# Parent User Guide

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# Introduction

SchoolEngage is a comprehensive on-line form management system that facilitates interaction between students, parents and the school. Key functionality includes on-line forms that provide a user-friendly means to register new students, complete forms for existing students as well as validate and update information. The system supports a streamlined workflow that can be leveraged across any process involving management of forms from permission slips to acknowledgment of policies, registration for transportation as well as many more. The following guide provides detailed instructions on how to use SchoolEngage.

# Parent User Instructions

SchoolEngage is an on-line system that provides greater accessibility and flexibility for parents to register their children, update student information, as well as complete any number of forms required by the school or district. The information contained in this section will provide parents with detailed instructions on how to:
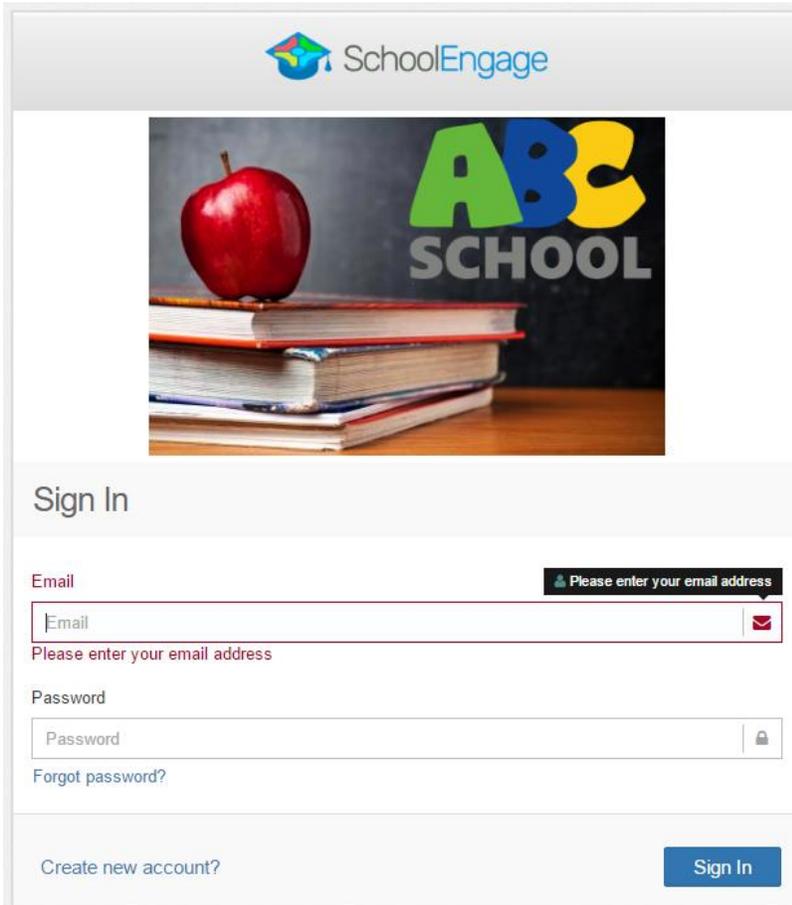
- Access SchoolEngage
- Create an account and manage profile
- Add a student
- View student profile
- Access, complete, submit and edit forms
  - Examples include:
    - New Student Form
    - Files Upload
    - Editing Submitted Form
- View previously submitted forms

# Parent Access to SchoolEngage

Parents can access SchoolEngage either through the PowerSchool Parent Portal or directly through the web address provided by the school or district. Parents with children already enrolled in the District should access SchoolEngage through the PowerSchool Parent Portal. Parents that do not have children already registered in the school or district can access SchoolEngage through a web address provided by the district.

## New Parent Sign Up

Parents new to the District that do not have access to the PowerSchool Parent Portal access can create an account directly in SchoolEngage. From the SchoolEngage Sign In page click Create new account to establish a login.

From the Registration screen complete the required fields to establish an account.

