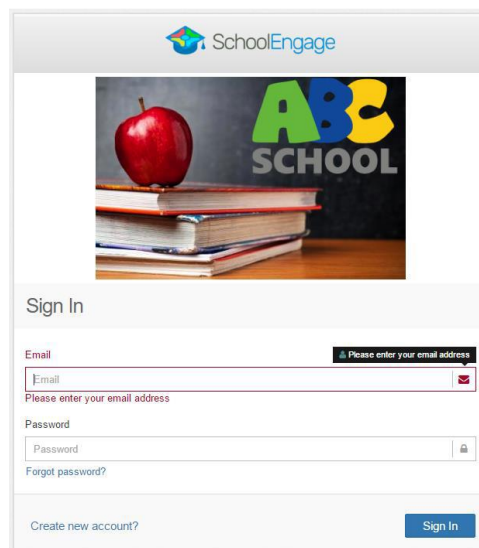


Parent Access to SchoolEngage

Parents can access SchoolEngage either through the PowerSchool Parent Portal or directly through the web address provided by the school or district. Parents with children already enrolled in the District should access SchoolEngage through the PowerSchool Parent Portal. Parents that do not have children already registered in the school or district can access SchoolEngage through a web address provided by the district.

New Parent Sign Up

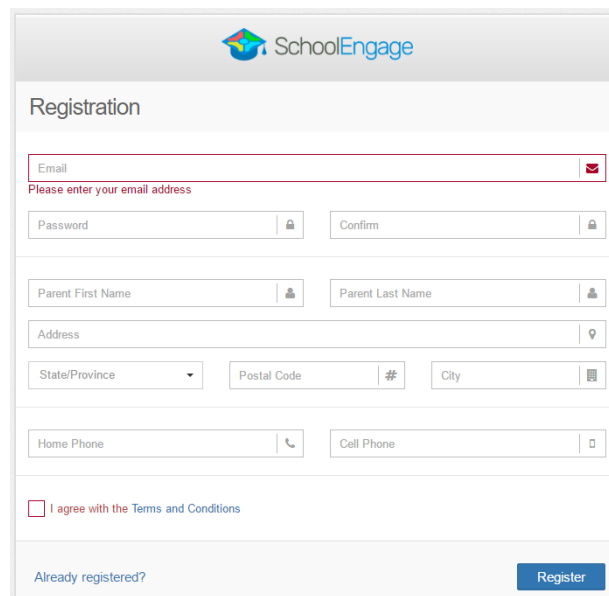
Parents new to the District that do not have access to the PowerSchool Parent Portal access can create an account directly in SchoolEngage. From the SchoolEngage [Sign In](#) page click [Create new account](#) to establish a login.



The screenshot shows the SchoolEngage Sign In page. At the top is the SchoolEngage logo. Below it is a banner image featuring a red apple on a stack of books and the text 'ABC SCHOOL'. The main heading is 'Sign In'. There are two input fields: 'Email' and 'Password'. The Email field has a red border and a red error message 'Please enter your email address'. The Password field has a lock icon and a 'Forgot password?' link below it. At the bottom left is a link 'Create new account?' and at the bottom right is a blue 'Sign In' button.

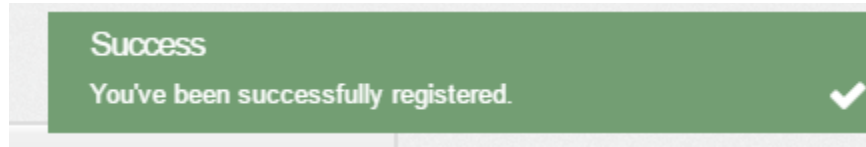
From the Registration screen complete the required fields to establish an account.

- Fields circled are required fields and must be completed
- Password is a minimum of 8 characters



