Online Registration Parent/Guardian Process

Online Registration cannot currently be completed via a mobile phone or tablet device.

- **Try using a laptop - portable devices can have issues with the online format. Please go to the link Aspen from a laptop or desktop computer to see if this resolves the issue.**

Parent/Guardian Access

A link will be available on the OCDSB Parent Portal for Parents/Guardians to Access the Online Registration Portal (OLR). They will be required to fill out the Aspen OLR form then submit their documentation via a second form.

Login

Go to OCDSB.ca and click on the **Register** button at the top of the screen.
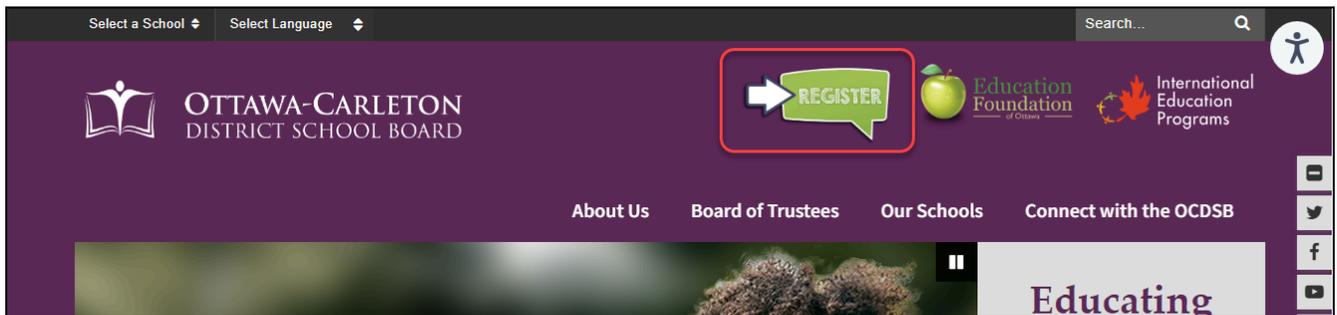
Depending on your student's needs scroll down and click on the appropriate area for your registration, for example, **Kindergarten Registration**.

Follow all the steps on the page, Step 2, will ask you to click on the link to the **Online Registration Form**.

Step 2 COMPLETE Registration Form

Important: Before you proceed, if you have a Refugee, Diplomat, Work Permit or Study Permit temporary status in Canada, call 613-596-8731 to submit your immigration documents.

Once you know your school, you can complete our online registration form given below. **The form cannot be completed using a phone or tablet**.

📋 .Online.Registration.Parent.Process_.Please.Read

🔗 .Online.Registration.Form_.Not.compatible.with.cell.phone.or.tablet

This will take you to the Aspen login page. Click on **Request an account**.

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Ensure that "**I am a parent/guardian registering my child online**" is selected then click **Next Step.**

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

Enter your **First name, Last name** and **Phone number** then click **Next Step.**

Create Your Aspen Account

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

First name *	Alf
Last name *	Test
Phone 1 *	123-123-1231

← Previous Step   Next Step →   ✖ Close

- ● Enter your **email address** (this will be used as your Login ID and **is case sensitive)**.

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- Set a **password** (clicking on the Requirements link will show the Password Requirements).
- Click on the drop menu to choose a security question and enter the answer, (this is to enable password recovery).
- Click on **Create My Account.**

You will now see the confirmation message, click on **Close**, then go to your email to complete the registration.

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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.

✖ Close

This is an example of the email you will receive, please click on click here to verify your email address to activate your account.

Welcome! Please verify your Aspen email address   Inbox ✕

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

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

↩ Reply   ➡ Forward

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Initiate Form

Go back to the Aspen Login page and enter your email address as the **Login ID** and your

password to log in.

Once you have logged in to the portal, read and follow the instructions.

Registration Instructions for New Students

Online Registration cannot currently be completed via a mobile phone or tablet device. Please use a laptop or desktop computer.

Current Students

If your child is currently attending any OCDSB school, there is **no need to complete an online registration** form if:

- your child is staying at that school for the next school year.
- you have a change of home address. Simply click on this link: Change of Address Form to submit the information.
- your child is seeking to change program. Please contact your child's school to notify them of the change.
- you would like to apply for a cross-boundary transfer. Simply click on either link; Elementary-Student-School-Transfer-Application or Secondary-Student-School-Transfer-Application.

New or Returning Students

Online registrations should be used for students who are NEW to the OCDSB.

STOP If you have Refugee, Diplomat, Work Permit or Study Permit temporary status in Canada, please call 613-596-8731 to submit immigration documents

Please do not complete this form if the student is coming from a **non-english speaking country or from a French language board in Quebec.** Call the **Family Reception Centre** at 613-239-2416 to make an appointment **for an assessment.**

Please do not complete this form if you are registering with **Elizabeth Wyn Wood, Frederick Banting** or **Norman Johnston.** Please contact the school office.

