

Online Student Registration at HDSB

Parent/Guardian Instructions

Welcome to the Halton District School Board's Online Registration.

Please use a computer (not a mobile device) and follow these steps to sign up for an HDSB Parent/Guardian account in our secure Aspen Student Information System and register a student who is NEW to HDSB.

This account is meant to be created by a Parent/Guardian. A valid e-mail address is required to verify your identity when requesting an account. Once the account is created, you will be able to login to the HDSB Online Registration process.

Accessing the HDSB Online Registration Site

Go to the HDSB - Aspen Online Registration Login page at
<https://hdsb.myontarioedu.ca/aspen/logon.do>

FIRST TIME USERS

If you have not yet created an HDSB – Aspen account, start at Step 1 below.

RETURNING USERS

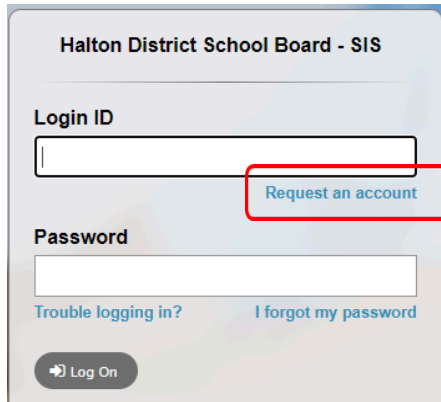
If you already have an HDSB - Aspen Account, Skip to **Logging into Your Account** below.

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Creating Your HDSB Aspen Account

Go to <https://hdsb.myontarioedu.ca/aspen/logon.do>

1. At the Halton District School Board login screen, select **Request an account**.
NOTE - This does not appear if using a mobile device, you must use a computer.



Halton District School Board - SIS

Login ID

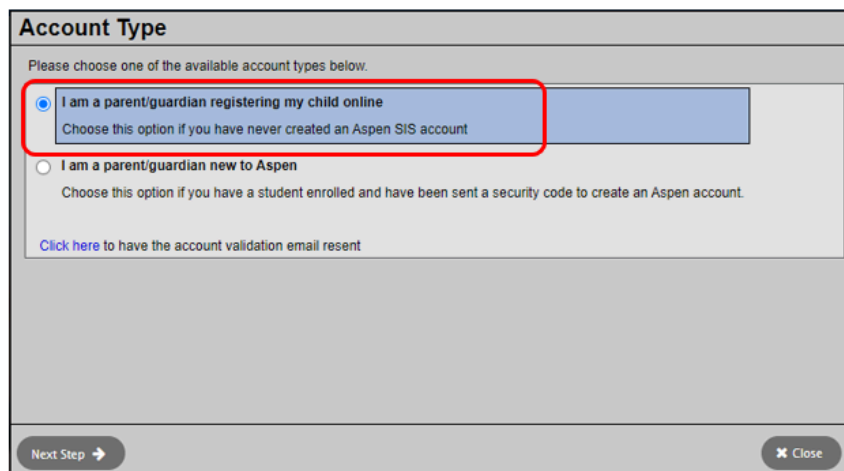
Request an account

Password

Trouble logging in? I forgot my password

Log On

2. Select: **I am a parent/guardian registering my child online**.



Account Type

Please choose one of the available account types below.

☒ I am a parent/guardian registering my child online
Choose this option if you have never created an Aspen SIS account

☐ I am a parent/guardian new to Aspen
Choose this option if you have a student enrolled and have been sent a security code to create an Aspen account.

[Click here](#) to have the account validation email resent

Next Step → Close

3. Select the **Next Step** button.

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4. Where indicated, enter your: name and phone details.

Create Your Aspen Account

Information for the account holder (for a parent or guardian, this is your information, not your child's)

First name *	<input type="text" value="enter your first name"/>
Last name *	<input type="text" value="enter your last name"/>
Phone 1 *	<input type="text" value="enter your phone #"/>

[< Previous Step](#)[Next Step >](#)[✕ Close](#)

5. Select the **Next Step** button.
6. Enter your account information, (i.e., email address, password, security question and answer).

