



Bluewater District School Board Online Registration Guide

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Overview

As Parents/Guardians or adult students, you can conveniently initiate a new student registration through our Online Student Registration process within our Student Information System, called Aspen.

Please note, our online registration process is currently only available for students who are new to Bluewater District School Board and should not be used for students who have attended a Bluewater DSB School or eLearning course in the past.

Online Registration will capture enrolment information to identify all relevant data required for your student registration. You will be made aware of your application status through workflows and status updates as the application progresses from submission to acceptance or rejection.

Troubleshooting

This process requires the use of pop-up windows, and inactive sessions will timeout.

If you have any difficulties or have questions, please contact the School Office Manager. Phone numbers for schools can be found on the School Tab of the Online Registration.

For additional information about Bluewater DSB or to find a school website, go to www.bwdsb.on.ca.

Bruce Grey School Locator

Before beginning you will need to determine which schools your student is eligible to attend, use the link below to find eligible schools in your area or to find local French Immersion schools:

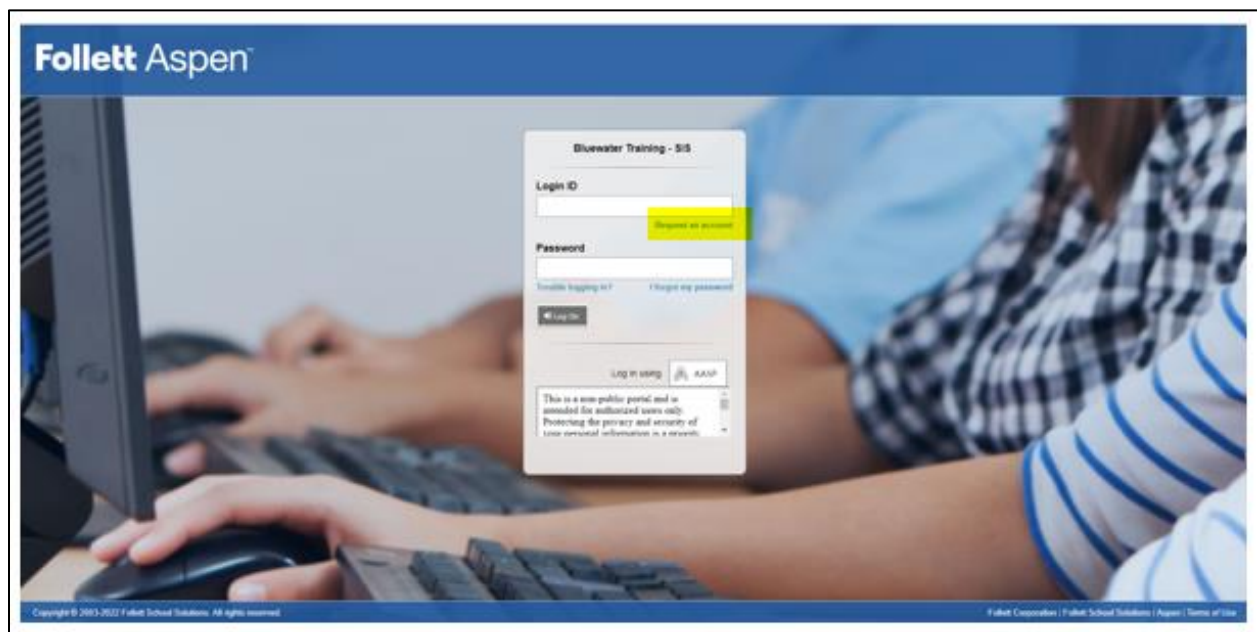
<https://www.mybrucegreyschoolbus.ca/Eligibility>

Aspen Home User Account

You will need to request a home user account in Aspen before you can begin your registration process.

