



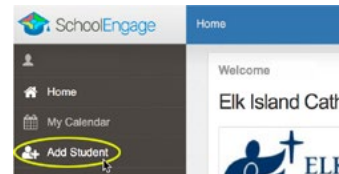
NOTE: The following instructions are for parents who **do not have a PowerSchool account** for Elk Island Catholic Schools (EICS). If you currently have a PowerSchool account for EICS, please visit <https://www.eics.ab.ca/parents-and-students/school-registration> and go to the section entitled, "Registering a Student using your existing PowerSchool Account".

Before you begin these steps, please first locate your child's **birth certificate, passport, permanent resident card**, or other document which you will need to provide for the purpose of establishing your son/daughter's eligibility to enrol into Genesis. You'll need to upload a digital copy of the required document, and this digital copy can be a scanned copy or a digital photo of the document. We can not finalize your child's enrollment until we have this document.

5 Click the [log in](#) link. You'll now return to the webpage where you started in Step 1, but now, you will have your user id and password so that you can log into your account within *School Engage*.

REGISTER your child for online classes in Genesis

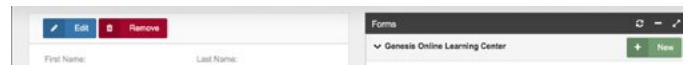
6 Within your parent *School Engage* account and in the main window, you'll need to click on the "Add Student" menu choice in the upper left margin:



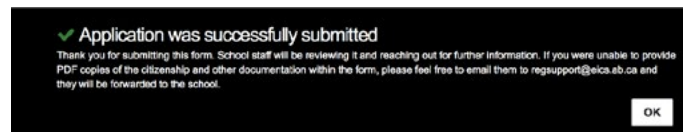
Complete the information for your son/daughter on this page and then click the "SAVE" button.

7 Once you've clicked on the "Save" button, you'll see a new window that contains your son/daughter's information that you just entered along with the link that you'll use to begin the registration process for your son/daughter.

Click on the **New** button located in the top right corner next to the, "Genesis Online Learning Center", heading:



8 You will now see the first of three pages of the registration process. Please complete each page, and on page 3, click the **Submit** button to send the information to our database. You will then see the "verification message", appear on the webpage.



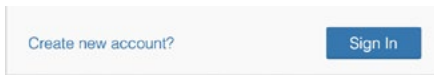
You will also receive an email from EICS that confirms your successful completion of this registration process.

We at Genesis will then process the information that you've sent to us and will contact you if we need to discuss with you any details, such as course selections. Once we have processed the registration information, we will finalize your son/daughter's enrollment in Genesis and will email to you the instructions and/or information regarding

- getting ready for the first day of school, which will be **Tuesday, Sept. 4th**
- setting up your **parent account** in PowerSchool
- setting up your **son/daughter's account** in PowerSchool

CREATE YOUR ACCOUNT within *School Engage*:

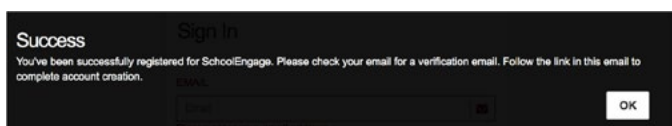
1 Go to <https://eics.schoolengage.ca/#/login> and click on the "Create new account?" link:



2 Register your parent email address, name, and address.

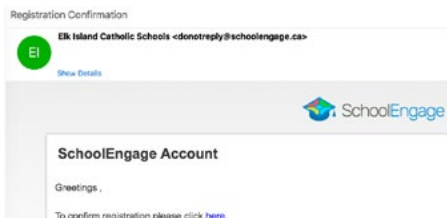


3 Upon successful registration of your parent information, the following graphic will appear on your webpage:

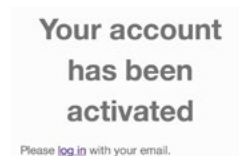


Click on the "OK" button to remove the banner graphic, and then go to your email account to find the verification email from EICS.

This verification email message will look like this:



4 In this verification email message, click the [here](#) link. By clicking that link, you'll activate your parent account within the *School Engage* website. When you click that link, your web browser will display a new webpage with the following message:



Thank you for joining us here at Genesis Online Learning!