Account Information

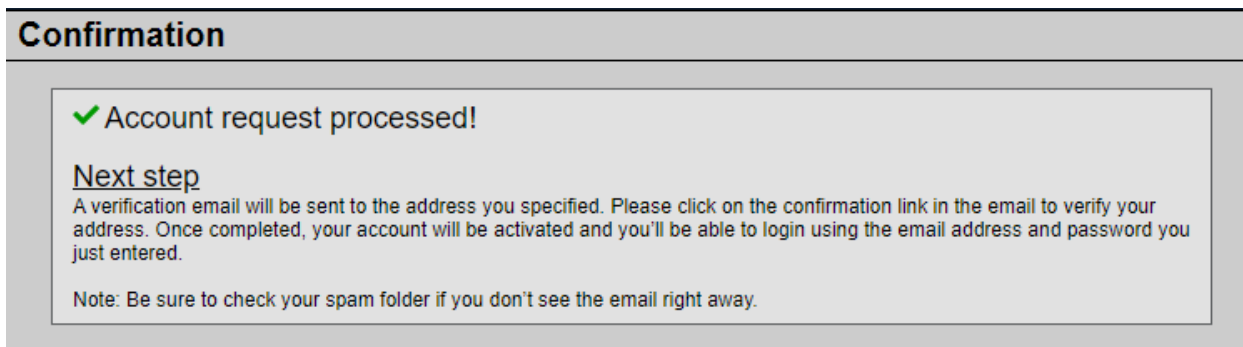
Please fill in your user account information below.

Primary email *	<input type="text"/>
Confirm email *	<input type="text"/>
Password *	<input type="password"/> Requirements
Confirm Password *	<input type="password"/>
Security question *	<input type="text" value="What city did your father grow up in?"/>
Security answer *	<input type="text"/>
Confirm answer *	<input type="text"/>

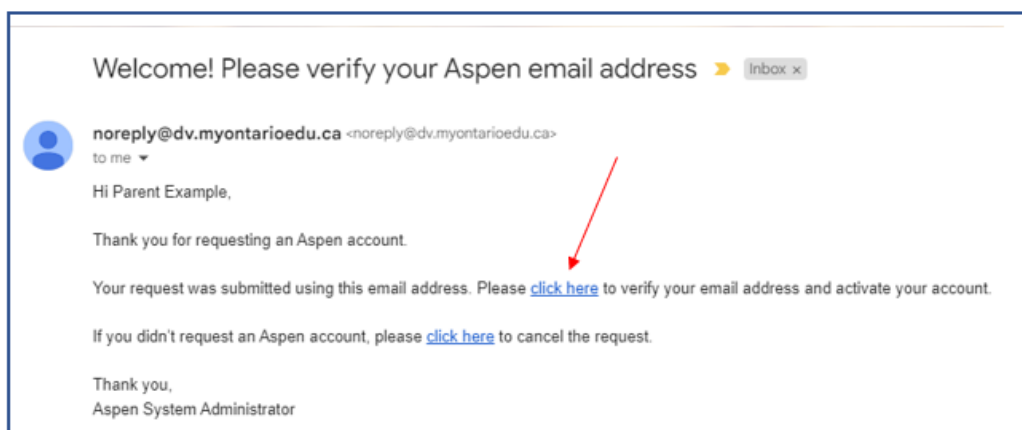
[< Previous Step](#)[Create My Account](#)[✕ Close](#)

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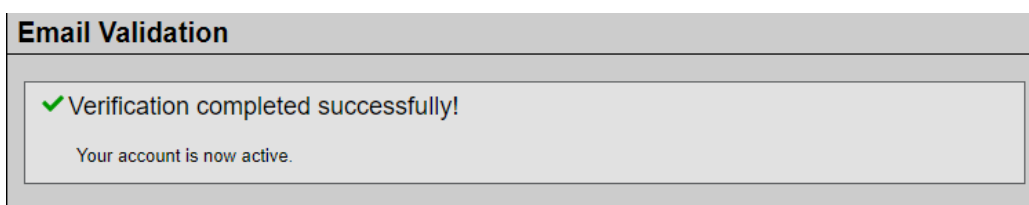
7. Select the **Create My Account** button. You will see a message that an email confirmation has been sent to the email indicated in step 6. above.