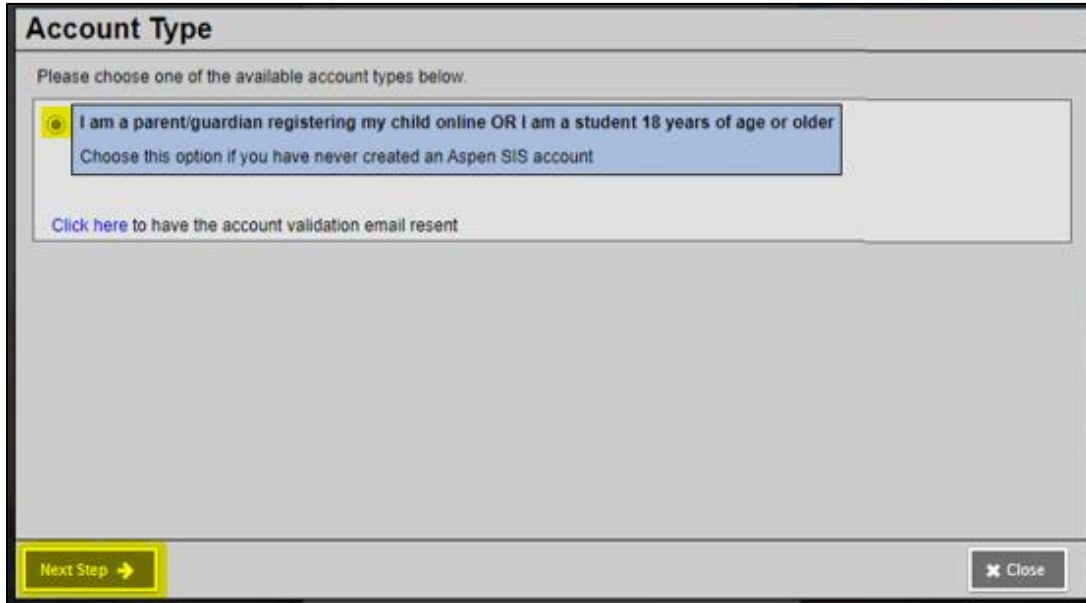
Request An Account

Go to <https://bwdsb.myontarioedu.ca/aspen/logon.do?deploymentid=bwdsbsis> and select “Request an account.”



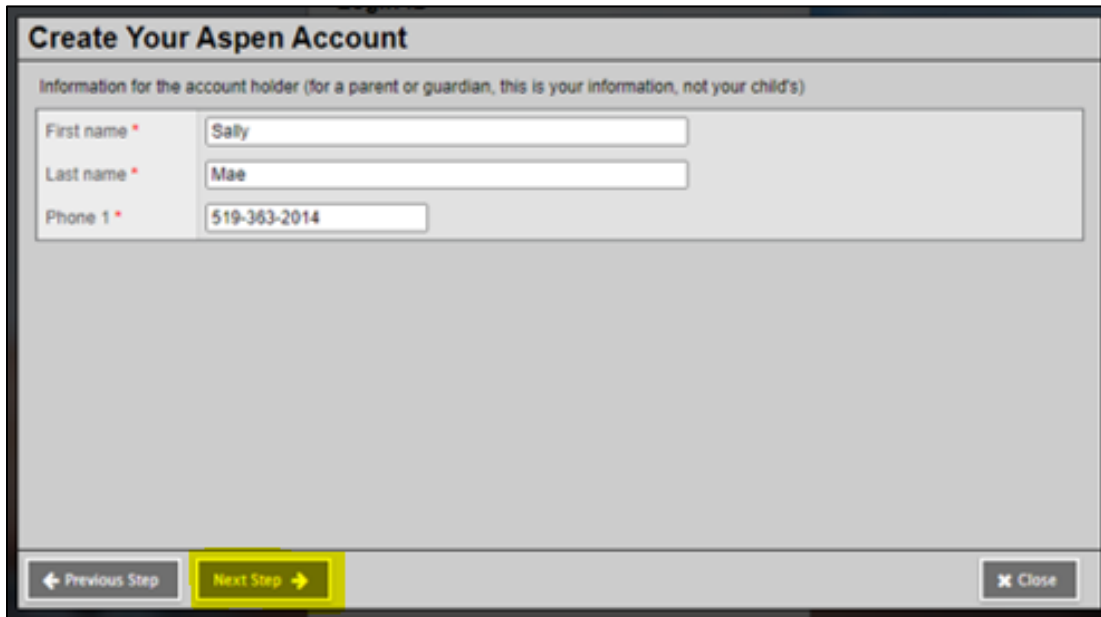
Next you will select the type of account required, a detailed scenario is provided for each available account type. Once you've made the appropriate selection, select **Next Step**.

