

# Online Registration

Parents and Guardians



## Family Portal View

This document is intended to provide parents and guardians step by step instructions on how to complete an online registration in MyEdBC.



### Parents and guardians must have a family portal account before initiating a new registration.

Please refer to the *MyEdBC Parent Account Creation* document to create a family portal account if necessary.



It is a district standard that parents/guardians register their student at their catchment school. A transfer can be requested at a later date.



You may want to have the following information available before beginning the registration process:

- Birth Certificate
- Emergency Contact Information
- Medical Alert Information

## Initiating a New Registration



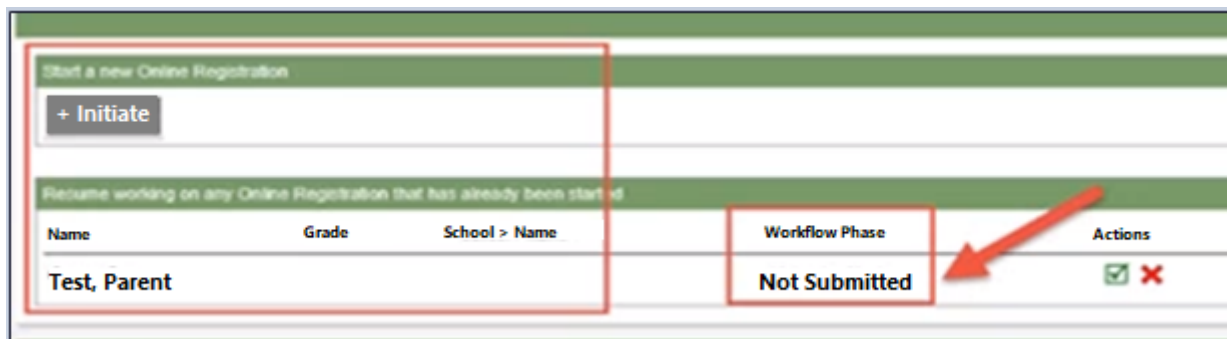
Once the parent/guardian starts the process and completes some demographic information for a student they can save the information and continue the process later by clicking on "Save and Close".

The registration will remain available with the status of "Not Submitted".

To continue the registration process, click on the green checkbox next to the record.



1. Click the **Initiate** button on the home screen of MyEdBC (middle right hand side of the screen)



If you require additional support, please contact your catchment school

## Registration Wizard



Fields with a red astrich (\*) are requires fields - the system will not allow you to move on with the registration if those fields are blank.



### School Year Selection - Start Top Tab

When registration has been opened for an upcoming year there may be two years to select from. Parents have the ability to register students in the current year or for the upcoming year.

**Start** Student School Family/Contacts Additional Information Documents Submit

**Instructions**

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**

The information on this form is collected under the authority of the School Act, Section 13 and 79. The information provided will be used for educational program and administrative purposes, and when required, may be provided to health services, social services or support services as outlined in Section 79(2) of the School Act. The information collected on this form will be protected consistent with the Freedom of Information and Protection of Privacy Act. If you have any questions about the information recorded on this form, please contact your School District.

**School Year Selection**

To begin a registration application, select a school year below.

2019-2020

2020-2021

All your changes are saved when you click the **Next** or **Previous** buttons. You may click **Save & Close** at any time to save your work and return to complete the registration application later.

← Previous **Save & Close** **Next** → ✕ Cancel



### Student Demographics – Student Top Tab

Basic student information that the district requires to complete a registration.

Start **Student** School Family/Contacts Additional Information Documents Submit

**Student Information**

**Legal Name**

First \*

Middle

Last \*

Suffix

Gender \*

**Preferred Name**

First \*

Middle

Last \*

PEN

If you wish to voluntarily identify this student as being a person of Indigenous Ancestry, select one:

**Birth and Citizenship**

Place of birth

Country of citizenship \*

If you require additional support, please contact your catchment school



## School Selection – School Top Tab

A list of schools will appear based on the student details. (School district = Prince George)