8. Select the **Close** button.
9. Open your email program > Open the email message.
Note – If using a school device to request an account, you may need to access your email from a personal device.
10. Within the email message: Select the '**click here**' link to verify your email and activate your account.



11. Your email has been validated. Select the **Close** button.

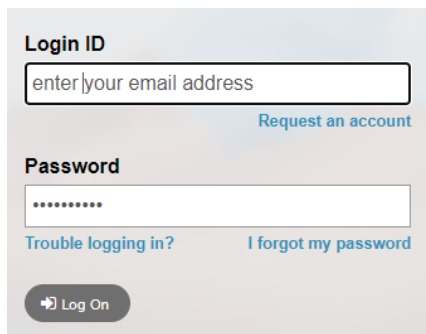


Congratulations – you have created an HDSB – Aspen Account. Proceed to **Logging into Your Account** and login to continue the HDSB Online Registration process.

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Logging into Your Account

12. Go to the Halton District School Board login screen
<https://hdsb.myontarioedu.ca/aspen/logon.do> Enter your email address (that was utilized when creating your account above).
13. Enter your password (that was utilized when creating your account above).
14. Select the **Log On** button.

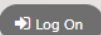


Login ID

[Request an account](#)

Password

[Trouble logging in?](#) [I forgot my password](#)

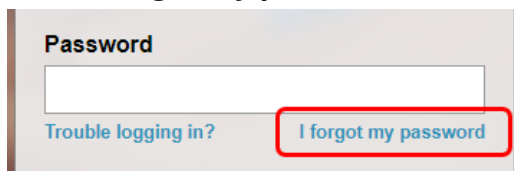
 Log On

15. Please proceed to the **Steps to Register a Student** section in this document below.

Forgotten Your Password

If you have already created an account but forgotten your password, you can do the following:

1. Use the Registration link on the Board Website or open the Online Registration webpage. <https://hdsb.myontarioedu.ca/aspen/logon.do>
2. At the log on screen, enter the email address that you utilized when creating your account in the Login ID field.
3. Select **I forgot my password**.



Password

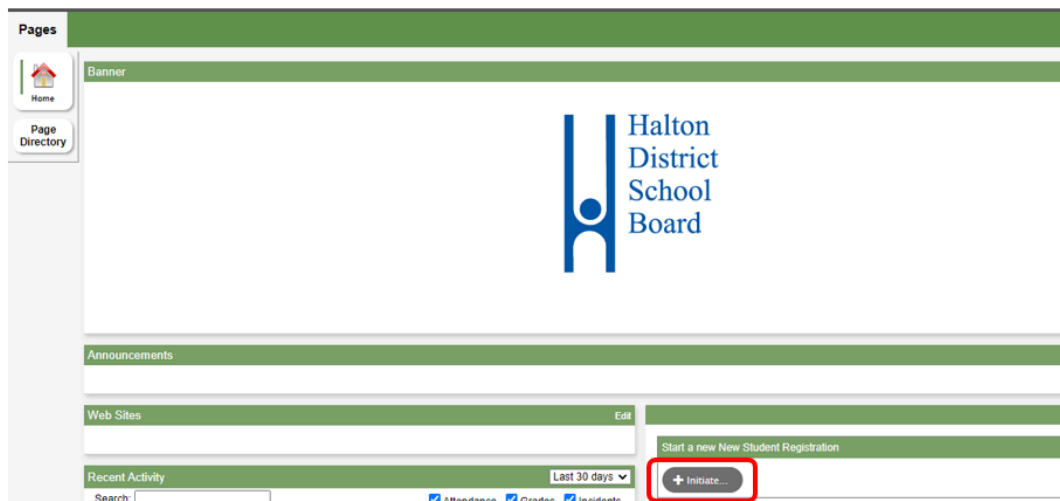
[Trouble logging in?](#) [I forgot my password](#)