***If you previously started this process and did not receive a validation email, select **Click here**



The screenshot shows a web form titled "Account Type". At the top, it says "Please choose one of the available account types below." There is a single radio button option selected, which is highlighted with a yellow box. The text for this option is "I am a parent/guardian registering my child online OR I am a student 18 years of age or older" and "Choose this option if you have never created an Aspen SIS account". Below this, there is a link that says "Click here to have the account validation email resent". At the bottom left, there is a yellow "Next Step" button with a right-pointing arrow. At the bottom right, there is a grey "Close" button with an 'X' icon.

Enter all applicable fields (required fields marked with red *). Once complete, select **Next Step**.



The screenshot shows a web form titled "Create Your Aspen Account". Below the title, it says "Information for the account holder (for a parent or guardian, this is your information, not your child's)". There are three input fields: "First name" with the value "Sally", "Last name" with the value "Mae", and "Phone 1" with the value "519-363-2014". Each field has a red asterisk next to its label, indicating it is a required field. At the bottom left, there is a grey "Previous Step" button with a left-pointing arrow. In the center, there is a yellow "Next Step" button with a right-pointing arrow. At the bottom right, there is a grey "Close" button with an 'X' icon.

Enter applicable fields (required fields marked with a red *). Once completed, select **Create My Account**.

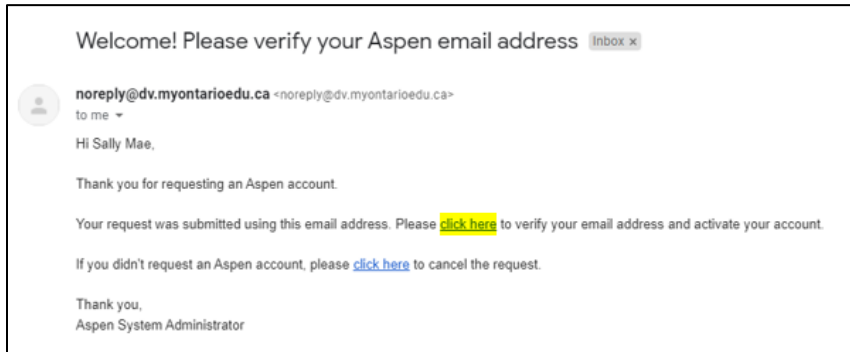
Please note that Bluewater DSB staff **cannot** use their @bwdsb.on.ca email address in their home user account request. You must use a personal email address.

The screenshot shows a web form titled "Account Information" with the instruction "Please fill in your user account information below." The form contains several fields: "Primary email *" with the value "email@gmail.com", "Confirm email *" with the value "email@gmail.com", "Password *" with masked characters and a "Requirements" link, "Confirm Password *" with masked characters, "Security question *" with a dropdown menu showing "What are the last 4 digits of your SIN?", "Security answer *" with masked characters, and "Confirm answer *" with masked characters. At the bottom, there are three buttons: "Previous Step", "Create My Account" (highlighted with a yellow box), and "Close".

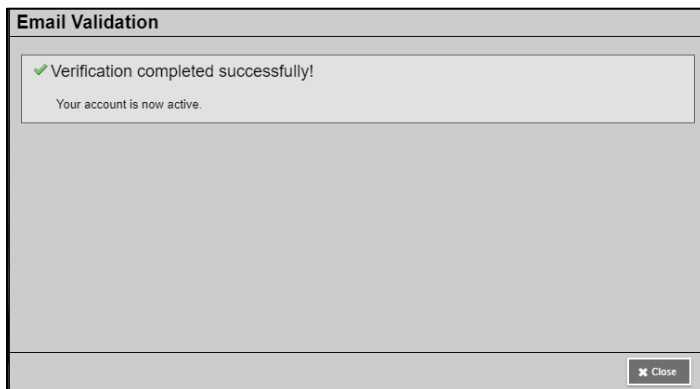
You will receive request confirmation:

The screenshot shows a confirmation message box titled "Confirmation". It contains a green checkmark icon followed by the text "Account request processed!". Below this, there is a section titled "Next step" with the text: "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." A note below reads: "Note: Be sure to check your spam folder if you don't see the email right away." A "Close" button is located at the bottom right of the box.

