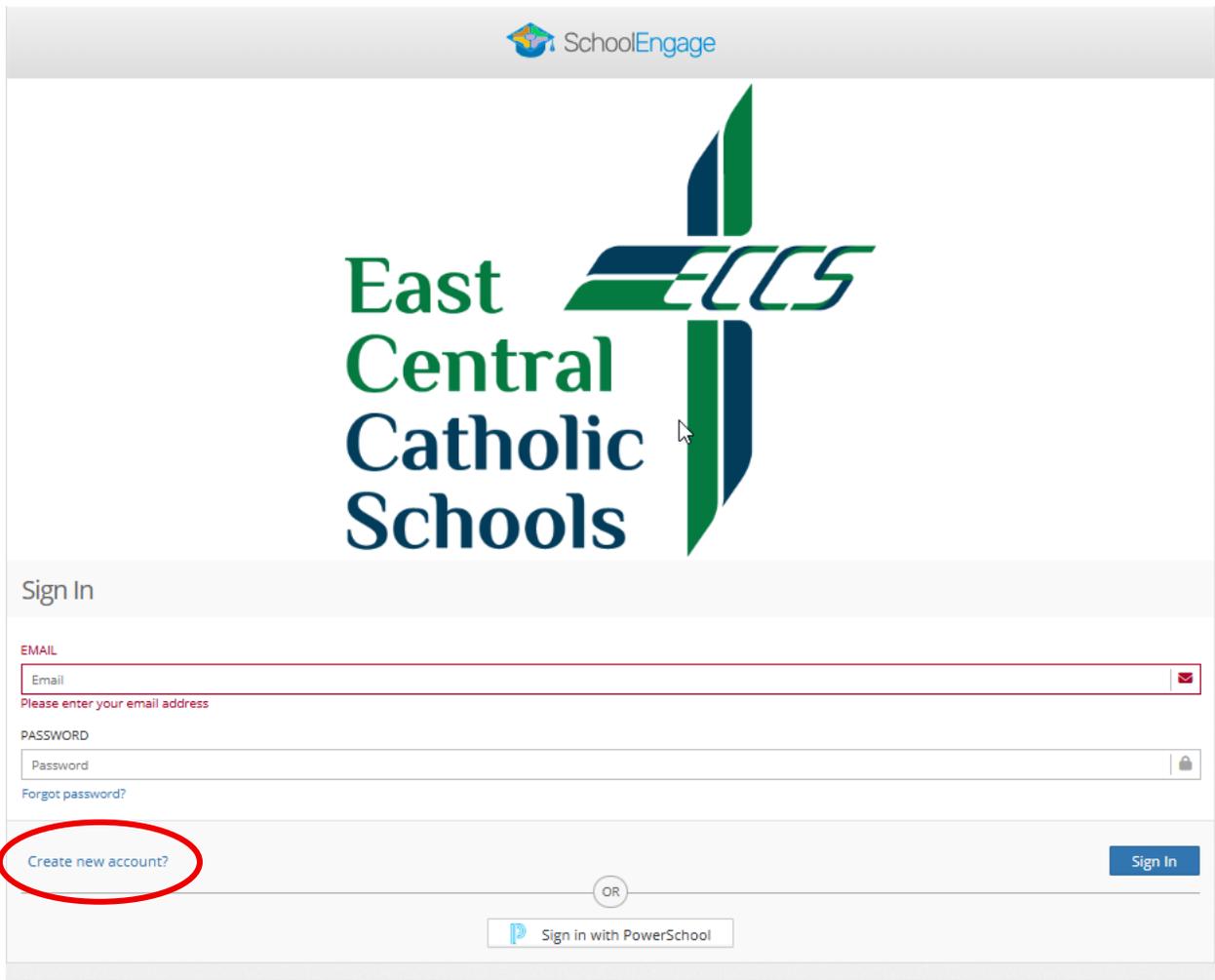


Guidelines for Creating a New SchoolEngage Account to Register in East Central Catholic School Division

January 2025

PLEASE NOTE: if your child is currently attending the East Central Catholic Separate School Division you do not need to complete a new registration form. "Student Update and Verification Forms" will be provided annually on your current SchoolEngage Account.