- Fields circled are required fields and must be completed
- Password is a minimum of 8 characters



Once the required fields are entered click Register to confirm. Successful registrations are confirmed with the message display below. User is then redirected back to start screen to proceed with log in.
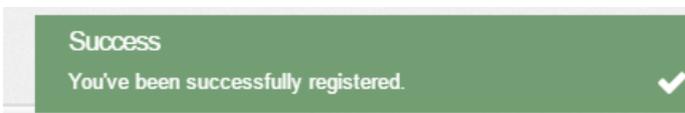
## Existing Parent Sign In – Parent Portal

Parents with students already registered in PowerSchool should access SchoolEngage through the PowerSchool Parent Portal.  Once logged into the Parent Portal to access SchoolEngage click on the SchoolEngage icon on the bottom left hand side of the navigation menu.  Because user is already successfully logged into PowerSchool there is no need to re-enter credentials to access SchoolEngage.
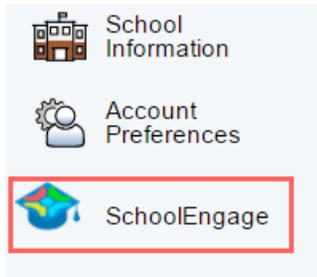
## Existing Parent Sign In – Web Address

Parents who already exist as users within PowerSchool can also access SchoolEngage through the web address provided by the school, **although access through the PowerSchool Parent Portal is the preferred means of access.** When logging in, existing user accessing SchoolEngage for the first time through the web enter their email address and click on Forgot Password. The system will generate a new password and send it to the email address on file.
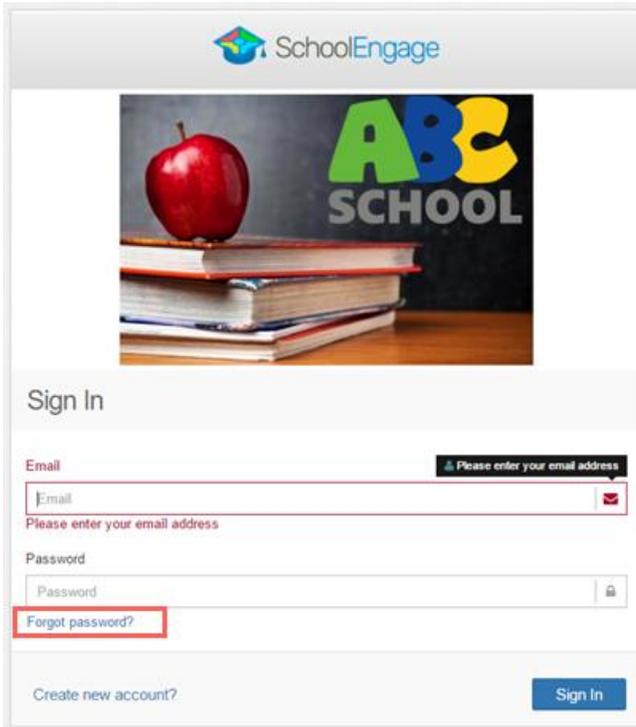


Existing parents who attempt to create an account in SchoolEngage will be advised that the email address is already in use. In this case click on the Already registered to go on the main log in screen, where you can restore the password by clicking Forgot password. A new password is generated and emailed to the address on file.

Upon receiving the email containing the new password, go back to SchoolEngage and log in with the new credentials.

# Home Page

Once logged into SchoolEngage the system will default to the Home Page where the district logo is displayed along with any message created by the System Administrator. From the Home page you can also fill in new forms as well as view any previously created or submitted forms.
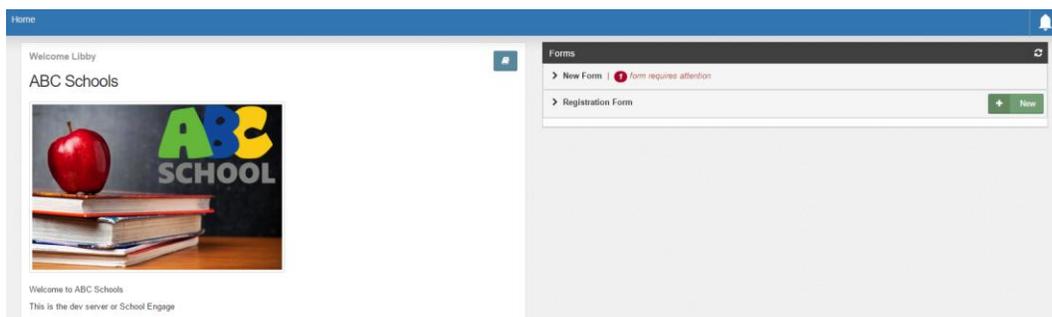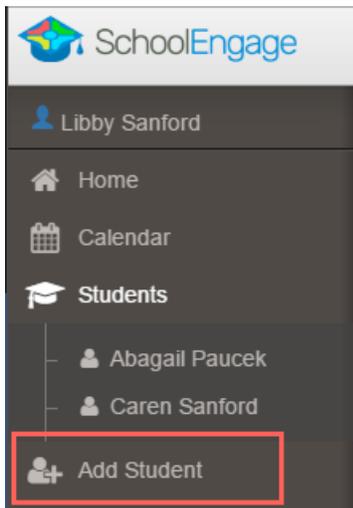