Soon you will receive an email verifying that your account request was submitted, follow the instructions to verify your email address and activate your account.



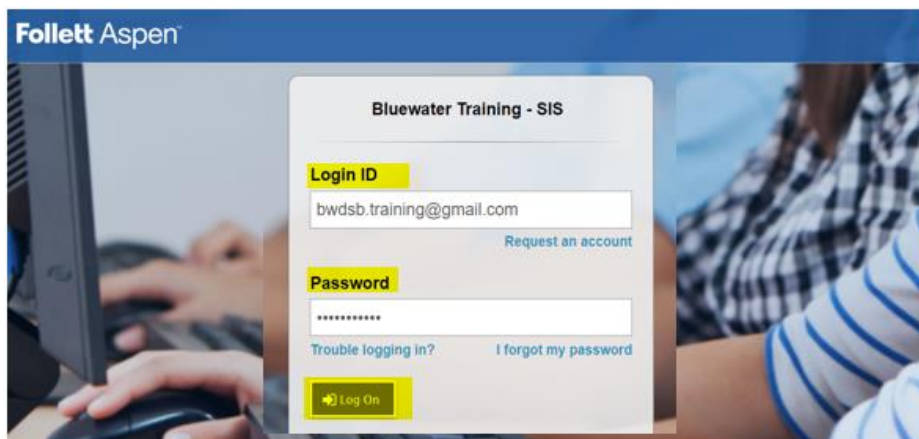
Once complete you will receive this verification, select **Close**.



You can now begin your student registration.

Online Registration: Step by step guide

Go to <https://bwdsb.myontarioedu.ca/aspens/logon.do> and login with your user login credentials (email and password indicated in your account registration).



Start A New Student Registration

After logging in, the Parent/Guardian or adult student can begin an online registration by clicking the **+Initiate** button in the **Start a New Online Registration** section of the Pages homepage.

The screenshot displays the 'Pages' homepage interface. On the left, there is a 'Page Directory' sidebar with 'Home' and 'Page Directory' options. The main content area includes several sections: 'Links for Parents' with links to 'Visit the Board Website' and 'Check School Eligibility'; 'Recent Activity' with a search bar and filters for 'Attendance', 'Grades', and 'Incidents'; 'To Do' with filters for 'Overdue Online Assignments', 'Tomorrow', and 'Today' (with a 'Week View' link); and a 'Calendar' for January 2022. The 'Start a New Student Registration' section is highlighted with an orange box and contains a '+ Initiate...' button. A callout box below provides a magnified view of this button.

Name	Grade	School > Name	Workflow Phase	Actions
Grade 10 - Math	10	Grassington District Secondary School	Application	...
Grade 10 - Math	10	Grassington District Secondary School	Application	...

January 2022						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Online Registration Form

The Online Registration form displays as shown below, with eight tabs to complete:

Throughout the registration you will be prompted to complete all required fields (marked with a red *) and will not be able to skip ahead until all sections are completed. If you receive an error message pop up, review the form for any incomplete required fields and enter the missing details.

The registration form has built in navigation, selecting the **Next** or **Previous** buttons your selections and information will be saved. You have the option to **Save & Close**, which allows you to save your entries and return later to finish this registration. Selecting **Cancel** deletes your selections and the registration all together.

Start Tab

Here you will select the appropriate school year that your student will attend. Users will have the option to select the current or next school year from the list.

Once complete, select **Next** to move to the next tab.

