**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**.



## 2) Account Type

Select the first option for Account Type.

Click **NEXT STEP**.

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## 3) Personal Information

Fill in the requested fields for personal information.

Click **NEXT STEP**.



## 4) Account Information

Fill out the requested fields for Account Information.

Click **CREATE MY ACCOUNT**.



## 5) Confirmation

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



## 6) Verification Email
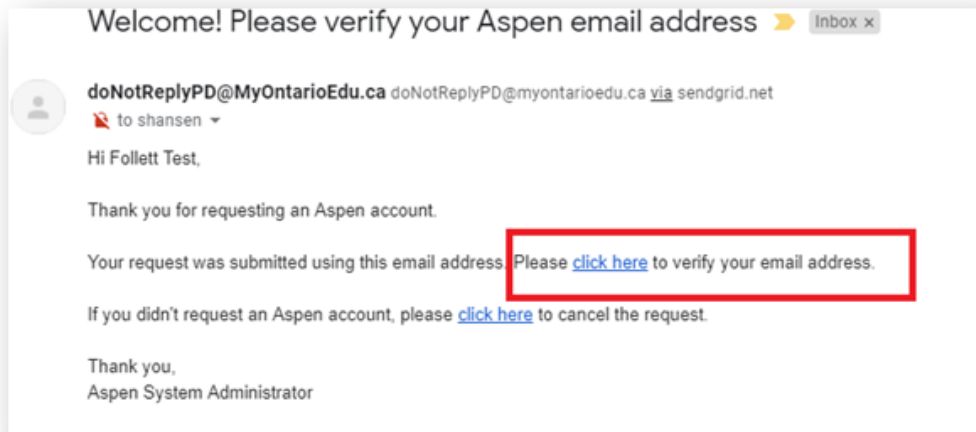
You will receive a verification email within a few minutes of creating your account.

You may need to check your junk folder.

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.

Algonquin & Lakeshore
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**Email Validation**

Your email address has been verified. You may now login using the email address and password provided during the request process.

Verification completed successfully\!

✖ Close
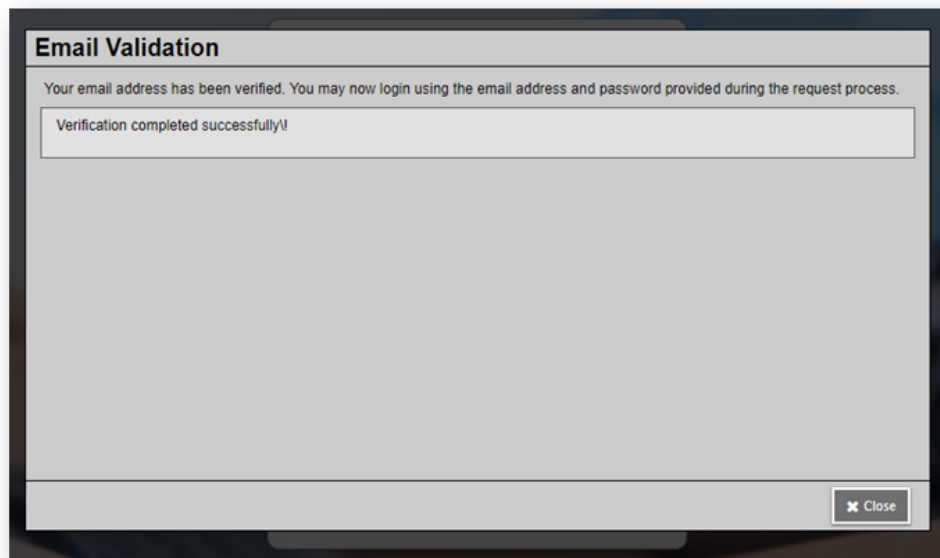
## 8) Initiate Workflow

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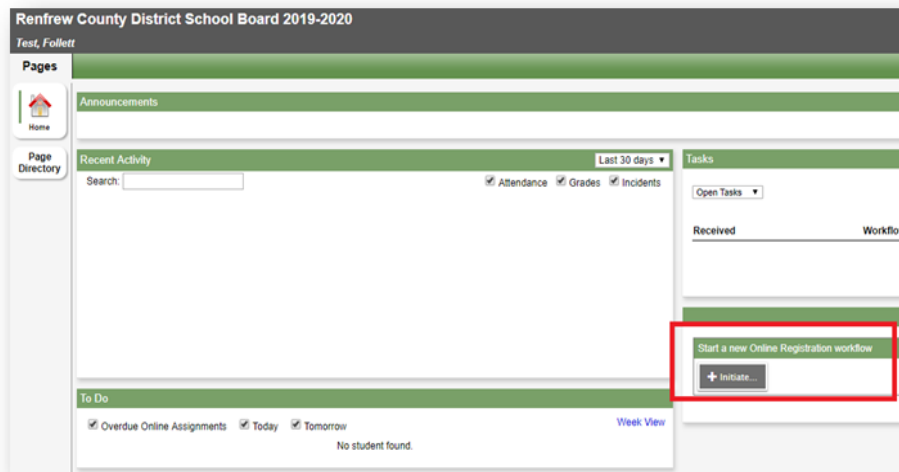


## 9) Complete Registration

The registration window will open.

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

## 10) Submit Registration

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



## 11) Print Registration

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

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 | | ☑ |

🖨 Print    ✖ Close