# Navigation Bar

The Navigation Bar is available in every screen and provides links to the following functions:

1. User Profile
2. Return to the Home Page
3. Calendar of events
4. Menu of Existing Students
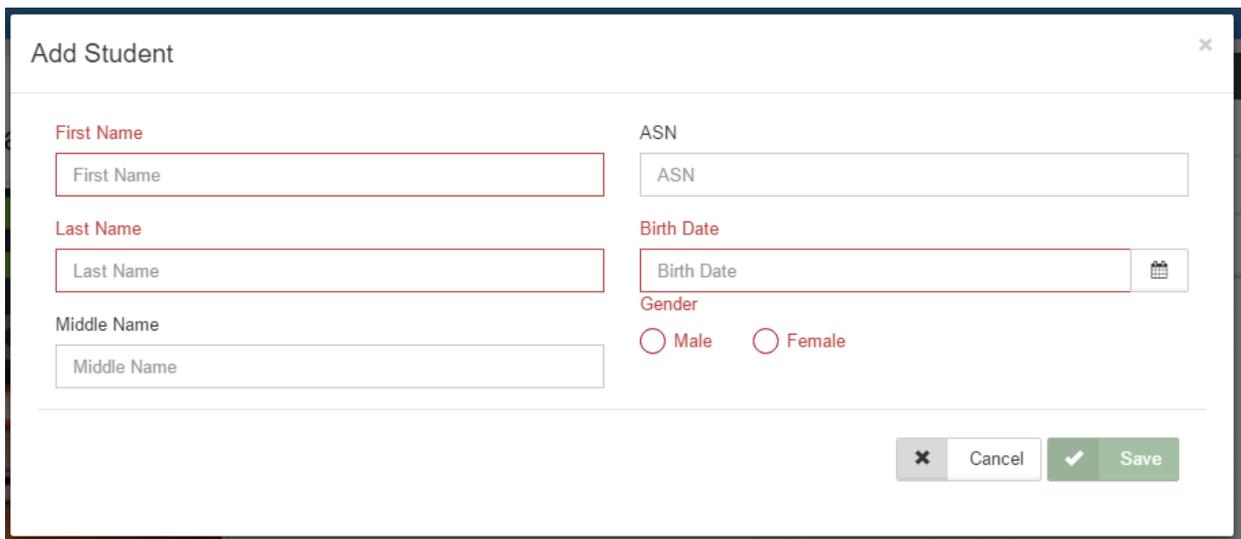5. Add New Students
6. Event Manager
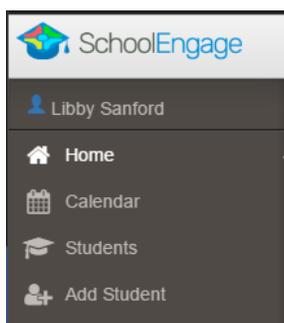
# Add Student

To add a new student click Add Student from the navigation bar.



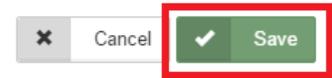Upon selecting Add Student the following screen will display requiring input of:

- Student Legal First, Middle and Last Name
- Date of Birth
- Gender
- Alberta Student Number (ASN) if known

Once all the required information is entered click Save.



