

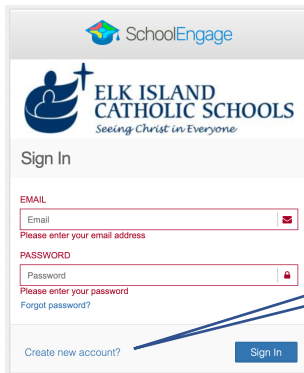
Instructions for Registering Your Son and/or Daughter for Home Education

- I. In the following pages, you'll find the instructions for parents who are
 - A. New to THEE
 - 1. From outside of the EICS school division: (Go to Roman Numeral II on this page)
 - 2. From within the EICS school division: (Go to Roman Numeral III on Page 6)
 - B. Returning to THEE: (Go to Roman Numeral III on Page 6)

II. For the parent of a **NEW** Home Education student

Side Note: For new-to-THEE students, we also need a scanned or smart-phone-photo copy of your child's Alberta Birth Certificate, Canadian-based birth certificate, Canadian provincial birth certificate, valid/current Permanent Resident Card, or other photo ID document that shows that your child is eligible to receive education funding from Alberta

- A. Go to <https://eics.schoolengage.ca/#/login> to create your new PARENT account.
- B. At the, "School Engage", sign-in page, click on the, "Create new account?", option

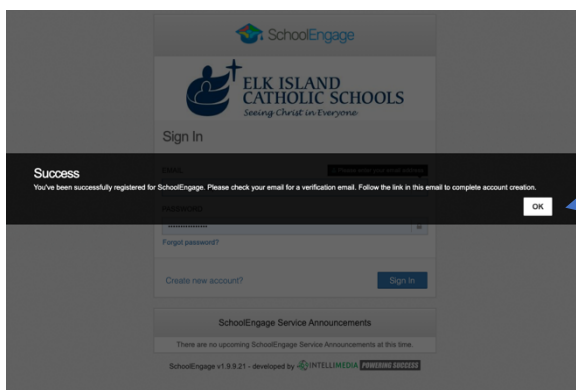



Click here to create your new PARENT account

C. Complete the Registration page

D. Click on the  button when you have completed the entire page.

E. Assuming all went well, you will now see the following window:

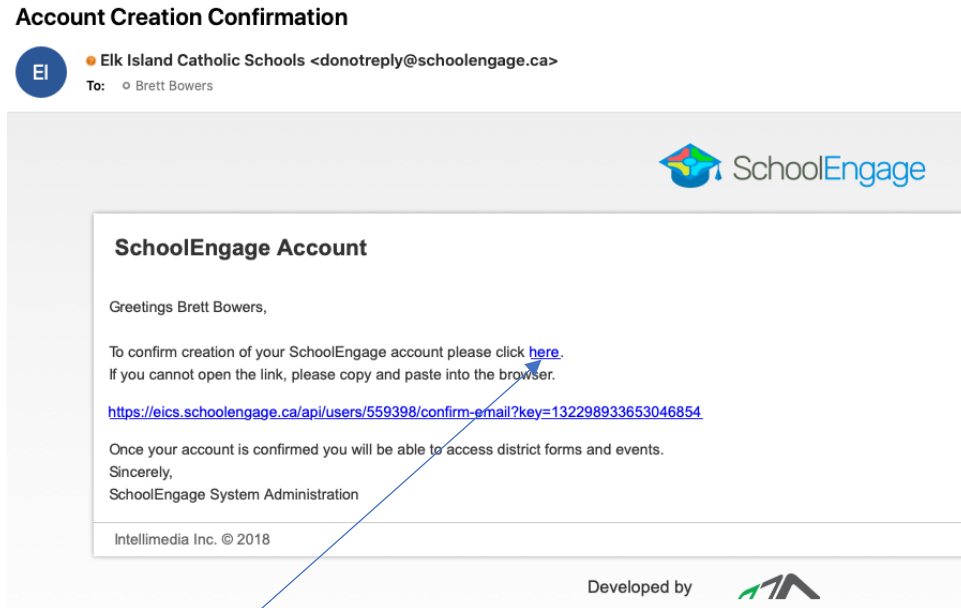


Please click the  button to continue.