The screenshot shows a web form with a navigation bar at the top containing tabs: Start, Student, School, Family/Contacts, Additional Information, Early Years Survey, Documents, and Submit. The 'Start' tab is active. Below the navigation bar is a green header for 'Instructions'. The instructions text reads: 'Your child's safety is our concern. Please ensure you always inform our office by telephone, fax, voice-mail or letter every time your child will not be in attendance. Parents/Guardians are responsible for providing the school with complete and current information. 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.' Below this is a section titled 'Personal Information Notice' with a paragraph of legal text. Another green header follows, 'School Year Selection', with the text 'To begin registration, select a school year below:'. There are two radio button options: '2021-2022' and '2022-2023'. At the bottom of the form area, a note states: '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.' At the very bottom of the form are four buttons: '← Previous', 'Save & Close', 'Next →', and 'Cancel'.

Student Tab

On this tab you will complete information regarding your student's legal & preferred name, birth & citizenship, age and grade level, phone numbers & address. Though not all fields are required to complete your registration request, we encourage you to complete all relevant fields to ensure the school office has all required student and contact details when receiving the student.

You will find special notes placed with each section of the student tab guide, please reference to ensure you are aware of specific requirements.

If your child has attended any publicly funded school in Ontario, they will have an OEN (Ontario Education Number), this can be found on their report card. If your child is starting school now, or is new to Ontario schools, this number will be assigned after registration by school staff. The OEN field is not a required field and will not prevent you from proceeding.

Student Information			
Legal Name		Preferred Name	
First *	<input type="text"/>	First *	<input type="text"/>
Middle	<input type="text"/>	Middle	<input type="text"/>
Last *	<input type="text"/>	Last *	<input type="text"/>
Suffix	<input type="text"/>		
Gender *	<input type="text"/>	OEN	<input type="text"/>
Gender specify	<input type="text"/>		
If you wish to request a religious and/or cultural accommodation(s) for your child, please describe below			
<input type="text"/>			
If you wish to voluntarily identify this student as being a person of Indigenous Ancestry, select one: <input type="text"/>			

If the student was born in Canada, a Province of birth is required. If the student was born outside Canada, an arrival date is required.

Birth and Citizenship			
Place of birth		Country of citizenship *	
Country of birth *	<input type="text"/>	Country of citizenship *	<input type="text"/>
If born in Canada		Country of last residence	<input type="text"/>
Province of birth	<input type="text"/>	If not born in Canada	
Status in Canada *	<input type="text"/>	Arrival in Ontario	<input type="text"/>

Once you enter the students date of birth, their grade level will populate.

If you are pre-registering your student into JK for the following school year, please change the **Grade level** from Pre-K to **JK**, the **Adjusted grade level** field will automatically change to **Yes**.

Age and Grade Level	
Enter the student's date of birth, which will determine the grade for the school year.	
Date of birth *	<input type="text"/> Age
Age as of Dec 31	0
Grade level *	<input type="text"/>
Adjusted grade level	<input type="text"/>

Select **Add** to enter student phone record(s), be sure to indicate the priority sequence if adding multiple phone records.

Select **OK** when complete.

Phone Information

Enter phone information below

Priority	Phone Type	Phone Number	Publicly Listed	Comment
No matching records				

Add **Delete**

Priority:

Phone type *:

Phone number *:

Publicly listed:

Comment:

OK **Cancel**

Select **Add** to enter student address record(s).

At least one physical address is required for the student. This will be used to determine transportation eligibility. Touch the drop-down arrow beside the field for Address Type to choose **Physical**.

Review **Formatted Address** at the bottom of the screen to verify that you have entered the students address correctly.

If the student lives between multiple homes, additional physical addresses can be added. Likewise, if the mailing address is different than the physical, it can be added as a second entry. Be sure to set priority sequence if adding multiple address records.

Select **OK** when completed.

Address Information

The physical address of the student must be entered. Mailing and other addresses may also be added.

