



Online Registration Parent Process

Outlined below is the process to access the Online Registration web page and create an account to register a student **who is new to the Hamilton Wentworth Catholic District School Board (HWCDSB)**.

ACCESSING THE ONLINE REGISTRATION SITE

Use the following method to access the Online Registration form:

Method 1:

IMPORTANT: Please use a computer, laptop or Chromebook when completing the online registration form.

Go directly to the Online Registration Login page by typing the URL: <https://hwcdsb.myontarioedu.ca/>



FIRST TIME USERS

If you have never enrolled a child with the HWCDSB, you will first need to create an account as described below. After following the instructions above to access the Online Registration web page, do as follows:

1. At the **Sign In** screen, click: **Request an account** button

2. On the next screen, click:
I am a parent/guardian registering my child online
3. Click: **The Next Step** button



- Where indicated, enter your: **name, phone number**

- Click: **The Next Step** button

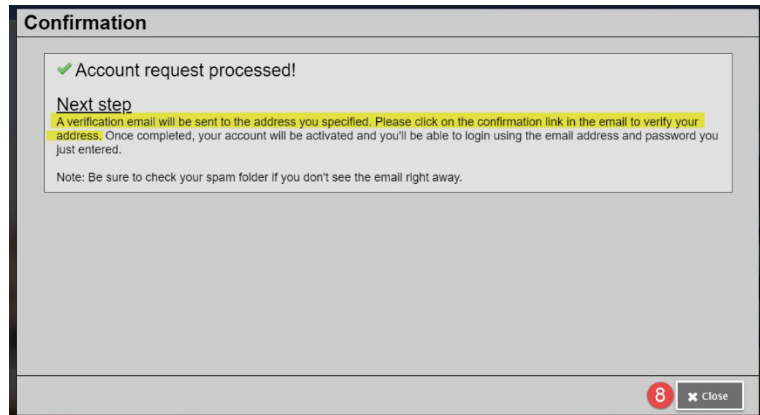
- On the next screen: **Enter your account information**, i.e.: email address, password, security question details

Note: Your password must contain a mix of upper and lower-case letters.