Keep this *Sign In* webpage open because you'll return here after you've confirmed the creation of your account.

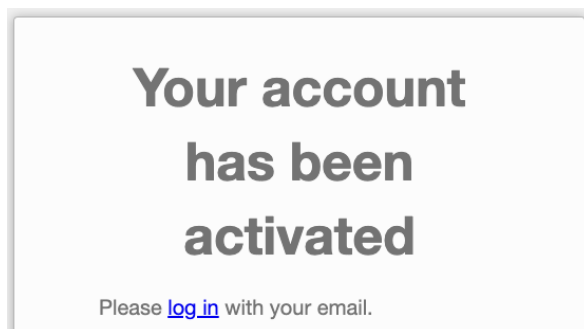
F. Check your email account for an email message which will ask you to confirm the creation of your account.

G. The email message from EICS will look like this:



Click the [here](https://eics.schoolengage.ca/api/users/559398/confirm_email?key=132298933653046854) link to confirm that you were the person who initiated the creation of the parent account.

H. You'll then see the following confirmation webpage and the instruction to continue by clicking the login link:



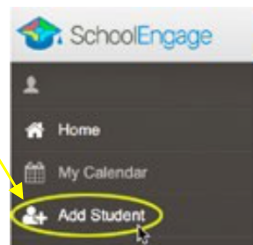
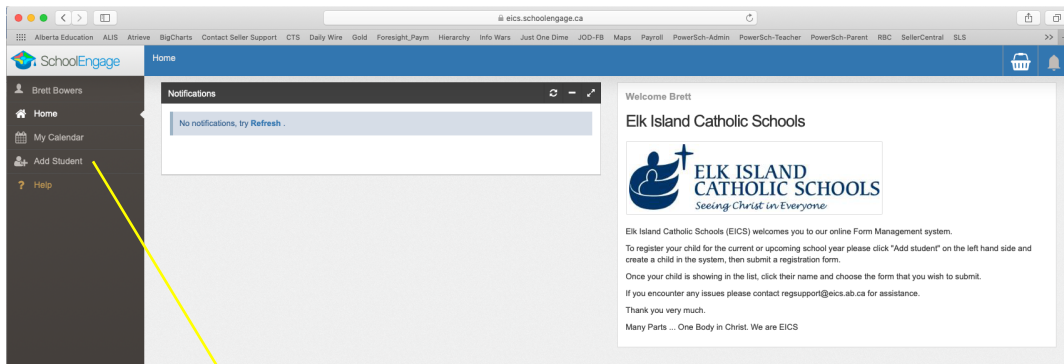
- I. Once you've clicked the [log in](#) link, you'll return to the login webpage where you began at the beginning of this Roman Numeral II:



You are now able to log into your newly created parent account for the purpose of adding your child or children to your account.

- J. Add your son or daughter to your parent account

1. Once you've logged into your parent account from the webpage at <https://eics.schoolengage.ca/#/login>, you'll see a window such as the one below. In the left margin, click on the *Add Student* link:



2. Once you've clicked on the *Add Student* link, you'll see a window like the one below:

Add Student

First Name
First Name

Birth Date
Birth Date

Last Name
Last Name

Middle Name
Middle Name

Cancel Save

3. Enter your student's information and then click the *Save* button in the lower right corner.
4. You should now be looking at the, "Home", window of your parent account:


Home

Notifications
No notifications, try Refresh .