	Priority	Address Type	Address Line 1	Address Line 2	Address Line 3
<input type="checkbox"/>	1	Physical	34343 Noplace St		Big City, AB H6Y2F5

Add **Delete**

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**

At least one address of type = "Physical" must be entered

Priority * 1 Address type * Physical

Complete the fields that are applicable for your address

Street number	<input type="text"/>	Additional delivery info (PO Box, RR, etc.)	Delivery type	<input type="text"/>
Street letter	<input type="text"/>		Delivery number	<input type="text"/>
Street name	<input type="text"/>			
Street type	<input type="text"/>			
Street type precedes name	<input type="checkbox"/>			
Street direction	<input type="text"/>			
Unit type	<input type="text"/>			
Unit number	<input type="text"/>			
City *	<input type="text"/>	Township	<input type="text"/>	
Province *	Ontario	Country *	Canada	
Postal code *	<input type="text"/>			

Formatted address:

OK Cancel

School Tab

To find eligible schools in your area or determine your local French Immersion school, visit <https://www.mygreybruceschoolbus.ca/Eligibility>.

Select an eligible school from the list provided. Note, the school address and phone numbers are here for your convenience.

Start	Student	School	Family/Contacts	Additional Information	Early Years Survey	Documents	Submit
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School Selection

To find the schools in your district, please go to <https://www.mybrucegreyschoolbus.ca/Eligibility>. You can also locate French Immersion schools from this site.

Required: Select the school appropriate for your address

Selected: Filter this list by school name or city:

	Requested School	Address	City	Phone	Start Grade	End Grade
<input type="radio"/>	Bluewater Continuing Education Day School	351 1st Ave North	Chesley	(519) 363-2014	09	12
<input type="radio"/>	Bluewater Continuing Education Night School	351 1st Ave North	Chesley	(519) 363-2014	09	12
<input type="radio"/>	Bruce Peninsula District Secondary	5 Moore Street	Lion's Head	(519) 793-3211	09	12
<input type="radio"/>	Georgian Bay Community School Secondary	197799 Grey Road 7	Meaford	(519) 538-1680	09	

Family/Contacts Tab

The home user contact requires additional details, select your **First Name** to open the contact record and enter missing fields. (Relationship type, contact priority sequence, CASL (Canadian Anti-Spam) acknowledgement, phone type, contact questions).

A minimum of one Parent or Guardian contact must be entered for students under 18 years of age. Parent/Guardian contacts must indicate custody or access to student records, if applicable. Priority sequence should be indicated for each contact.

Select **Add** to enter new contacts.

Start	Student	School	Family/Contacts	Additional Information	Early Years Survey	Documents	Submit
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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"/>	Sally	Mae	1		519-363-2014				bwdsb.training@gmail.com

Add **Delete**

Complete this form for at least one parent/guardian

First name * Place of employment

Last name *

Gender

Relationship *

Allow portal access?

Contact Order/Priority

Contact priority in case of an emergency

Contact priority in case of school closure

Email Address

For custodial parents/guardians, a primary email is required.

Email CASL

Alternate email

Canada's Anti-Spam Legislation (CASL) prevents the sending of any commercial electronic messages without your express consent. Your consent is required if you wish to receive electronic messages regarding activities such as fund raising events, yearbook sales, sale of student photos, information about purchasing team uniforms, school newsletters that contain commercial information, etc. You may unsubscribe at any time.

Phone Information

Priority #	Type	Number	is publicly listed?
Phone 1 *	<input type="text" value="Home"/>	<input type="text" value="519-363-2014"/>	<input type="checkbox"/>
Phone 2	<input type="text" value=""/>	<input type="text" value=""/>	<input type="checkbox"/>
Phone 3	<input type="text" value=""/>	<input type="text" value=""/>	<input type="checkbox"/>
Phone 4	<input type="text" value=""/>	<input type="text" value=""/>	<input type="checkbox"/>
Phone 5	<input type="text" value=""/>	<input type="text" value=""/>	<input type="checkbox"/>
Phone 6	<input type="text" value=""/>	<input type="text" value=""/>	<input type="checkbox"/>

Phone numbers will be formatted according to the pattern: '919-123-4567' or with an extension '919-123-4567 x123'

Contact Questions

Does this contact live with this student? Yes No

Is this contact a guardian for this student? Yes No

Does this contact have custody of this student? Yes No

Should this contact receive email for this student? Yes No

Should this contact receive mail from the school for this student? Yes No

Does this contact have access to this student? Yes No

Does this contact have access to this student's school records? Yes No

Does this contact speak the school's language? Yes No

Any siblings who are currently attending a Bluewater DSB school can be identified, so the family unit is known. Select **Add** to create a new sibling record.