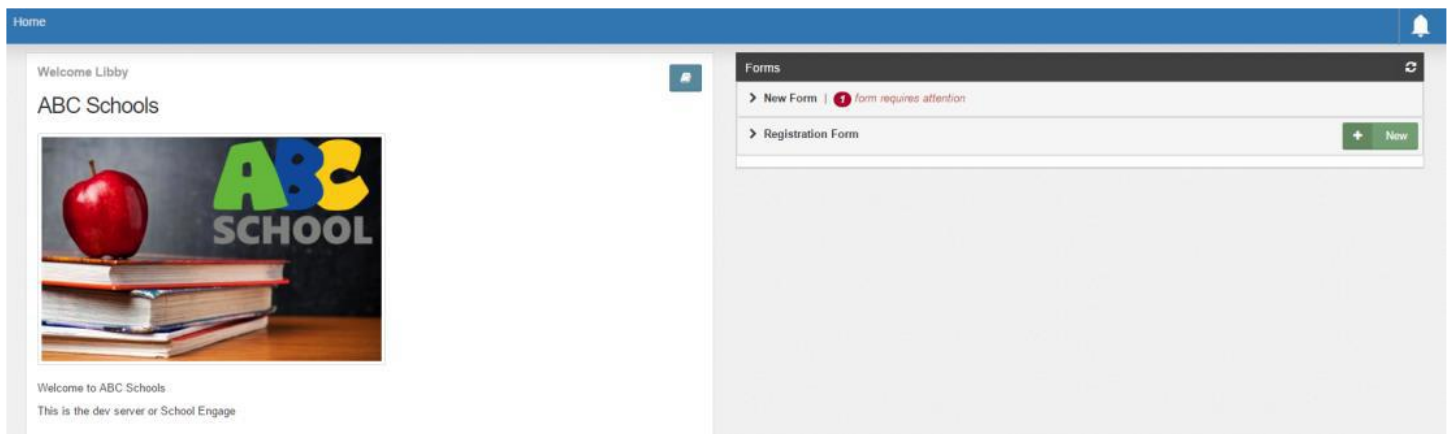
The screenshot shows the SchoolEngage Registration page. At the top is the SchoolEngage logo. The heading is 'Registration'. There are several input fields: 'Email' (circled in red with a red error message 'Please enter your email address'), 'Password' (circled in red with a lock icon), 'Confirm' (circled in red with a lock icon), 'Parent First Name' (circled in red with a person icon), 'Parent Last Name' (circled in red with a person icon), 'Address' (circled in red with a location pin icon), 'State/Province' (dropdown menu), 'Postal Code' (with a hash symbol), 'City' (with a location pin icon), 'Home Phone' (with a phone icon), and 'Cell Phone' (with a phone icon). At the bottom left is a checkbox 'I agree with the Terms and Conditions'. At the bottom right is a blue 'Register' button. At the bottom left is a link 'Already registered?'.

Once the required fields are entered click Register to confirm. Successful registrations are confirmed with the message display below. User is then redirected back to start screen to proceed with log in.



Home Page

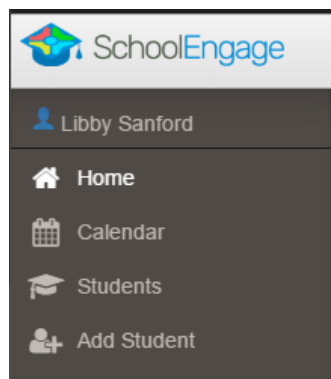
Once logged into SchoolEngage the system will default to the Home Page where the district logo is displayed along with any message created by the System Administrator. From the Home page you can also fill in new forms as well as view any previously created or submitted forms.



Navigation Bar

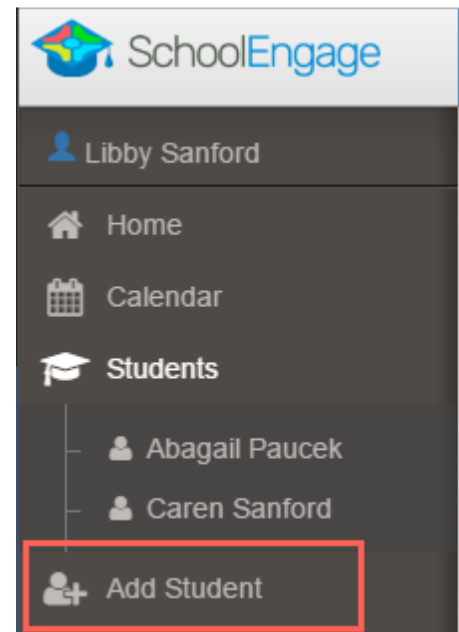
The Navigation Bar is available in every screen and provides links to the following functions:

1. User Profile
2. Return to the Home Page
3. Calendar of events
4. Menu of Existing Students
5. Add New Students
6. Event Manager



Add Student

To add a new student click [Add Student](#) from the navigation bar.