Welcome Brett
Elk Island Catholic Schools

ELK ISLAND CATHOLIC SCHOOLS
Seeing Christ in Everyone

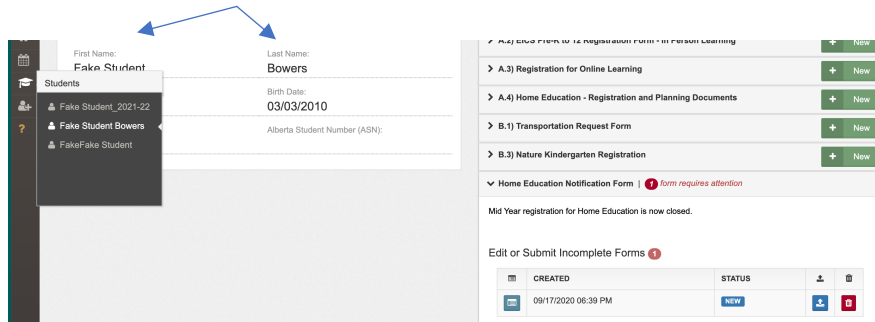
Elk Island Catholic Schools (EICS) welcomes you to our online Form Management system.
To register your child for the current or upcoming school year please click "Add student" on the left hand side and create a child in the system, then submit a registration form.
Once your child is showing in the list, click their name and choose the form that you wish to submit.
If you encounter any issues please contact regsupport@eics.ab.ca for assistance.
Thank you very much.
Many Parts ... One Body in Christ. We are EICS

5. Click on or scroll your mouse over the cap-n-gown icon  to see the name(s) of the student(s) who is/are in your parent account.

Students

- Fake Student_2021-22
- Fake Student Bowers
- FakeFake Student

6. Click your mouse arrow on the name of the student whom you want to register with our Home Education program. Once you've done that, you'll see a screen similar to the following one that shows your student's registration information from the 2020-21 school year on the left side of the window:

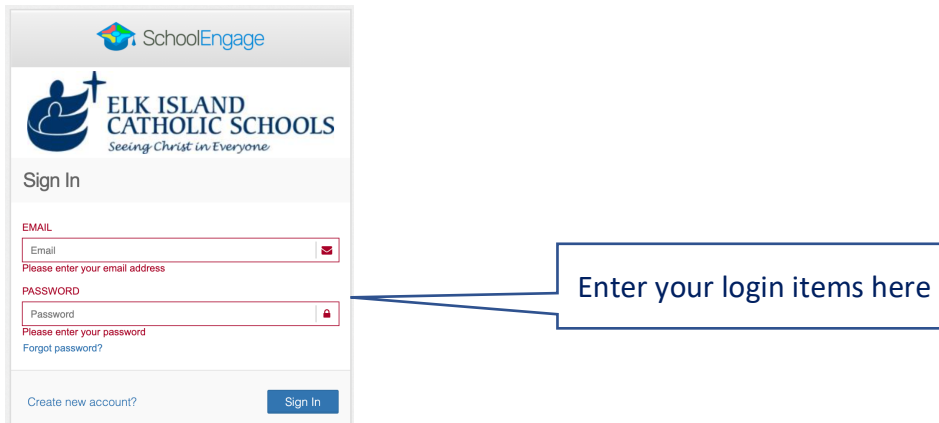


7. Go to Roman Numeral IV on Page 8.

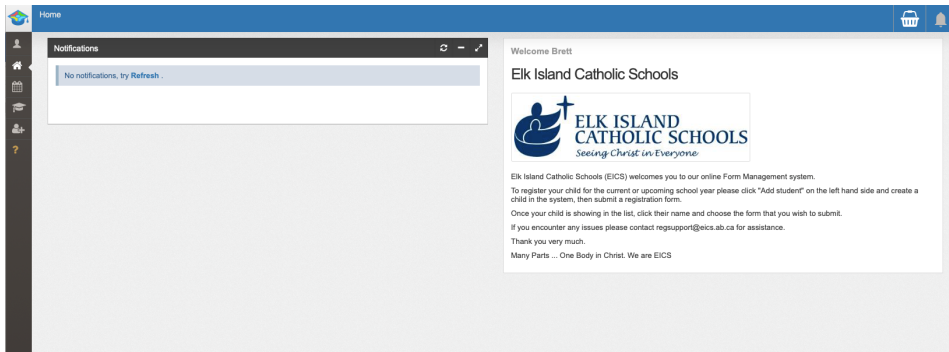
III. For the parent of a **RETURNING** Home Education student