4. Answer the Security Question (as entered in Step 6 above).
5. Follow the instructions to set a new password.

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Steps to Register a Student

1. To begin the registration process, select the **+Initiate** button.

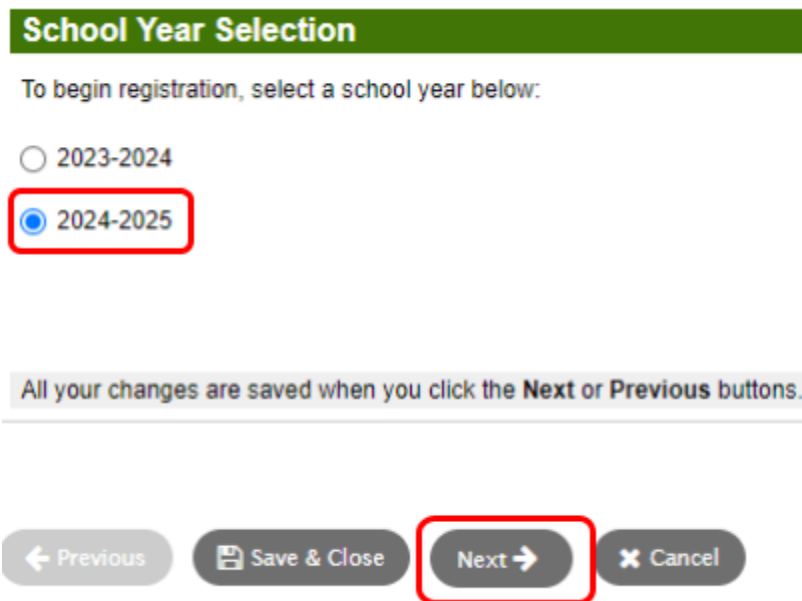


2. The registration screen is made of up tabs that align with specific data to be entered during the registration process.
 - the navigation buttons at the bottom left of the screen, **Previous / Next**, can be utilized to move through the instructions.
 - if you need to stop and come back later, select the **Save & Close** button.
 - your information is automatically saved when you move to a new tab, or select the 'Next ' or ' Previous' buttons.

A screenshot of the online student registration form. The form is divided into several tabs: 'Start', 'Student', 'School', 'Family/Contacts', 'Additional Information', 'Documents', and 'Submit'. The 'Start' tab is currently selected. The form contains sections for 'Instructions', 'Personal Information Notice', and 'School Year Selection'. The 'School Year Selection' section has a radio button for '2023-2024'. At the bottom of the form, there are four buttons: 'Previous', 'Save & Close', 'Next', and 'Cancel'.

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3. To begin, select the applicable school year and then the **Next** button.



School Year Selection

To begin registration, select a school year below:

☐ 2023-2024

☒ 2024-2025

All your changes are saved when you click the **Next** or **Previous** buttons.

[← Previous](#) [Save & Close](#) [Next →](#) [✕ Cancel](#)

4. Upon selecting **Next**, the application will move you through the required tabs for data entry. Any fields that are listed with an asterisk ***** are mandatory fields and you will not be able to move forward to another tab until data is entered.

Student Tab

- Student Information
 - if “Prefer to specify” is selected as the gender option, also select an option from the <Gender Specify> field.
 - if the student’s OEN (Ontario Education Number) is known, enter it in the OEN field.
 - if you wish to identify your student with Indigenous Ancestry, select it from the drop down options.
- Birth and Citizenship
 - complete all applicable fields.
- Age and Grade Level
 - there is no need to populate the Adjusted grade level field.
- Phone Information
 - to add a phone number, select the **Add** button directly below the Phone Information heading.
 - to edit the data entered, select the blue link in the Priority column.
 - to delete the data entered, flag the box to the left of the data and select the **delete** button.

