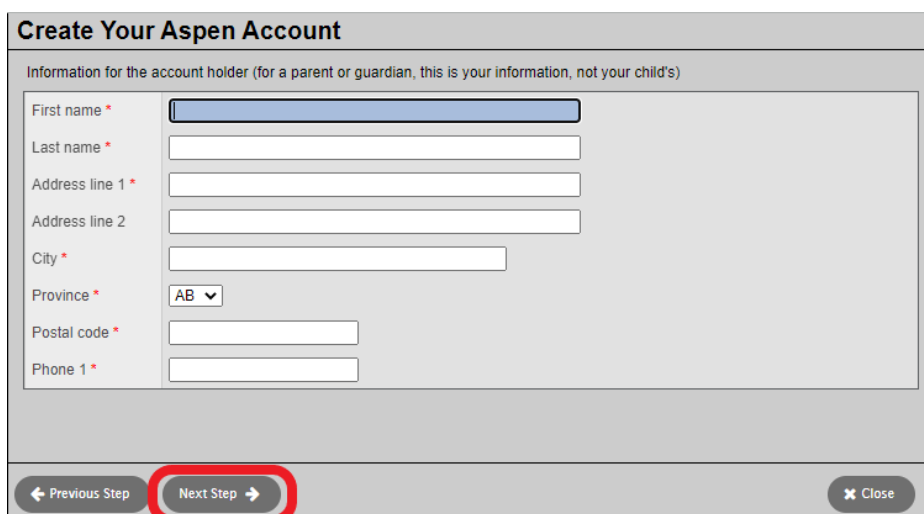

2. On the next screen, click: **I am a parent/guardian registering my child online**
3. Click: **Next Step** button

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

6. **Enter your account information** i.e. email address, password, security question and answer

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

Account Information

Please fill in your user account information below.

Primary email * [   ]

Confirm email * [   ]

Password * [   ]   Requirements

Confirm Password * [   ]

Security question * [What are the last 4 digits of your SIN? ▼]

Security answer * [   ]

Confirm answer * [   ]

← Previous Step   **Create My Account**   ✖ Close

8. You will see a message that an email confirmation has been sent to your Inbox, click **Close**.

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.

✖ Close

9. Open your email program and open the email message

N noreply@pd.myontarioedu.ca   Welcome! Please verify your Aspen email address   Hi ▮▮▮▮▮, Thank you for requesting an Aspe…   9:21 AM

10. Within the email message: Click on the '**click here**' link to verify your email and activate your account

Welcome! Please verify your Aspen email address
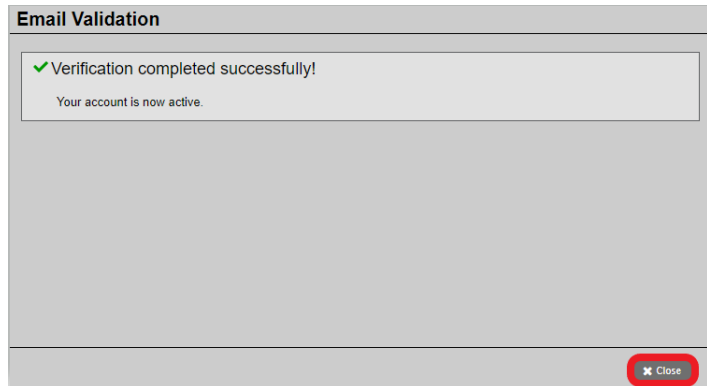
N noreply@pd.myontarioedu.ca
To: You   Thu 2023-01-12 9:21 AM

Hi ▮▮▮▮▮

Thank you for requesting an Aspen account.

Your request was submitted using this email address. Please click here to verify your email address and activate your account.

If you didn't request an Aspen account, please click here to cancel the request.
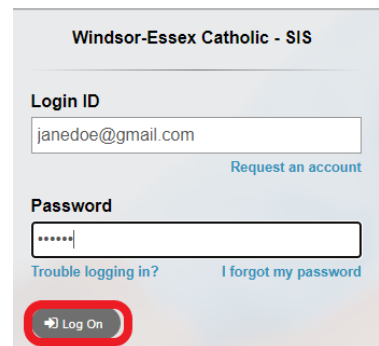
Thank you,
Aspen System Administrator

↩ Reply   → Forward
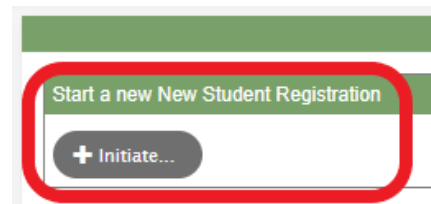
11. Your email will be validated, click **Close** button

Email Validation

✔ Verification completed successfully!

Your account is now active.

