



Aspen SIS Online Registration

1) Launch Aspen

This will not work from a mobile device. It must be done on a laptop or desktop computer.

Open <https://alcdsb.myontarioedu.ca/> in web browser.

Click **REQUEST AN ACCOUNT**.

A screenshot of the 'Renfrew County - SIS' login page. The page has a white background with a blue header. It contains a 'Login ID' field, a 'Password' field, and a 'Log On' button. A red box highlights the 'Request an account' link located below the Login ID field. There is also a 'Trouble logging in?' link and an 'AASP' logo at the bottom.

2) Account Type

Select the first option for Account Type.

Click **NEXT STEP**.



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Account Type

Please choose one of the available account types below.

I am a parent new to the board
Choose this option if you are new to the board and the system doesn't contain any of your information.

I am a parent new to Aspen
Choose this option if you already have students enrolled in the board, but do not yet have an Aspen account.

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

Next Step → Close

3) Personal Information

Fill in the requested fields for personal information.

Click **NEXT STEP**.

Personal Information

Please fill in the requested data below.

First name *	Test
Last name *	McTesty
Address line 1 *	123 Someplace
Address line 2	
City *	Somewhere
Province *	ON
Postal code *	1a1a1a
Home phone *	123-456-7890

← Previous Step Next Step → Close

4) Account Information

Fill out the requested fields for Account Information.



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Click **CREATE MY ACCOUNT**.

Account Information

Please fill in your user account information below.

Primary email * test@test.com

Confirm email * test@test.com

Password * Requirements

Confirm Password *

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

5) Confirmation

You will then receive a confirmation that your account request has been processed.

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 verified, you will be able to log into Aspen using the email address and password you provided during the request process.

× Close

6) Verification Email

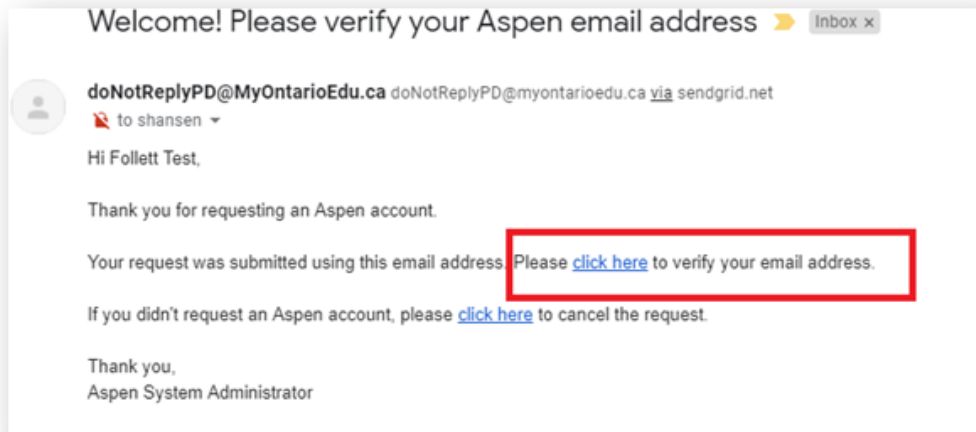
You will receive a verification email within a few minutes of creating your account.

You may need to check your junk folder.



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Click on the link to verify your email address.



