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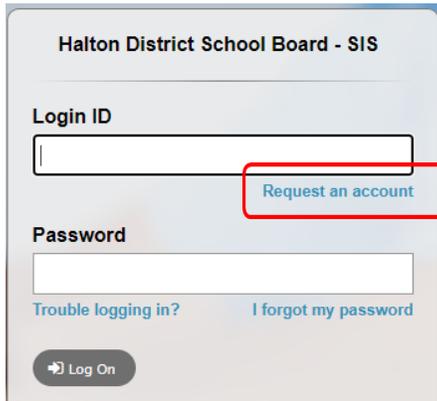If you already have an HDSB - Aspen Account, Skip to **Logging into Your Account** below.

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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.

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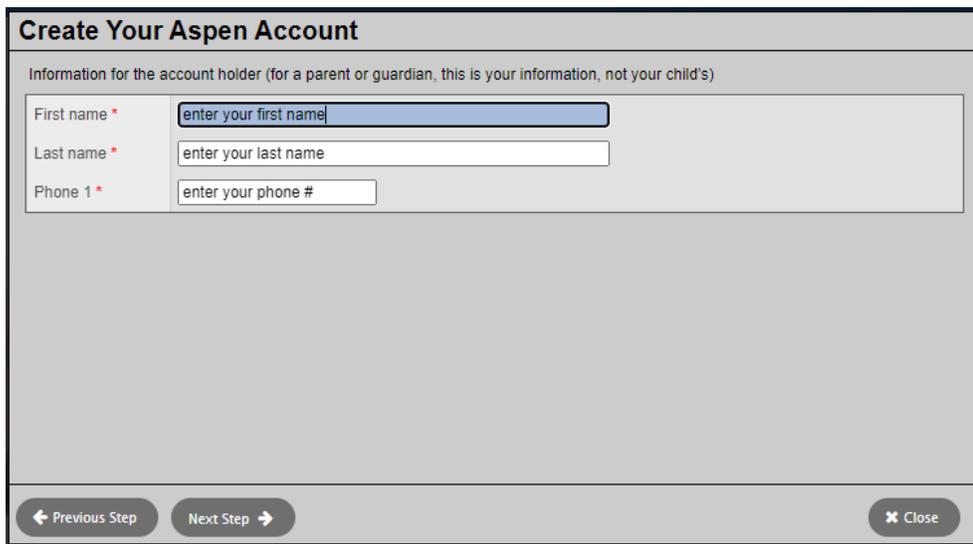

3. Select the **Next Step** button.

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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)
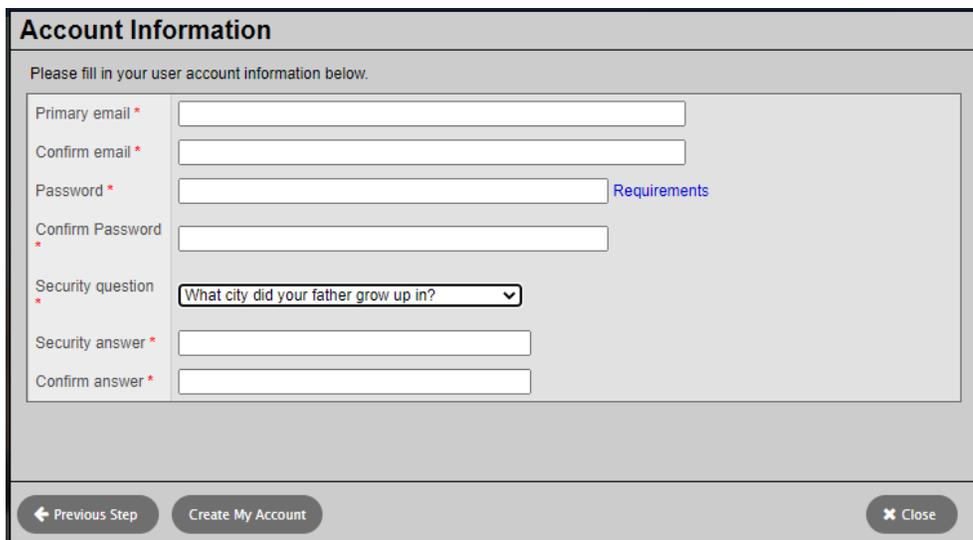
First name *	enter your first name
Last name *	enter your last name
Phone 1 *	enter your phone #

← 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 *	
Confirm email *	
Password *	Requirements
Confirm Password *	
Security question *	What city did your father grow up in?
Security answer *	
Confirm answer *	