Step 1 - Find your designated school. Click here to access our School Locator

**Step 2** - Preparing to register your student. You will need:

- **Proof of Student's Age (Mandatory)** Please submit **one** of the following:
  - Canadian birth certificate
  - Permanent Resident card **or** Confirmation of Permanent Resident Landing paper
  - Registration of birth card
  - Canadian passport
- **Parent or Student's Proof of Address (Mandatory)** Please submit **2** of the following:
  - Tax bill, **or**
  - Assessment notice, **or**
  - Purchase of sale agreement, **or**
  - Rental agreement for a separately assessed unit, **and**
  - Current utility bill (Hydro, Gas, Phone, Internet provider), **or**
  - Home insurance policy, **or**
  - Car insurance policy (driver's license not accepted)
- **Any documents pertaining to custody and access**, including a custody agreement or court order, must be submitted.
- **Any Individual Education Plan (IEP) or Special Education** requirements, must be submitted.
- **To register a Secondary School (High School) student**, please submit the following:
  - Graduation Summary or Transcript
  - A copy of the most recent report card

Step 3 - To start a new registration, click "**+ Initiate**" in the section below.

To continue working on a saved registration, click on the green check mark in the section below.

To delete a saved registration, click on the red cross in the section below.

In Step 3 you will be asked to scroll down to the area that says **Start a new New Student Registration** then click on the **+Initiate** button

Start or Resume an Online Registration   Edit

Start a new New Student Registration

+ Initiate....
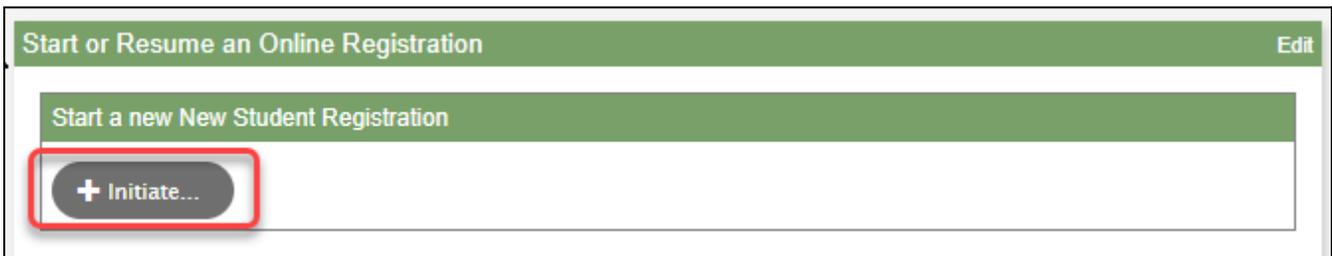
This will open the Registration window.

Start	Student	School	Family/Contacts	Additional Information	Documents	Submit

Instructions

STOP If you have Refugee, Diplomat, Work Permit or Study Permit temporary status in Canada, please call 613-596-8731 to submit immigration documents.

Please do not complete this form if the student is coming from a **non-english speaking country** or from a French language board in Quebec. Call the **Family Reception Centre** at 613-239-2416 to make an appointment **for an assessment**.

Please do not complete this form if you are registering with **Elizabeth Wyn Wood, Frederick Banting** or **Norman Johnston**. Please contact the school office.

Please complete each of the tabs, and then 'Submit' when finished.

If you need to stop and come back later, select 🖫 **Save & Close**'. All your information is automatically saved when you move to a new tab, or select the 'Next ➜' or '← Previous' buttons.

Personal Information Notice

Personal information on this form is collected under the authority of the Education Act (RSO. 1990 c.E.2) and in accordance with the Municipal Freedom of Information and Protection of Privacy Act (RSO. 1990 c.M56), as amended. It will be used to establish the Ontario Student Record [OSR] and for student and education related purposes such as registration, administration, communication, collection of fees, data reporting, and Student Transportation Services. In addition the information may be used or disclosed to comply with legislation, for compelling circumstances affecting health and safety or discipline, as required in circumstances related to allow enforcement matters, and with third parties in accordance with established service agreements or in accordance with any other Act. Questions or concerns should be directed to the school principal or the Board's Freedom of Information Coordinator, Ottawa-Carleton District School Board, 133 Greenbank Road, Ottawa, Ontario, K2H 6L3, Telephone 613-596-8211 ext. 8607.

School Year Selection

To begin registration, select a school year below:

○ ▭▭▭▭

○ ▭▭▭▭

All your changes are saved when you click the **Next** or **Previous** buttons. You may click **Save & Close** at any time and come back later to complete this form.

[← Previous] [🖫 Save & Close] [Next ➜] [✖ Cancel]

Navigating the registration form

Begin by selecting the **School Year** that your student will begin School at the OCDSB, then work your way through all the tabs and then click **Submit** when finished.

