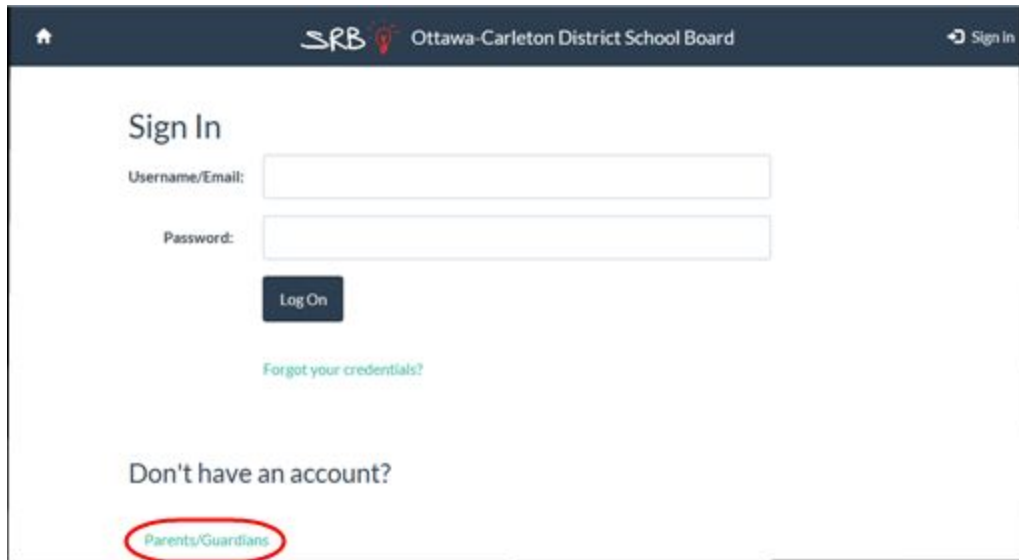# Online Registration – Parent Process

<u>First Time Access – Create a Parent Account</u>
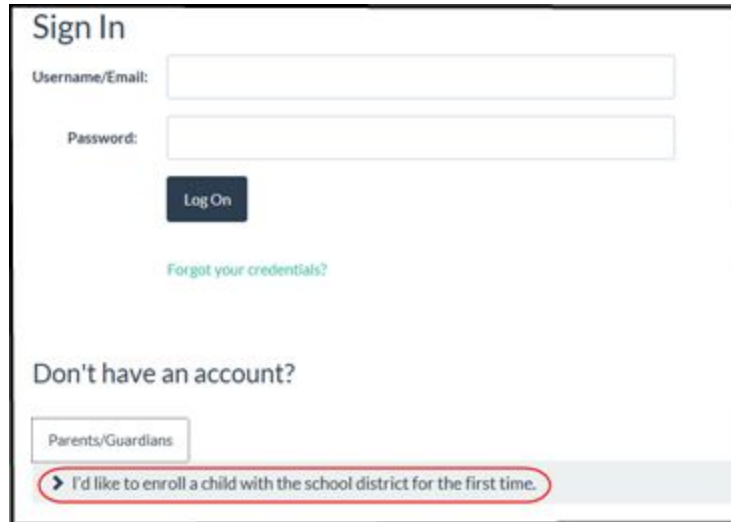
1. Click Sign In (in the top right corner)

2. Under **Don't have an account**?, click Parents/Guardians

3. Click **I'd like to enroll a child with the school district for the first time.**

4. Click **Create an account**

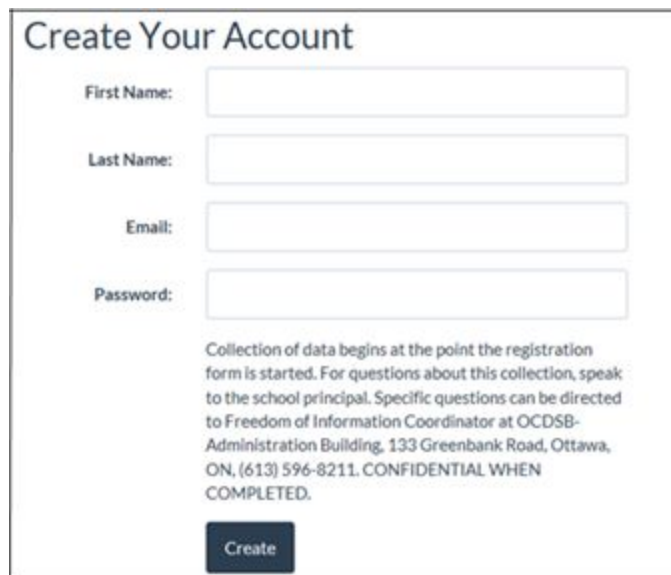5. Enter your **First name, Last Name**, **Email address** and a **Password** to be used for Online Registration. Your email address will be your Username.
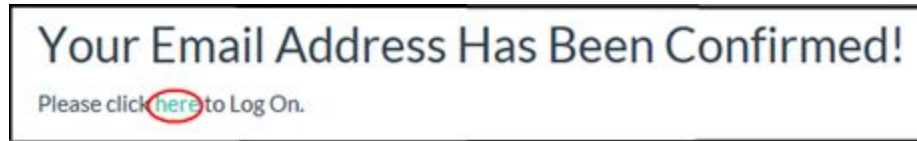

A confirmation email will be sent to the email address you entered.

6. Confirm your email address. Open the email you received and click the link included in the email. Then click this button:

Click here to verify your email address.

Click here to log on:

Your Email Address Has Been Confirmed!
Please click here to Log On.

7. The main login page will be displayed. Enter the **Username/Email** and **Password** that you created in step 5.

Subsequent Access:
Now that the account has been created, you can access Online Registration by clicking on the link on the board website and entering the username and password for the account you created.

Start a Registration Form

Once you have logged in, Click **Student** in the top left corner**:**

SRB Ottawa-Carleton District School Board

Welcome to
Ottawa-Carleton District
School Board

Click on **Online Forms**

Under **Available Forms**, Click on the [Start] button for **OCDSB Elementary Registration Form.**

The status banner on the top right corner of the form indicates **"In Progress".**
Start entering the required information. The form will be saved automatically as you fill out each field. You can sign out at any time and complete the form later by clicking on the Continue button.

Once the form has been completed, click **Submit** in the bottom right corner. If any **Mandatory fields** (indicated with a red asterisk *) have not been completed, a red notification message will be displayed. Complete the indicated fields and click **Submit** again.

Once the form has been successfully submitted
♦ The status banner in the top right corner will display "**Submitted**".
♦ You will receive an email telling you that the form has been successfully submitted.
♦ No further changes can be made to the form.
♦ Please call the school to arrange an appointment to verify documentation and finalize registration.