

Guidelines for Adding/Registering Students in Current SchoolEngage Accounts

January 2025

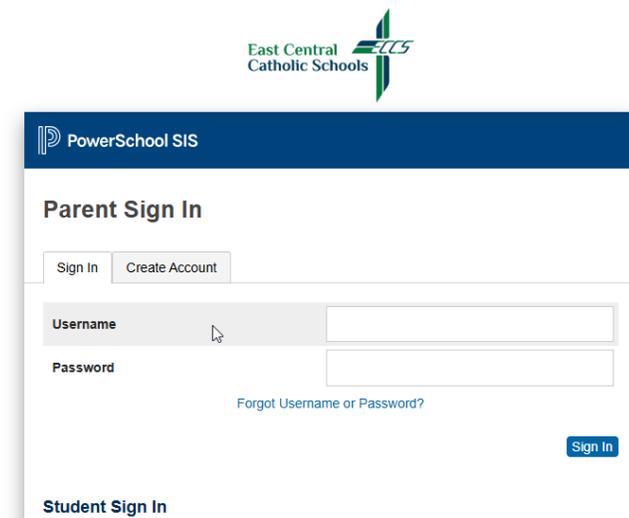
SchoolEngage is the software used by the East Central Catholic School Division to manage registration forms and information. If you have a child attending the East Central Catholic School Division and have a PowerSchool Parent Portal Account, you already have a SchoolEngage Account.

To register an additional child in the East Central Catholic School Division, you simply need to add this student to your current account.

A. Access SchoolEngage through the PowerSchool Parent Portal

1. Go to your child's school website, or the division website at <https://www.ecacs.ca/> and click on the Registration button.
2. On the Registration page, under Current ECACS Families click on the PowerSchool Parent Portal Link.

This will take you to the following screen:



3. Log in using your username and your selected password.

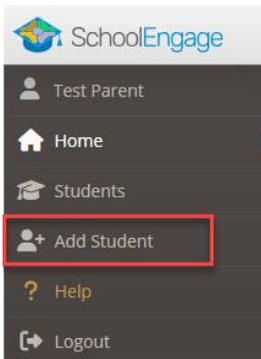
**SKIP TO SECTION C IF YOU DO NOT NEED TO ADD AN ADDITIONAL STUDENT TO
YOUR ACCOUNT**

B. Adding A NEW student in SchoolEngage

1. When you enter the PowerSchool Parent Portal, click the SchoolEngage link on the bottom left corner of the screen:



2. Click on the “Add Student” option on the left menu’s screen.



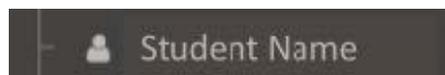
3. An “Add Student” screen will pop up. Enter the new student’s first name, middle name (optional), last name, and birth date into the appropriate fields. Then select the green “Save” button on the bottom right corner.

A screenshot of the "Add Student" form. The form has a title bar with "Add Student" and a close button. It contains four input fields: "First Name", "Last Name", "Grade Entering" (a dropdown menu), and "Birth Date" (with a calendar icon). There is also a "Middle Name" field. At the bottom right, there are "Cancel" and "Save" buttons.

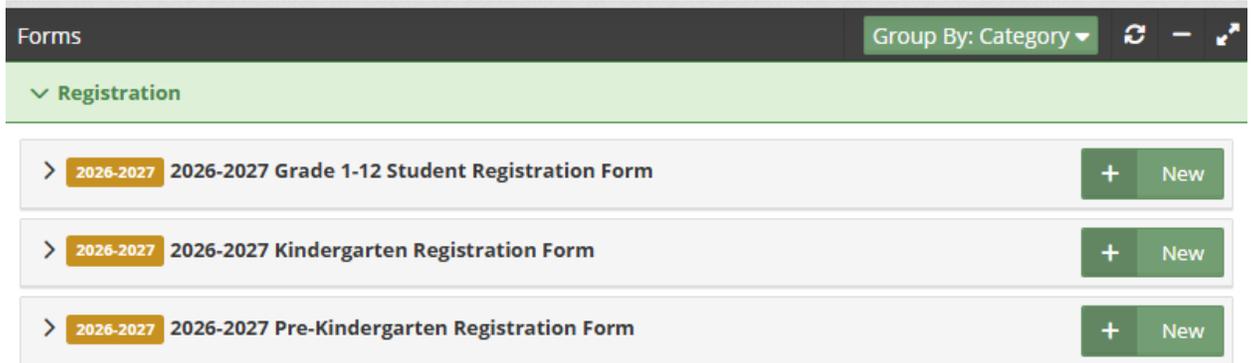
4. Click on the Students tab:



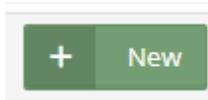
5. The tab will expand to show all the students associated with your account, including the one that you just added.



- Select the name of the student you are wishing to register. Their information and a **Forms** box will appear.



- Click on the green button to the right of the appropriate form:



PLEASE NOTE:

- The Pre-Kindergarten Registration form is for children ages 3 and 4
- The Kindergarten Registration form is for children age 5
- The 1-12 Registration form is for children aged 6 and older

- Complete the registration form, with the necessary supporting documents in a .pdf format. When done, click “Submit”.

C. Accessing the forms for Returning Students:

- When you enter the PowerSchool Parent Portal, click the SchoolEngage link on the bottom left corner of the screen:



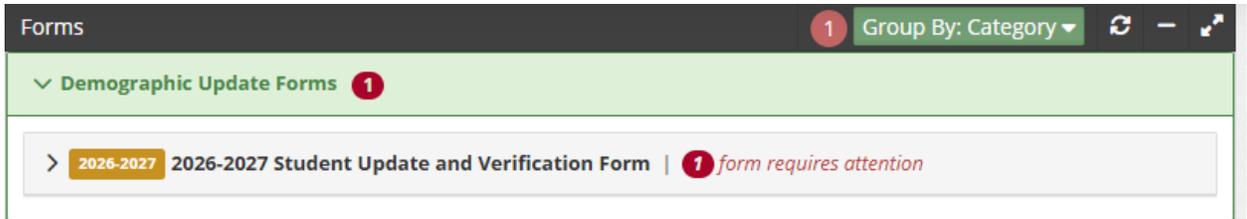
- Click on the Students tab:



- The tab will expand to show all the students associated with your account, including the one that you just added.



- Select the name of the student you are wishing to register. Their information and a **Forms** box will appear.



5. Click on the green button to the right of the appropriate form:

PLEASE NOTE

The Student Update and Verification form gets assigned to students who are currently an active student with East Central Catholic Schools. Review the information in the form and provide any necessary updates to your child’s information.

Additional forms required (such as transportation, PEP & Home Ed Notification Forms) will be assigned to the student after you submit the registration form based on the information you provided. Click on “**Students**” again to access these forms for your child.

6. Additional notes when filling out the Registration 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.

E. For More Information or Assistance

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