Upon selecting [Add Student](#) the following screen will display requiring input of:

- Student Legal First, Middle and Last Name
- Date of Birth
- Gender
- Alberta Student Number (ASN) if known

The 'Add Student' form includes the following fields:

- First Name
- Last Name
- Middle Name
- ASN
- Birth Date
- Gender (Male/Female)

Once all the required information is entered click [Save](#).

Cancel Save

Please note that a newly created student can only be edited or deleted until a form is created under his/her profile at which time they can no longer be deleted or their basic information modified.

Complete Form

Once the student is saved the system displays the Student Page where the applicable registration form can be selected and completed.

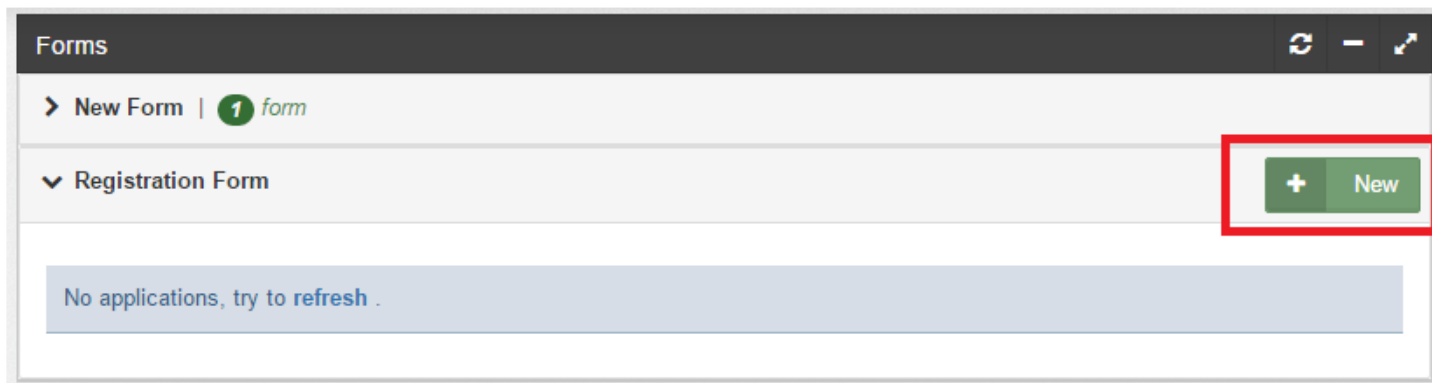
The Student Page for Caren Sanford displays the following information:

First Name:	Caren	Last Name:	Sanford
Middle Name:		Birth Date:	08/20/1998
Gender:	Female	ASN:	
Synced:	No	School:	None

The 'Forms' panel on the right shows:

- New Form | 1 form
- Registration Form
- No applications, try to refresh

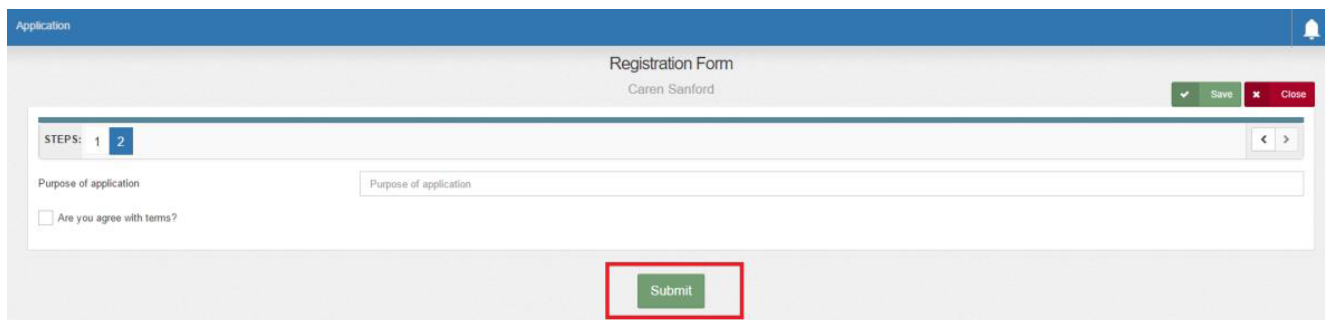
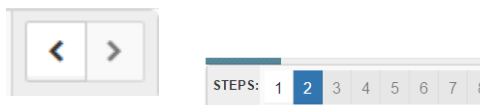
Click on the desired Form to display description, instructions as well as the link to view and complete the application. In the following example the District has created a Student Form called **Registration Form**. To complete the form click on [New](#).