C. Go to <https://eics.schoolengage.ca/#/login>

D. Log into your parent, "School Engage", account:



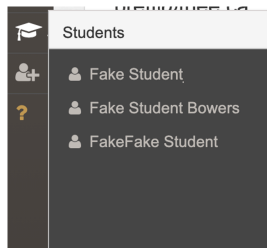
E. You'll now see your, "Home", window in School Engage:



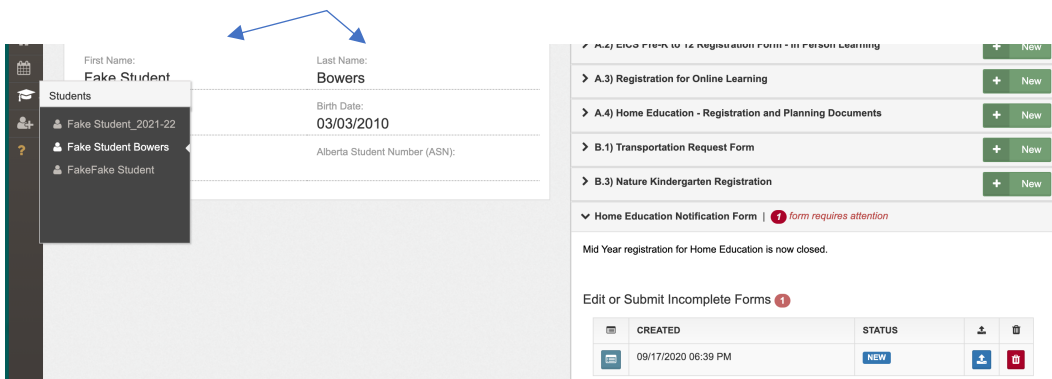
F. On the far left, in the vertical column, scroll your mouse arrow over the graduation cap-and-tassel icon:



G. You'll then see the following pop-up window that will show you (the parent) the name of the student(s) that you have in the School Engage system of Elk Island Catholic Schools (EICS). My test account shows the following students:



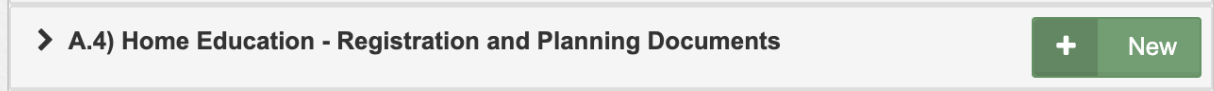
H. Click your mouse arrow on the name of the student who is returning to our Home Education program. Once you've done that, you'll see a screen similar to the following one that shows your student's registration information from the 2020-21 school year on the left side of the window:



I. Go to Roman Numeral IV on Page 8.

IV. Here is where you will start the registration (i.e. "Notification") process

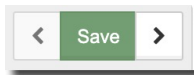
- A. With the name of your son or daughter having been chosen and now showing in the left side of the window, look to the right side of the window, find the, "A.4" choice in the list of forms, and click on the, "+ | New", button on line, "A.4) Home Education":



- B. You'll now see the first page of the registration process. This process will require a bit of time because you'll be entering the information for both the
 1. Notification Form (Pages 1-4)
 2. Education Program Plan (aka, "The Program Plan") (Pages 5-12). Even though the, "Program Plan", has eight pages, you'll see that the process is very intuitive and that we have not tried to save space in presenting the options and choices to you because we are now using a fully online format; we are not dealing with paper forms, so we don't have to cram as much information as is possible onto a single page of paper 😊

Our updated features for the parent account within PowerSchool will enable you to directly modify your program plan at any time during the school year. We've given the name, "Dynamic Program Plan", to the version of your program plan that will be in PowerSchool because we want the name to communicate the fact that you can modify the program plan information at any time during the school year...if you've completed your home education registration by using this online system.