**Please note that a newly created student can only be edited or deleted until a form is created under his/her profile at which time they can no longer be deleted or their basic information modified.**

# Complete Form

Once the student is saved the system displays the Student Page where the applicable registration form can be selected and completed.
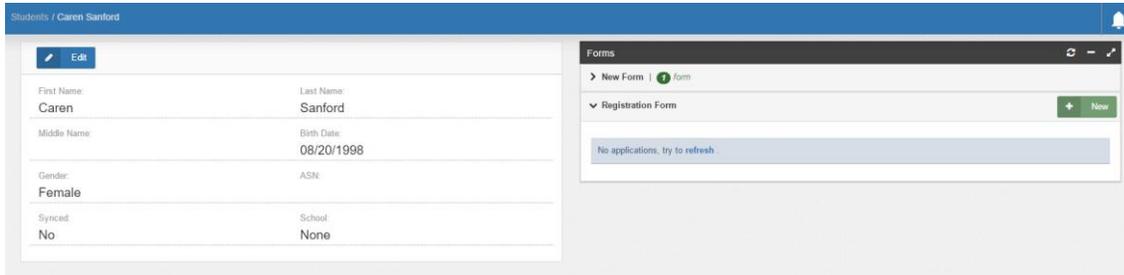


Click on the desired Form to display description, instructions as well as the link to view and complete the application. In the following example the District has created a Student Form called **Registration Form.** To complete the form click on New.



Once New is selected the **Registration Form** form displays and fields data can be entered.

Following are the options and considerations when completing a form:

- Mandatory fields are bordered in red
- Fields with specific format will display a hint
- Arrow buttons are available to navigate through the form. 
- Completion status is displayed at the top of the page 
- To save page click on Save located at the top of the page. After this all information inputted on this page will be saved, and you can close Form and continue with it later.
- To submit the form click Submit from the last page of the form
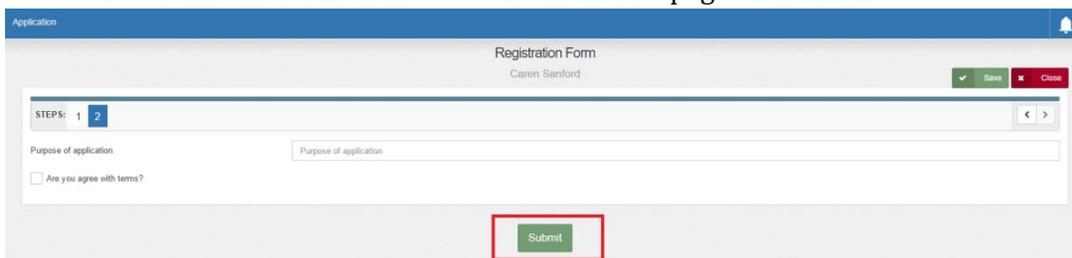
# Save Form

Clicking on the forward and backward navigation tabs will trigger the system to automatically save the information entered. If the system quits unexpectedly all the information entered up to the last click of forward or backward tab will be saved. To quit the form and continue completing it later click on Save. Select the student from the Students tab in the navigation bar to display the forms for that student. Forms that are in progress will display as **New**. Click on the Open button to resume completion.



Forms that are saved but not yet submitted will generate a notification to the parent advising that a student has form still not submitted. The school will not be able to view the form until it has been submitted.
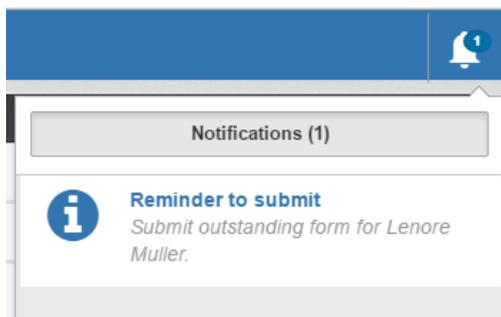
# Delete Form