You can move through the registration form by clicking on the **Next** button at the bottom after completing each page. Some of the questions in the registration form are **mandatory**. If you miss a mandatory field you will normally see an error message indicating what has been missed when clicking on the **Next** button. For example, the error message below is telling us that we need to fill out the Postal code. Go back through the page to fill in this field then click **Next** to move on.

You may click **Save & Close** at any time and come back later to complete the form.

Filling out the registration form

Please ensure you **read all the Instructions and Notices** throughout the form. This will tell you what you need to know to fill out the registration.

After you have completed the OLR form you will receive an email with a link for you to **send in your supporting documentation.**

Please note your registration is **not complete** until you have filled out the **registration form AND submitted supporting documents.**

Forgotten Password?

If you need to reset your password please go to the Aspen login page and click on the **I forgot my password** link.

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Enter your **Login ID** and **Primary email** address (these should both be the same email address), then click **Continue**.

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Password Reset

Login ID

Primary email

▶ Continue   ✖ Cancel

Enter the answer to your **security question**, then click **Submit.**

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Password Reset

Login ID

Primary email

What are the last 4 digits of your SIN?

••••

☑ Submit   ✖ Cancel

You will be returned to the login screen and a popup will appear saying " An email containing your temporary password has been sent", click **OK.**

An email containing your temporary password has been sent

☑ OK
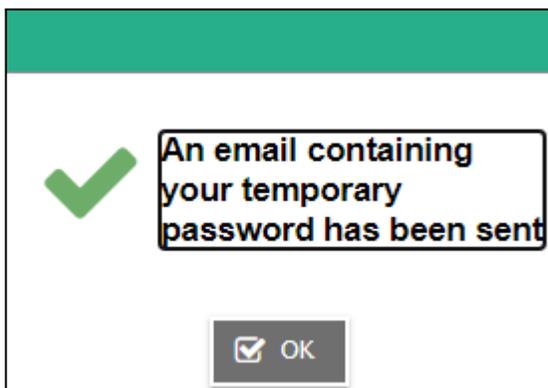
Go to your **Email Inbox** to find the temporary password sent to you. Go to the Aspen login page and enter your email address as your Login ID and this temporary password. A popup

will appear saying "Your password has expired. Please create a new one.", click **OK**.
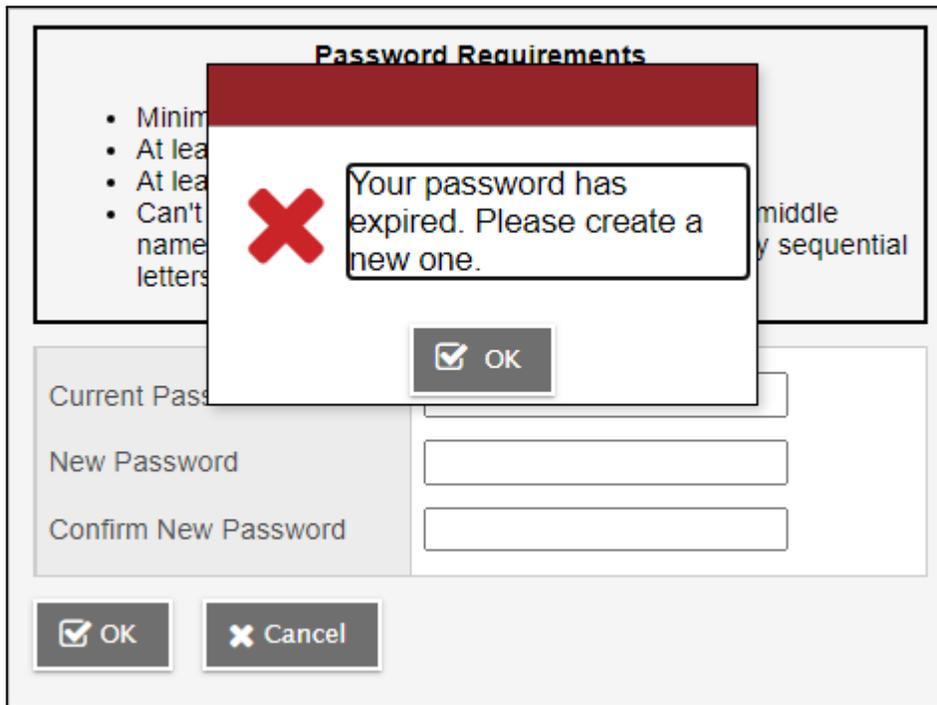
Enter the temporary password in the current password field, then enter a new password, click **OK**, to complete your password reset and login to Aspen.

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Password Requirements

- Minimum length is 6
- At least one number
- At least one capital and lowercase letter
- Can't contain 'password', login name, first name, middle name, last name, date of birth, personal id, or only sequential letters or numbers

Current Password	
New Password	
Confirm New Password	

☑ OK   ✖ Cancel