1. Begin by navigating to the division website at www.ecacs.ca and click on Registration. Under NEW Families to ECACS click on the **Register – New Families link**.
2. Once on the SchoolEngage login screen, click the **"Create new account?"** found on the bottom left of the screen to get to the Registration page.



SchoolEngage

East Central Catholic Schools

Sign In

EMAIL

Email

Please enter your email address

PASSWORD

Password

Forgot password?

Create new account?

Sign In

OR

Sign in with PowerSchool

3. Fill in all of the information on the Registration page and click the blue **“Register”** button on the bottom right corner.

Prior to logging in for the first time you will be required to activate your account through the notification sent to the email address provided.

Email

Please enter your email address

Repeat Email

Password Confirm Password

First Name Last Name

Address

City Province Postal Code # Canada

Home Phone Cell Phone

[Already registered?](#)

4. Once your account is created you will receive an email. *Please check your Junk Mail folder in your email if you don't receive it.*

You must open the email and validate the registration in order to be able to continue the SchoolEngage registration process. Once you confirm your account, go back to the SchoolEngage login page and enter your email and newly created password.

5. Once you're logged in, click on **“Add Student”** and fill in your student's information. Don't forget to click **“Save”** when all the required information is entered.

SchoolEngage

- Test Parent
- Home
- Students
- Add Student**
- Help
- Logout

Add Student

First Name Birth Date

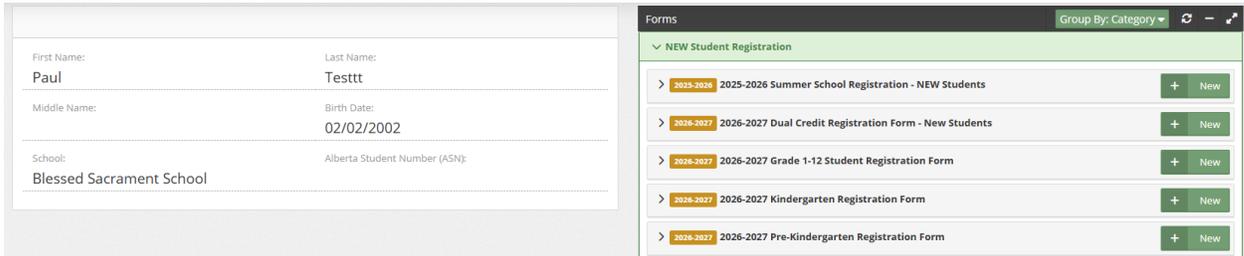
Last Name Middle Name

Grade Entering

- Now click on “**Students**” and select the student you just created.



- Select the registration form that applies to your student by clicking on the green “**New**” Button found beside the form.



| | |
|--------------------------|-------------------------------|
| First Name: | Last Name: |
| Paul | Testtt |
| Middle Name: | Birth Date: |
| | 02/02/2002 |
| School: | Alberta Student Number (ASN): |
| Blessed Sacrament School | |

| Forms | | Group By: Category | Refresh | Close | Fullscreen |
|--------------------------|-----------|--|---------|-------|------------|
| NEW Student Registration | | | | | |
| > | 2025-2026 | 2025-2026 Summer School Registration - NEW Students | + | New | |
| > | 2026-2027 | 2026-2027 Dual Credit Registration Form - New Students | + | New | |
| > | 2026-2027 | 2026-2027 Grade 1-12 Student Registration Form | + | New | |
| > | 2026-2027 | 2026-2027 Kindergarten Registration Form | + | New | |
| > | 2026-2027 | 2026-2027 Pre-Kindergarten Registration Form | + | New | |

- Complete the registration form, with the necessary supporting documents and then click submit.
- Any Additional forms that may be required based on program choice or transportation required will be assigned to the student after you submit the registration form. Click on “Students” again after submitting your registration to access these forms.

Additional notes when filling out the Registration Update Form:

- On SchoolEngage’s Navigation Bar on the left, click on “Help for assistance in completing the form.
- Any field highlighted in red is a required field. You will not be able to save the page or progress to the next page until the required fields are completed.
- You can come back to review your form at any time, but please make sure that you complete the page that you’re currently working on so that it saves.
- When registering multiple students in a family, the “Copy from Previous Application” option allows you to auto-populate information such as contact information from a previous application.
- You will receive an email confirmation when the application is submitted.

For More Information or Assistance

If you require any assistance please call or visit your child’s school.