Once New is selected the **Registration Form** form displays and fields data can be entered.

Following are the options and considerations when completing a form:

- Mandatory fields are bordered in red
- Fields with specific format will display a hint
- Arrow buttons are available to navigate through the form.
- Completion status is displayed at the top of the page
- To save page click on [Save](#) located at the top of the page. After this all information inputted on this page will be saved, and you can close Form and continue with it later.
- To submit the form click [Submit](#) from the last page of the form

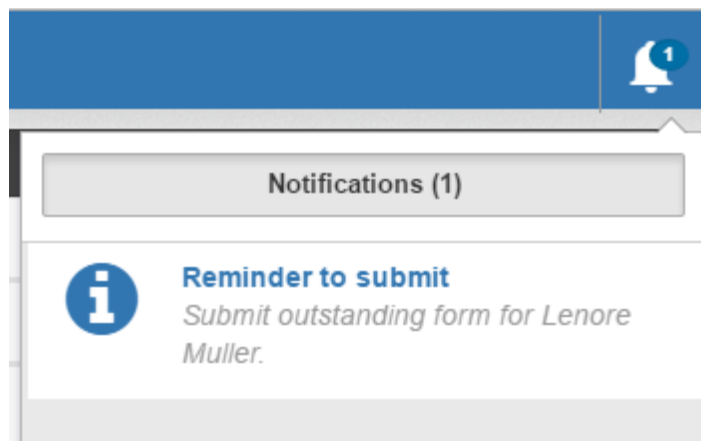


Save Form

Clicking on the forward and backward navigation tabs will trigger the system to automatically save the information entered. If the system quits unexpectedly all the information entered up to the last click of forward or backward tab will be saved. To quit the form and continue completing it later click on [Save](#). Select the student from the Students tab in the navigation bar to display the forms for that student. Forms that are in progress will display as **New**. Click on the Open button to resume completion.

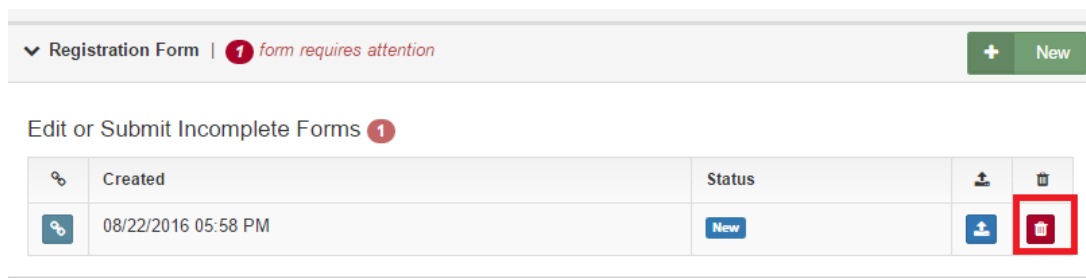


Forms that are saved but not yet submitted will generate a notification to the parent advising that a student has form still not submitted. The school will not be able to view the form until it has been submitted.

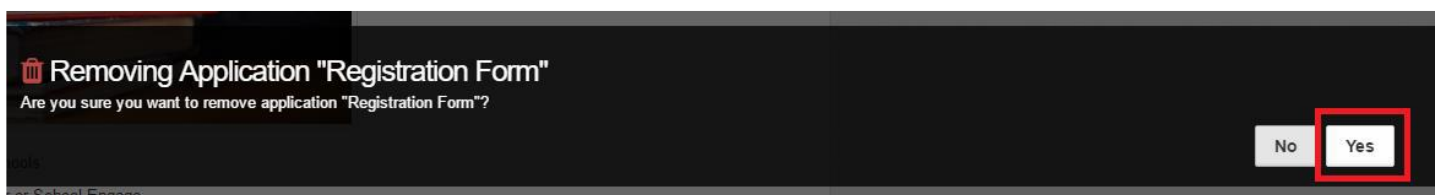


Deleting A Form

A form can only be deleted if it has not been submitted. Once a form is submitted the parent can no longer delete it. To delete a form that has not been submitted click on the form from the Student Page. Once it is displayed click on the trashcan on the far right hand side of the page.