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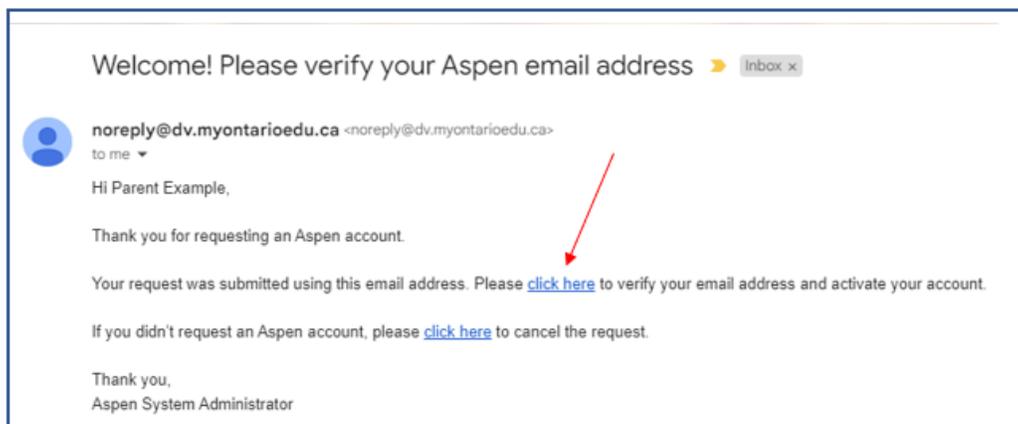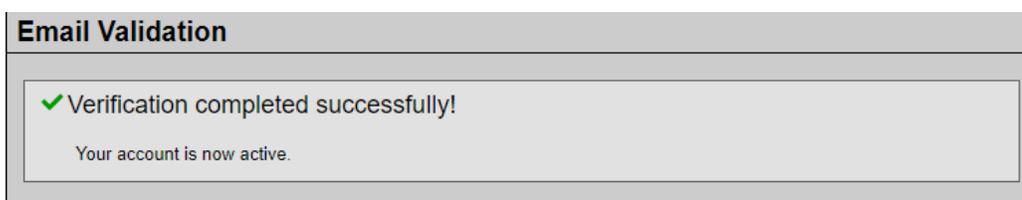
7. Select the **Create My Account** button. You will see a message that an email confirmation has been sent to the email indicated in step 6. above.

Confirmation

✔ Account request processed!

Next step
A verification email will be sent to the address you specified. Please click on the confirmation link in the email to verify your address. Once completed, your account will be activated and you'll be able to login using the email address and password you just entered.

Note: Be sure to check your spam folder if you don't see the email right away.

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.

Welcome! Please verify your Aspen email address ➤ Inbox ×

noreply@dv.myontarioedu.ca <noreply@dv.myontarioedu.ca>
to me ▾

Hi Parent Example,

Thank you for requesting an Aspen account.

Your request was submitted using this email address. Please click here to verify your email address and activate your account.

If you didn't request an Aspen account, please click here to cancel the request.

Thank you,
Aspen System Administrator

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

Email Validation

✔ Verification completed successfully!
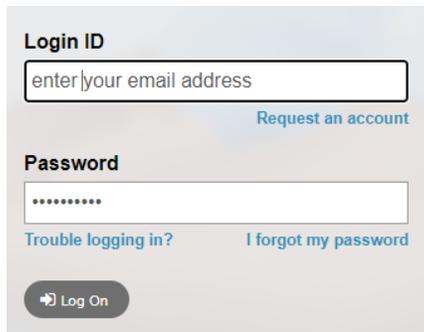
Your account is now active.

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.

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.
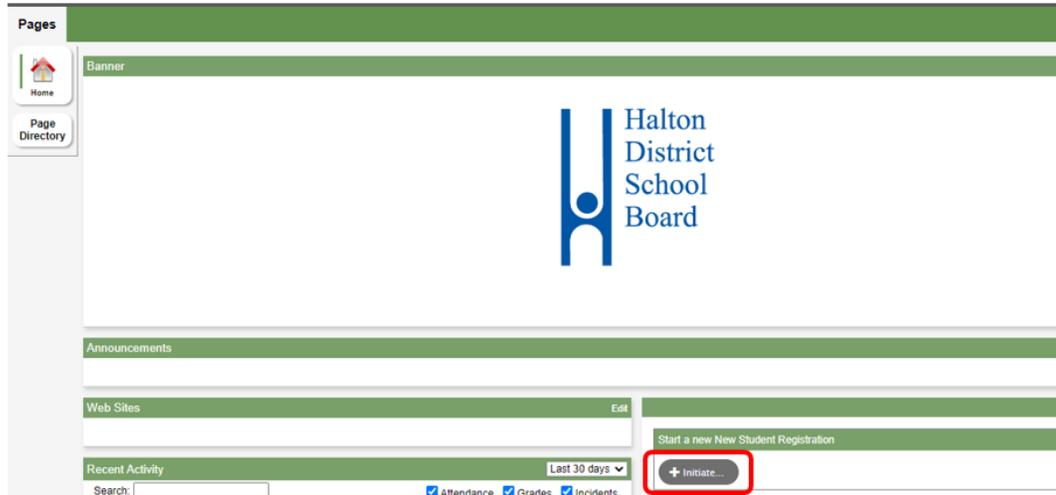3. Select **I forgot my password.**
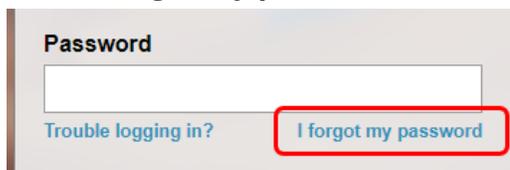
4. Answer the Security Question (as entered in Step 6 above).
5. Follow the instructions to set a new password.