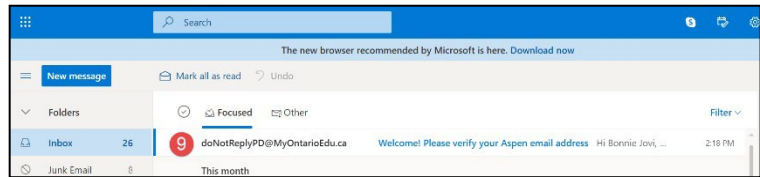
- Click: **Create My Account** button



8. You will see a message that an email confirmation has been sent to your Inbox. Click: **The close** button

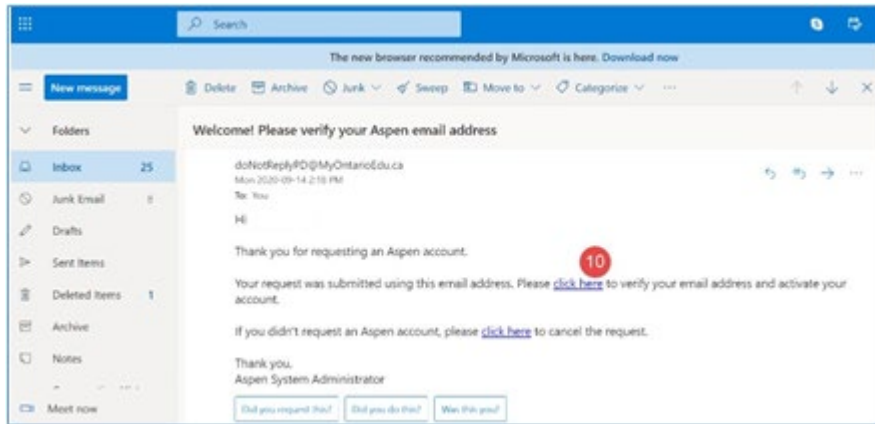


9. **Open your email program > Open the email message**





10. Within the email message: Click on the **'click here** link



11. Your email will be validated. Click: **Close** button



12. The login screen will once again be displayed. **Enter your email address** (as entered in Step 6 above)



Hamilton-Wentworth
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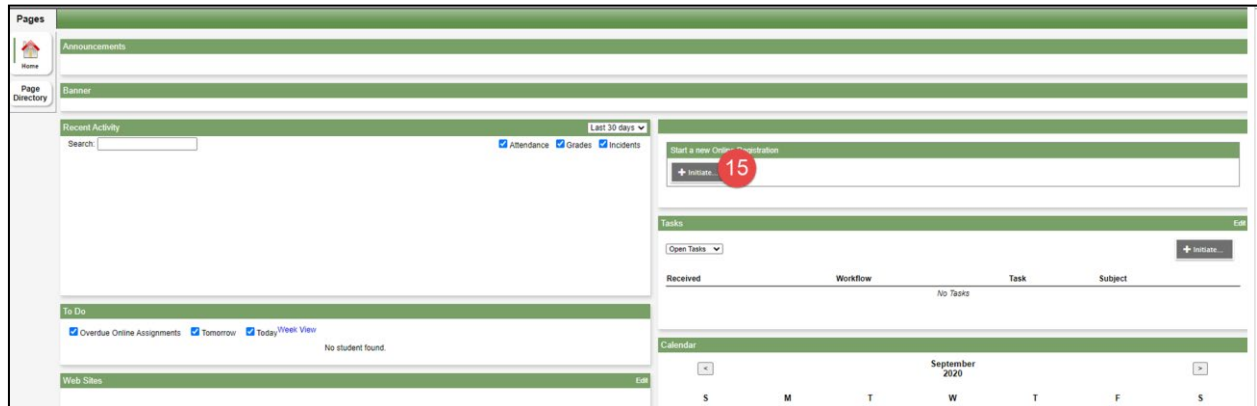
A screenshot of the Hamilton-Wentworth Catholic - SIS login page. The page has a light blue header with the title "Hamilton-Wentworth Catholic - SIS". Below the header, there are three main sections: "Login ID", "Password", and "Log On". The "Login ID" section has a text input field containing "barnetrubble.outlook1.com" and a red circle with the number "12" next to it. Below the input field is a blue link that says "Request an account". The "Password" section has a password input field with masked characters "*****" and a red circle with the number "13" next to it. Below the input field are two blue links: "Trouble logging in?" and "I forgot my password". The "Log On" section has a dark grey button with a right-pointing arrow and the text "Log On", with a red circle and the number "14" next to it. At the bottom of the page, there is a "Log in using" section with a small icon and the text "AASP".

13. **Enter your password** (as entered in Step 6 above)

14. Click: **The log On** button



15. To begin the registration, click: t h e **+Initiate** button



LOGGING IN WITH AN EXISTING ACCOUNT

Once you have created your account, you can access the Online Registration Form as often as needed.

1. Use the Registration link on the Board Website, (or use the URL: <https://hwcdsb.myontarioedu.ca>) to open the Online Registration webpage.
2. At the login screen, enter: **Your email address**
3. Enter: **Your password**
4. Click: **Log On** button



FORGOTTEN YOUR PASSWORD?

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

1. Use the Registration link on the Board Website, (or use the URL: <https://hwcdsb.myontarioedu.ca>) to open the Online Registration webpage.
2. At the login screen, enter: **Your email address**
3. Click: **I forgot my password**

A screenshot of the Hamilton-Wentworth Catholic - SIS login page. The page has a light blue header with the title "Hamilton-Wentworth Catholic - SIS". Below the title, there are two input fields: "Login ID" and "Password". The "Login ID" field contains the text "barnetrubble.outlook1.com" and has a red circle with the number "2" next to it. Below the "Login ID" field is a link that says "Request an account". The "Password" field contains several asterisks and has a red circle with the number "3" next to it. Below the "Password" field are two links: "Trouble logging in?" and "I forgot my password". Below these links is a "Log On" button. At the bottom of the page, there is a "Log in using" section with an "AASP" button.

Hamilton-Wentworth Catholic - SIS

Login ID
barnetrubble.outlook1.com **2**
Request an account

Password
***** **3**
Trouble logging in? I forgot my password

Log On

Log in using AASP