Start Student **School** Family/Contacts Additional Information Documents Submit

### School Selection

All School District Websites provide detailed information around Kindergarten registration details that are unique to their own district processes.  
The Ministry provides details around Full Day Kindergarten [here](#).  
Below you will see a list of schools participating in online registration based on the selected school district and the calculated grade level.  
Please select from this list. If the school desired is **not listed** as a participant to online registration:

- Ensure you have the correct School District selected
- Indicate the desired school in the **Comment** field on the Submit tab
- Contact the desired school for registration information

School district:

**Required:** Select the school appropriate for your address  Grade: KF

Filter this list by school name or city:

	Requested School	Address	City	Phone	Start Grade	End Grade
<input type="radio"/>	School Name	School Address	City Name	#####	KF	07
<input type="radio"/>	School Name	School Address	City Name	#####	KF	07



## Parent/Guardian Siblings – Family/Contacts Top Tab

Information for parents/guardians and emergency contacts.

Start Student School **Family/Contacts** Additional Information Documents Submit

### Parent/Guardian/Other Contact

Click on your name to complete your own record, then select **Add** to add any additional contacts for the student.

	First Name	Last Name	#	Relationship	Phone 1	Phone 1 Type	Phone 2	Phone 2 Type	Email
<input type="checkbox"/>	First Name	Last Name	1	Parent	#####				test@gmail.com

**Add** **Delete**

### Siblings

Click **Add** to add any siblings who are ALREADY attending a school in this district.

First Name	Last Name	Sibling Grade	School Name
No matching records			

**Add** **Delete**

All your changes are saved when you click the **Next** or **Previous** buttons. You may click **Save & Close** at any time to save your work and return to complete the registration application later.

**Previous** **Save & Close** **Next** **Cancel**

If you require additional support, please contact your catchment school



## Additional Information – Additional Information Top Tab

Additional information such as school history, medical information, student services support and language information can be added here.



## Documents Added – Documents Top Tab

The required documents to complete a registration can be uploaded here. (For example: birth certificate). Once the registration is accepted or denied by the school, these documents will be automatically removed from the system.

If you require additional support, please contact your catchment school



## Conclusion – Submit Top Tab

When parents/guardians are finished completing the registration, they can print all forms. Once the registration is processed by the school, parents/guardians will receive an email stating whether the registration has been accepted or denied.

Start Student School Family/Contacts Additional Information Documents **Submit**

**Done!**

Congratulations! You have reached the end of the Registration application.

Comment : Enter any final notes or comments for the registrar (optional)

You may click **Save and Close** at any time to save your work and return to complete the registration application later.  
Before submitting your registration application, please review the information you have entered by clicking on each tab.

**Note:** Once you click the **Submit** button you will not be able to edit this Registration application.

← Previous Save & Close Next → **Submit** ✕ Cancel

## Confirmation and Awaiting Review

### View from Family Portal – Awaiting Review

**Published Reports**

Filename	DateUploaded	Creator	Description
No published reports			

Start a new Online Registration

+ Initiate...

Resume working on any Online Registration that has already been started

Name	Grade	School > Name	Workflow Phase	Actions
Test1, Student1	KF	Alex Hope Elementary	<b>Awaiting review</b>	

**Protecting Personal Information**

Protecting personal information is critical to everyone using MyEducation BC. While school districts are responsible for the protection of their students and staff's personal information, the Ministry of Education ensures personal information is secure within MyEducation BC by implementing industry best practices and following strict privacy requirements.

Learn more about how personal information is protected within MyEducation BC by visiting the following links:

- Freedom of Information and Protection of Privacy Act
- School Act
- Independent School Act

If you require additional support, please contact your catchment school

## Confirmation screen once registration is submitted

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.

Name	Description	Print
Online Registration Summary		Print

## Confirmation e-mail from the school

Online Registration for Student1 Test1 received Inbox x

**sysadmin@myeducation.gov.bc.ca**

to ▾

This is confirmation that we have received the registration you submitted for Student1 Test1.

The office will review your registration. Once accepted, you will be notified at this email address with a confirmation of the assigned school.

Thank you for using our Online Registration system.

## Version History

Version	Date	Description
5.1	January 2020	Footer revised
5.0	December 2020	New Document Created

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If you require additional support, please contact your catchment school