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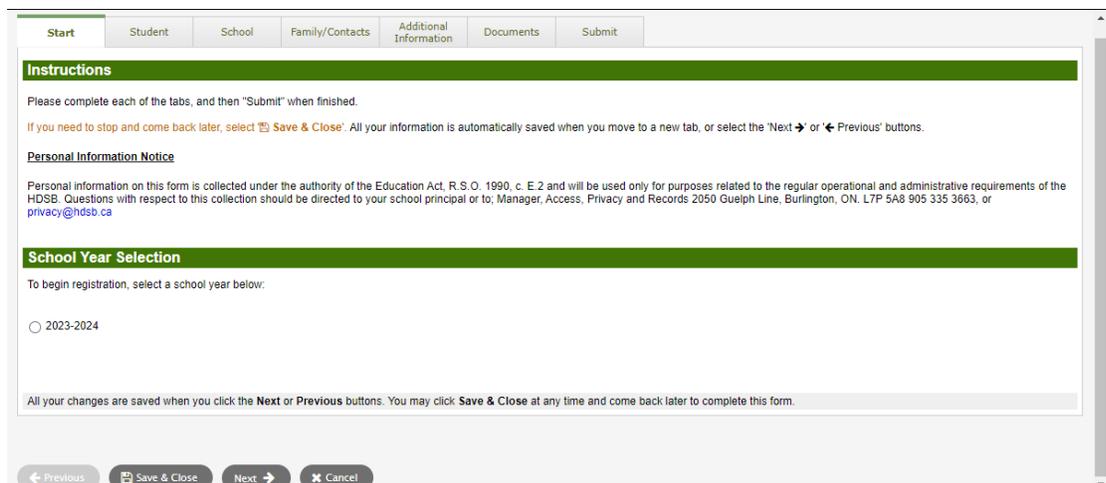
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3. To begin, select the applicable school year and then the **Next** button.

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.

- 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, flag the 2023/2024* school year and select **Search**.
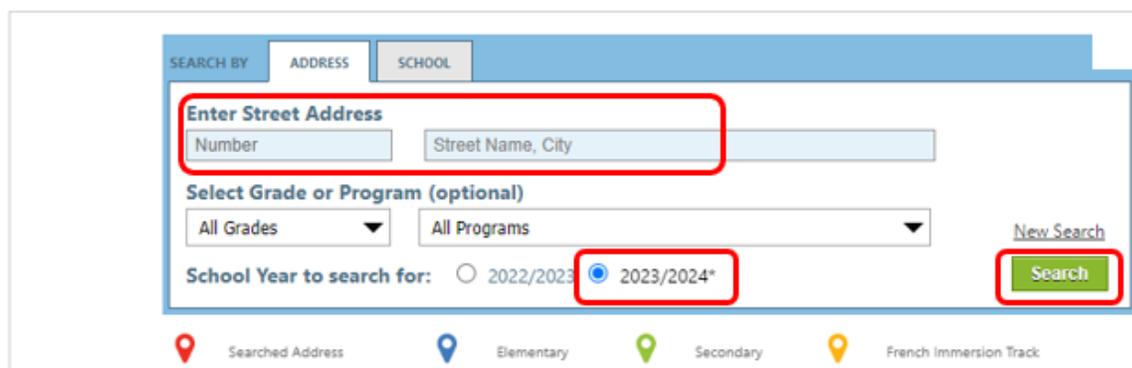
  A list of schools will be displayed based on the address entered. Make note of your child's school based on their program and grade. To leave the <Find your School> window, close that tab using the **X** button in the top right corner of the window.
- You can now select the Requested School in the list 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**.

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.
- 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.

Documents Tab
- There are mandatory documents required to complete this registration.

Documentation

Required Documentation for New Students to this Board:

Mandatory Documents to Complete Registration

After completing the Online Registration, call the school to make an appointment to visit the school to meet our caring staff 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 baptismal/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
- To complete this registration, select the **Submit** button.

Note

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> 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**.

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		☑

🖨 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

➕ Initiate…

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.