Note, all students registered by the same home user will be identified as siblings and will populate in the sibling field of the registration. Verify siblings indicated, users can delete inaccurate records as needed.

Select **Next** when complete, or if there are no siblings to

The screenshot shows a web application interface for adding a sibling. At the top, there's a section titled "Parent/Guardian/Other Contact" with a table listing existing contacts. Below that, there's a "Siblings" section with a form to add a new sibling. The form includes fields for "First name", "Last name", "Sibling grade", and "School name". Below the form is a table of schools to select from. The "Add" button is highlighted in yellow.

First Name	Last Name	#	Relationship	Phone 1	Phone 1 Type	Phone 2	Phone 2 Type	Email
Sally	Mae	1	Mother	519-363-2014	Home			berib.boring@gmail.com

Please only enter siblings currently attending a school in this board.

First name *

Last name *

Sibling grade *

School name *

Please enter school name and, if found, select from the list below.

School Name	Address	City	Phone	Start Grade	End Grade
Chesley District Community School	4 Rutherford Walk	Owen Sound, ON N0C 1B0	(519) 363-2344	JK	06

Additional Information Tab

You can enter additional information in this section pertaining to School History, Medical Information, Special Education history, Language, and Transportation.

In the school history section, you will be asked, "Has the student ever attended a school in this Board?" **If the response is yes, your student is likely already in our system. Please stop and contact the school directly to prevent creating a duplicate student record.**

If indicating yes to a medical condition, please select **Add** to provide their condition details.

Registering into a French Immersion program, you will make the indication in the Language section (shown in yellow highlight).

If indicating an alternate address location for AM pick-up or PM drop-off, please indicate the physical address in the space provided.

Start Student School Family/Contacts **Additional Information** Early Years Survey Documents Submit

School History

Last School/Program of Attendance

No previous school

Date last attended

Reason for leaving

Previous school grade

Previous school board

Previous school name

Previous school phone

Previous school language

Previous school address

Previous school city

Previous school province

Previous school country

Comment

Has the student ever attended a school in this Board?

If yes, what is the name of the last school attended in this Board?

Medical Information

Does this student have a medical condition?

Condition Category	Medical Condition	Life Threatening
No matching records		

Enter any additional medical notes

Special Education Support

Has the student previously received Special Education Support?

Type of Program (if known)

Does your child have an Individualized Education Plan (IEP) and/or has your child been identified through the Identification, Placement and Review Committee (IPRC)? Please choose all that apply.

IEP Checkbox

IPRC Checkbox

Has your child previously received English as a Second Language (ESL) / English Literacy Development (ELD) assistance?

ESL Checkbox

ELD Checkbox

Language Information

What was the student's first language spoken (native language)?

What are the primary languages used in the home regardless of the language spoken by the student?

What additional languages are spoken by the student?

If French immersion is available in your area, do you want your child in this program?

Transportation

If you are eligible for transportation would you require it?

Special Needs Transportation Required

Alternative Transportation Required

Out of Boundary Transportation Required

Morning Pick Up address

Is the morning pick-up address the same as the student's physical address?

Enter the morning pick-up address

Afternoon Drop Off address

Is the afternoon drop-off address the same as the student's physical address?

Enter the afternoon drop-off address

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.

Early Years Survey Tab

This tab is only applicable to JK/SK registrations and is an optional 5 question survey, eligible users must opt in or opt out of the survey.

Start	Student	School	Family/Contacts	Additional Information	Early Years Survey	Documents	Submit
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Early Years Experience Collection at Kindergarten Registration Questionnaire

As a parent registering a child for JK/SK, are you willing to take part in a 5-question survey regarding child care?

Yes No

The following questions are about your child's participation in child care and activities in your community from birth until today. Answering these questions is voluntary, so thank you for taking the time to respond.