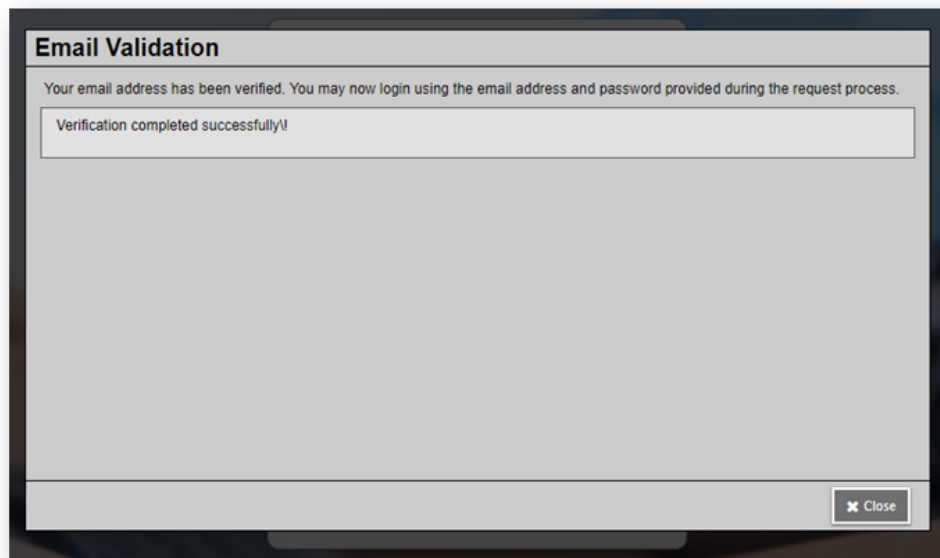
7) Email Validation

After clicking the link in your email, you should receive confirmation that your verification was completed successfully.

Click **CLOSE** and then login using the email and password provided during the request process.

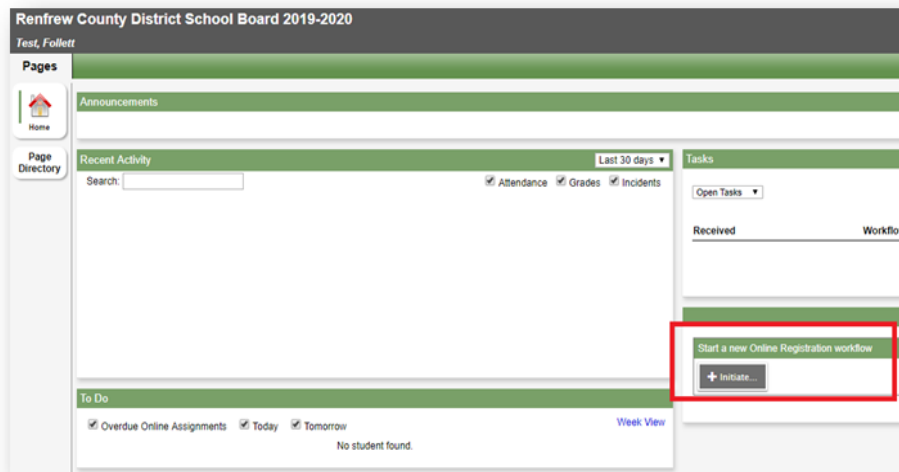


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8) Initiate Workflow

Once logged in, navigate to lower right hand side of page and click **INITIATE**.



9) Complete Registration

The registration window will open.

Select a school year and then click **NEXT**.



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Start Student Parent/Guardian/Siblings Additional Information Select School Early Years Survey Submit

Step 1

Instructions

New Registration
Please complete each of the tabs, and then "Submit" when finished.
If you need to stop and come back later, select **Save** and then **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. Questions about this collection of personal information should be directed to the Freedom of Information Co-ordinator, 1270 Pembroke Street West, Pembroke, Ontario K8A 4G4 613-735-0151.

School Year Selection

To begin registration, select a school year below:

2019-2020

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

← Previous Next → Save Close

10) Submit Registration

After providing all the requested information in the registration window, click **SUBMIT**.

Start Student Parent/Guardian/Siblings Additional Information Select School Early Years Survey **Submit**

Documentation

Required proofs of residency and any other documentation
You must provide paper forms when you visit your school of three (3) of the following for proof of residency:

- Title Evidence*
- Mortgage Statement*
- Lease Agreement*
- Property Tax Bill*
- Driver's License
- Bank Account Paperwork
- Voter's Registration Card
- Home Insurance Policy
- Home Load Payment Book
- Utility Bill

* = Preferred

Done!

Congratulations! You have reached the end of the Registration form.

Before submitting, please review the information you have entered by clicking on each tab.

Note: Once you click the save button you will not be able to edit this form.

← Previous Next → **Submit** Close

11) Print Registration

After submitting the online registration, you can then click **PRINT** to view/save/print a PDF form with your registration responses.



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Thank you for completing this online registration.

Print the form below and be sure to sign both lines at the end of the report.

The next step is for the school to review and accept the registration. **You will receive an email notification when your registration has been accepted.**

After you receive the notification that your registration has been accepted, you will then need to bring this signed form along with the required proofs of residency to your assigned school.

Name	Description	Print
Portal Registration Form		<input checked="" type="checkbox"/>