✖ Close

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)
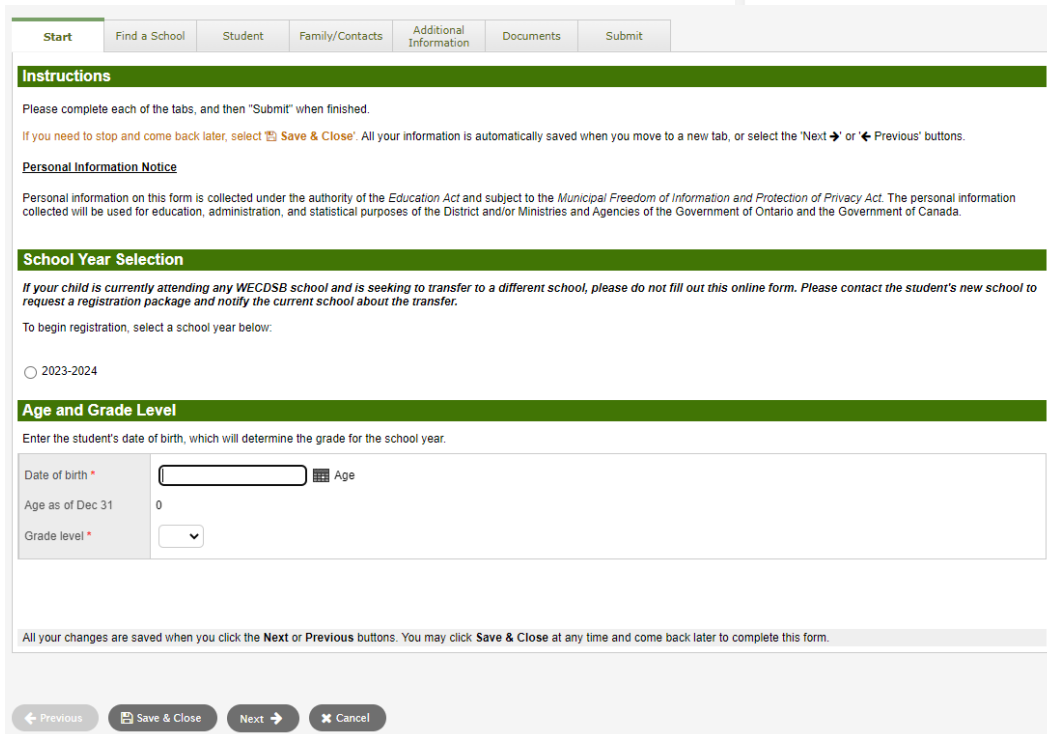14. Click **Log On** button

Windsor-Essex Catholic - SIS

Login ID

janedoe@gmail.com

Request an account

Password

••••••

Trouble logging in?   I forgot my password

🡒 Log On

15. To begin the registration, click **+Initiate** button
16. Following the instructions on the screen to enter information in each tab.

Start a new New Student Registration

＋ Initiate...
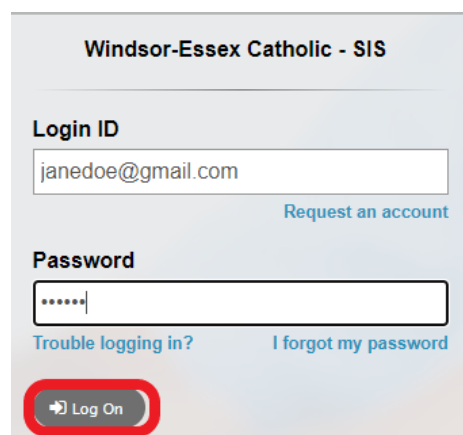
Start	Find a School	Student	Family/Contacts	Additional Information	Documents	Submit

Instructions

Please complete each of the tabs, and then "Submit" when finished.

If you need to stop and come back later, select 🖺 Save & Close'. All your information is automatically saved when you move to a new tab, or select the 'Next ➜' or '← Previous' buttons.

Personal Information Notice

Personal information on this form is collected under the authority of the *Education Act* and subject to the *Municipal Freedom of Information and Protection of Privacy Act*. The personal information collected will be used for education, administration, and statistical purposes of the District and/or Ministries and Agencies of the Government of Ontario and the Government of Canada.

School Year Selection

If your child is currently attending any WECDSB school and is seeking to transfer to a different school, please do not fill out this online form. Please contact the student's new school to request a registration package and notify the current school about the transfer.

To begin registration, select a school year below:

◯ 2023-2024

Age and Grade Level

Enter the student's date of birth, which will determine the grade for the school year.

Date of birth *	[ ] ▦ Age
Age as of Dec 31	0
Grade level *	[▾]

All your changes are saved when you click the **Next** or **Previous** buttons. You may click **Save & Close** at any time and come back later to complete this form.

← Previous   🖺 Save & Close   Next ➜   ✖ Cancel

LOGGING IN WITH AN EXISITING 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
   https://www.wecdsb.on.ca/
   OR
   Use the URL: https://wecdsb.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
   https://www.wecdsb.on.ca/
   OR
   Use the URL: https://wecdsb.myontarioedu.ca/ to open the Online Registration webpage.
2. At the login screen enter your email address
3. Click **I forgot my password**