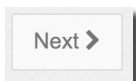
- C. At any time during your efforts to complete this registration process, if you decide to stop because you want or need to come back later to this form, you can click on the, "Save" button, which is in the top right corner of each page:



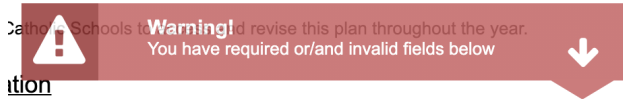
When you have successfully saved your entries, you'll hear a soft chime sound and see the following visual confirmation message:



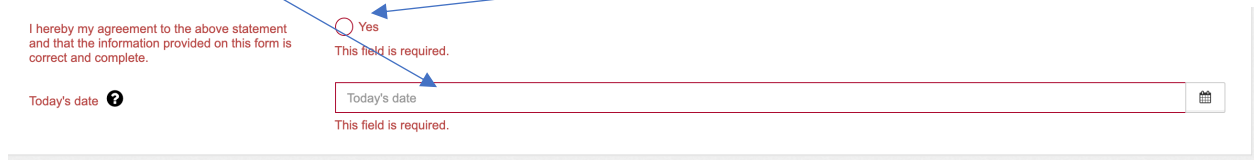
- D. Progress through each page by clicking the, "Next" button, which is in the lower right corner of each page:



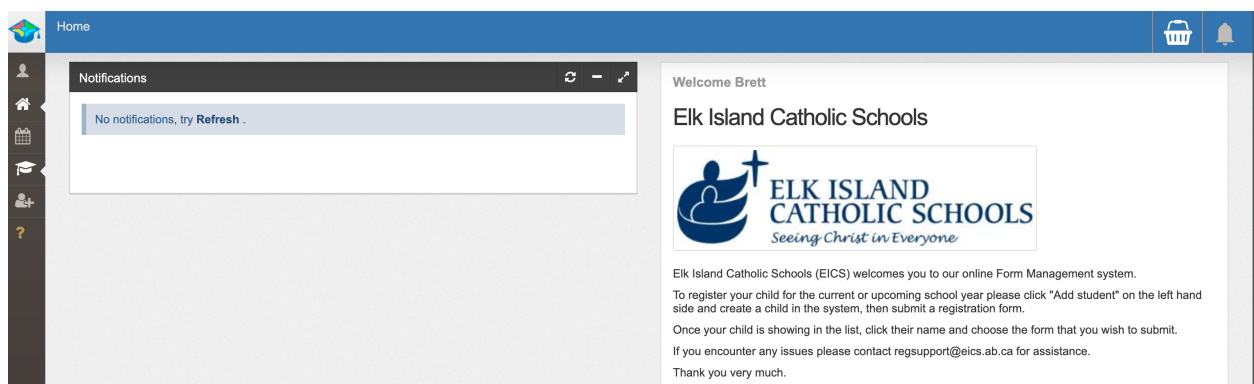
- E. If you forgot to enter any of the required information into a given page, you'll see the following warning message:





- F. On page 15 of the form, which is the last page, you'll simply need to click the, "Yes", button and choose the date:



- G. After you've clicked on the, "Submit", button, your window will change to the one shown below and will, for a brief few seconds, show a confirmation banner in the top right corner that you have successfully submitted the entire 15 pages of the registration form.



- H. If you have another child to register into our Home Education program, you can repeat the registration process by clicking on either the graduation cap-n-gown icon  (for a returning student) or the plus-student icon  (for new student).