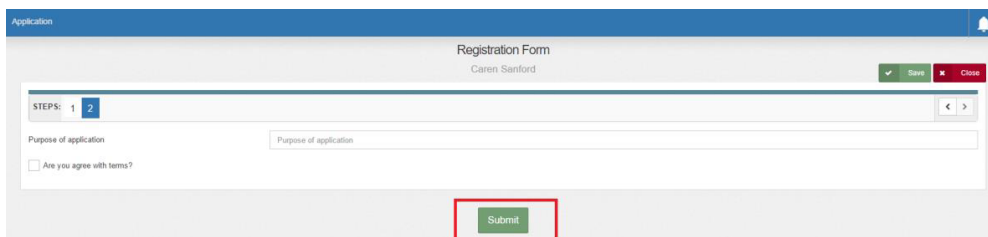


Click Yes to confirm deletion of form.



Submit Form

Once Form is complete on the last page of the form click Submit for form submission.



File Upload

A District may require that files be included with the submission of specific forms. A common example is a copy of a child's birth certificate. This type of file would require the document to be scanned and saved within the computer files to be uploaded into SchoolEngage.

Citizenship Status

Citizenship Permanent Resident (includes Refugee Status, if applicable)

Please provide child's Canadian Birth Certificate or Canadian Citizenship Papers. You may upload them in Step 18 or by clicking on the paperclip icon in the student's applications forms page. If you do not have the capability to scan and upload documents, please bring hard copy documents to the school of first choice.

Copy of Canadian Birth Certificate already on file with school Copy of Canadian Birth Certificate already on file with school

If a document is required the system will display the page Document Uploading and includes a listing of the documents to be provided. Select the type of document from the Category drop down menu then select Browse to locate the file to be uploaded.

Document Upload

Please upload the required documents:

- Birth Certificate
- Any applicable immigration documentation
- Any applicable legal documentation

If you do not have the capability to scan and upload documents, please bring hard copy documents to the school of first choice.

Alberta Adoption Order

Drop Files Here OR Browse

Attachments:

Kindergarten Registration.pdf (03/05/2016 10:41 AM) Registration Form

To add an additional file, repeat the same steps.

Document Upload

Please upload the required documents:

- Birth Certificate
- Any applicable immigration documentation
- Any applicable legal documentation

If you do not have the capability to scan and upload documents, please bring hard copy documents to the school of first choice.

Alberta Health Card

Drop Files Here OR Browse

Attachments:

Kindergarten Registration.pdf (03/05/2016 10:41 AM) Registration Form

Custom Field Migration.docx (08/19/2016 05:53 PM) Alberta Health Card

If the file is not loaded during the initial completion of the application it can still be added after the form is submitted. From the Student page the submitted form is displayed and by clicking on the upload button on the far right hand side of the screen a document can be still be attached.

Registration Form | 1 form + New

View Previously Submitted Forms 1

	Created	Status	
	08/22/2016 05:58 PM	Approved	

Choose category and add new file.

Form Files

Alberta Adoption Order

Drop Files Here OR

Browse

Attachments:

Kindergarten Registration.pdf (03/05/2016 10:41 AM) Registration Form

Custom Field Migration.docx (08/19/2016 05:53 PM) Alberta Health Card

Close

Edit Submitted Form

The option to edit a form after it has been submitted will depend upon the settings established by the District. Depending on how the form is designed the options would include:

- No edits permitted
- Can be edited by Student
- Can be edited by Guardian
- Can be edited by Staff

Select the student from the Students tab in the navigation bar to display the forms for that student. If the form can be edited after submission it can be selected and modified. If the field cannot be edited a user will not be able to click on it. Click Save to update the form. A previously submitted form that has been edited does **NOT** need to be re-submitted as changes will be visible to the District immediately upon saving. Once a form has been approved or denied it can no longer be edited.

Kindergarten Registration

Lenore Muller

Save Close

STEPS: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24

View Student Profile

Select the student from the Students tab in the navigation bar. Page will display basic profile information. This information can only be edited before a form has been submitted for the student. After a form is submitted information in the profile screen can only be modified by the School.

The screenshot displays a user interface for viewing a student's profile. The header shows "Students / Caren Sanford". The main content is divided into three sections:

- Profile Information:** A table with fields for First Name (Caren), Last Name (Sanford), Middle Name, Birth Date (08/20/1998), Gender (Female), ASN, Synced (No), and School (None). This section is highlighted with a red border.
- Forms:** A list of forms including "New Form" (1 form) and "Registration Form" (1 form requires attention). A "New" button is visible.
- Events:** A list of events including "Assessment asdf" with a "Schedule" button.