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- Address Information
 - complete all applicable fields for the address type of “physical”.

School Tab

- To identify the school that your student will attend, select the blue “identify your child’s home school, click this link to locate the correct school from HDSB’s website” link. Enter your address details in the Enter Street Address fields, and select **Search**.

SEARCH BY ADDRESS SCHOOL

Enter Street Address

Number Street Name, City

Select Grade or Program (optional)

All Grades All Programs

New Search

Search

A list of schools will be displayed based on the address entered. Make note of your child’s school based on their program and grade. To leave the <Find your School> window, close that tab using the **X** button in the top right corner of the window.

- You can now select the Requested School in the list based on your search results (or If you already know the school your student is designated to attend). Once your school is selected, scroll down to the bottom of the list and select **Next**. You can also enter your school name in the “Filter this list by school name or city:” field then flag it.

Family/Contacts Tab

- Parent/Guardian/Other Contact
 - Select the blue link to your name in the First Name column to access the data. Enter the additional required information and select **OK**.
 - select the **Add** button directly below the Parent/Guardian/Other Contact heading to add additional contacts for your student.
 - to edit the data entered, select the blue link in the First Name column
 - to delete the data entered, flag the box to the left of the data and select the **delete** button.
- Siblings
 - Select the **Add** button to search for any sibling records within the Halton District School Board by filling in the required fields. Once the sibling is found in the search, select their record, select **OK**.

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Additional Information Tab

- School History
 - complete the School History data if applicable.
- Medical Information
 - if there is medical information to add, select **Yes** in the dropdown and utilize the **Add** button to add the medical information.
 - Important: Please tell us if you have reported your child's immunization records to Halton Region Public Health. If you have not, please visit Halton's Report Your Immunizations webpage.
- Special Education Support
 - select yes or no from the dropdown.
- Language Information
 - there are mandatory fields in this area.
- For Secondary Students Only
 - complete if applicable.
- There are mandatory documents required to complete this registration.

Documents Tab

Documentation

Required Documentation for New Students to this Board:

Mandatory Documents to Complete Registration

After completing the Online Pre-registration, please wait for a call or email from the school for an appointment to visit the school and complete the registration process. To complete your registration, remember to bring the following mandatory documents:

Proof of child's age: birth certificate or passport or baptism/faith record for your child

Proof of address (any two of the following documents): lease or deed, car registration, utility bill, residential telephone bill, moving bill, property tax bill, bank statement, credit card statement, correspondence with a government agency. Important Note: A driver's license will not be accepted as documentation for 'proof of address'.

Proof of child's citizenship: birth certificate or passport, Record of Landing (IMM 1000) or Permanent Resident Card

Proof of custody: if you are not the parent and your child is under 18 you must provide proof of custody (court order)

Submit Tab

Note

- To complete this registration, select the **Submit** button. Once you select the **Submit** button you will not be able to edit this form.

- This is the popup message stating the registration has been completed. There is a **Print** option on this screen. If you do not wish to print, select **Close**.



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Thank you for completing this online registration.


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 are notified 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
Online Registration Summary		<input checked="" type="checkbox"/>

 Print  Close



To Resume Working on a Previously Started Registration

1. Login to your Aspen account.
2. On the main screen, select the green checkmark  to the right of student registration that was previously started.

Start a new New Student Registration



Resume working on any New Student Registration that has already been started

Name	Grade	School > Name	Workflow Phase	Actions
Student, Sample	JK	Brookville Public School	Not submitted	 

3. This will take you back into the registration screen. Navigate through the tabs to continue with the student registration. Once the registration is complete, select the **Submit** button.