The answers you provide will be shared within the school to help our educators and principals support your child's transition to full-day kindergarten. It will also be shared with the Ministry of Education under the legal authority of the Education Act R.S.O.1990, s.8.1.

CHILD CARE

The Ministry of Education strives to build a child care and early years system that better supports parents and gives children the best possible start in life. There are many types of child care services available in Ontario.

Types of child care:

- Full-time – More than 30 hours per week
- Part-time – 30 hours or less per week
- Parent/Guardian Care – Care provided by a child's parent or guardian.
- Unpaid Care - Care provided by friends, relatives or caregivers, other than the child's parent(s) or guardian(s), where no fees are charged to the parent(s) or guardian(s).
- Paid Care – Care provided by friends, relatives, nannies, or home child care providers who charge a fee to provide care in a child's home or in the provider's home.
- Licensed Home Child Care – A licensed home-based care agency enters into a contract with providers who use their own homes to look after children. The licensed home-based child care agency screens, approves and monitors the caregivers. Parents often pay their child care fees to the home-based child care agency.
- Licensed Child Care Centre - These programs operate in a variety of settings including workplaces, private and public buildings, schools and places of worship. They include nursery schools, full-time or part-time child care.

Documents Tab

This tab summarizes the documentation that the school will need to see for their verification process. Once your online registration has been submitted, you will need to call the school office and schedule an appointment to bring these documents in. (Any photocopies taken will be destroyed once registration is complete.)

Select **Next**.

Start	Student	School	Family/Contacts	Additional Information	Early Years Survey	Documents	Submit
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Documentation

Required Original Documentation for New Students to this Board:

- Proof of address (phone bill, utility bill) or proof of tenancy/ownership (Ontario Property Assessment Notice or lease agreement)
- Proof of Student's Age (birth certificate, baptismal certificate, registration of birth card or passport)
- Student's immunization records
- Proof of custody where applicable (custody orders, court ordered Guardianship)
- Immigration documents where applicable
- School documents recent report card or school leaving certificate (elementary and secondary only)
- Transcript (for secondary school students)

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

Submit Tab

It is recommended that you review the information entered on all tabs before you **Submit** the registration form, as you cannot edit the form online once submitted. You can review by selecting each tab or use **the Previous** button to view prior tabs.

For information changes after submission and before your child begins attending school, please contact the Office Manager at the school to inform them.

In the notes or comments section we suggest providing a note with regards to arranging an appointment with the Office Manager to provide the required documentation and sign the formal registration form.

Select **Submit** when ready.

Start	Student	School	Family/Contacts	Additional Information	Early Years Survey	Documents	Submit
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Done!

Congratulations! You have completed the online registration for your child. We will review your request and the school administrative team will be in contact with you to set up a time to complete the registration process.

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

Before submitting, 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 form.

← Previous
Save & Close
Next →
Submit
✕ Cancel

Printing Summary

After submitting the registration, you will have an opportunity to print a summary for your records.

Select **Print**, in the format window, select **Run** to generate PDF file (Portable Document Format) that can be printed or saved.

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		<input checked="" type="checkbox"/>

The screenshot shows a browser window with the URL <https://devtest.myontarioedu.ca/asper/runMultiTool.do?oid!0=RPT000000DeM6...>. The page title is "Online Registration Summary". Below the title, there is a "Format" dropdown menu set to "Adobe Acrobat (PDF)". At the bottom of the dialog, there are two buttons: a yellow "Run" button and a grey "Cancel" button.

Workflow Phase

You can see the **Workflow Phase** of your registration on the main page as highlighted in yellow below. This is also where you will access any saved and incomplete registrations.

Once accepted, the workflow is complete, and you will receive an email stating the registration has been accepted. If the student registration is rejected, you will receive an email detailing the reason.

Resume working on any New Student Registration that has already been started				
Name	Grade	School > Name	Workflow Phase	Actions
Fredette, Natalie	09	Kincardine District Secondary School	Awaiting review	
Lalonde, Denise	JK	Elgin Market Public School	Awaiting review	