A form can only be deleted if it has not been submitted.  Once a form is submitted the parent can no longer delete it.  To delete a form that has not been submitted click on the form from the Student Page.  Once it is displayed click on the trashcan on the far right hand side of the page.
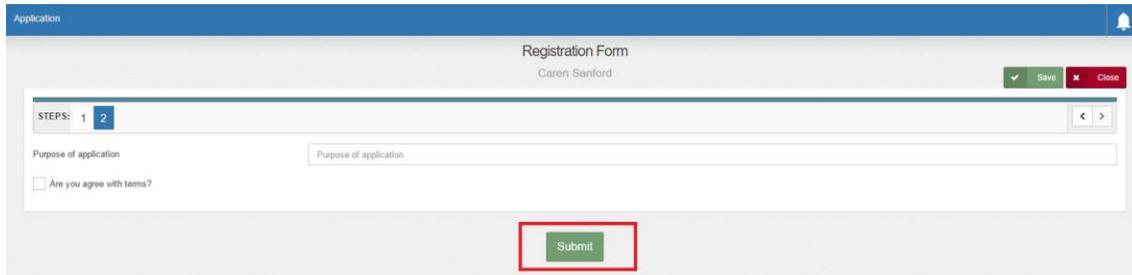


Click Yes to confirm deletion of form.

# Submit Form

Once Form is complete on the last page of the form click Submit for form submission.

# Schedule Appointment

Certain forms may require an appointment to be scheduled as part of the registration process. For example, in the **Pre-Kindergarten Registration** an appointment for student assessment is required.  An appointment can only be scheduled once the applicable form is completed and submitted. You will be presented with the screen where you can select appropriate day and time. Please see page 15 for instructions on scheduling an appointment.

# File Upload

A District may require that files be included with the submission of specific forms. A common example is a copy of a child's birth certificate. This type of file would require the document to be scanned and saved within the computer files to be uploaded into SchoolEngage.



If a document is required the system will display the page Document Uploading and includes a listing of the documents to be provided. Select the type of document from the Category drop down menu then select Browse to locate the file to be uploaded.



To add an additional file, repeat the same steps.



If the file is not loaded during the initial completion of the application it can still be added after the form is submitted. From the Student page the submitted form is displayed and by clicking on the upload button on the far right hand side of the screen a document can be still be attached.

Chose category and add new file.

# Edit Submitted Form

The option to edit a form after it has been submitted will depend upon the settings established by the District.  Depending on how the form is designed the options would include:

- No edits permitted
- Can be edited by Student
- Can be edited by Guardian
- Can be edited by Staff

Select the student from the Students tab in the navigation bar to display the forms for that student. If the form can be edited after submission it can be selected and modified.  If the field cannot be edited a user will not be able to click on it.  Click Save to update the form.  A previously submitted form that has been edited does ***NOT*** need to be re-submitted as changes will be visible to the District immediately upon saving.   Once a form has been approved or denied it can no longer be edited.

# View Student Profile

Select the student from the Students tab in the navigation bar. Page will display basic profile information. This information can only be edited before a form has been submitted for the student. After a form is submitted information in the profile screen is only can only be modified by the School.
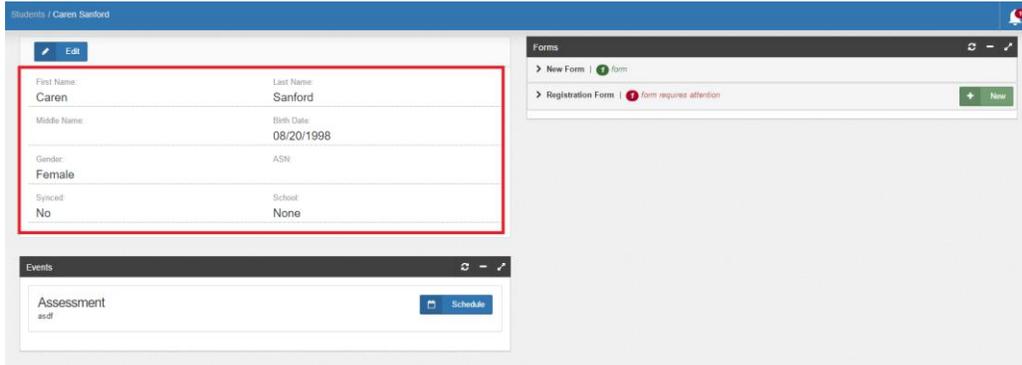


# Events and Appointments

In certain instance the School or District may create events and invite Parents to select a time from pre-determined timeslots. Events can be accessed from the Student Page separately for each student. If an event or appointment is associated with a particular form you will be directed to event page to book an appointment once the form is submitted. To select and register for a specific appointment click **Schedule** under the appropriate event.
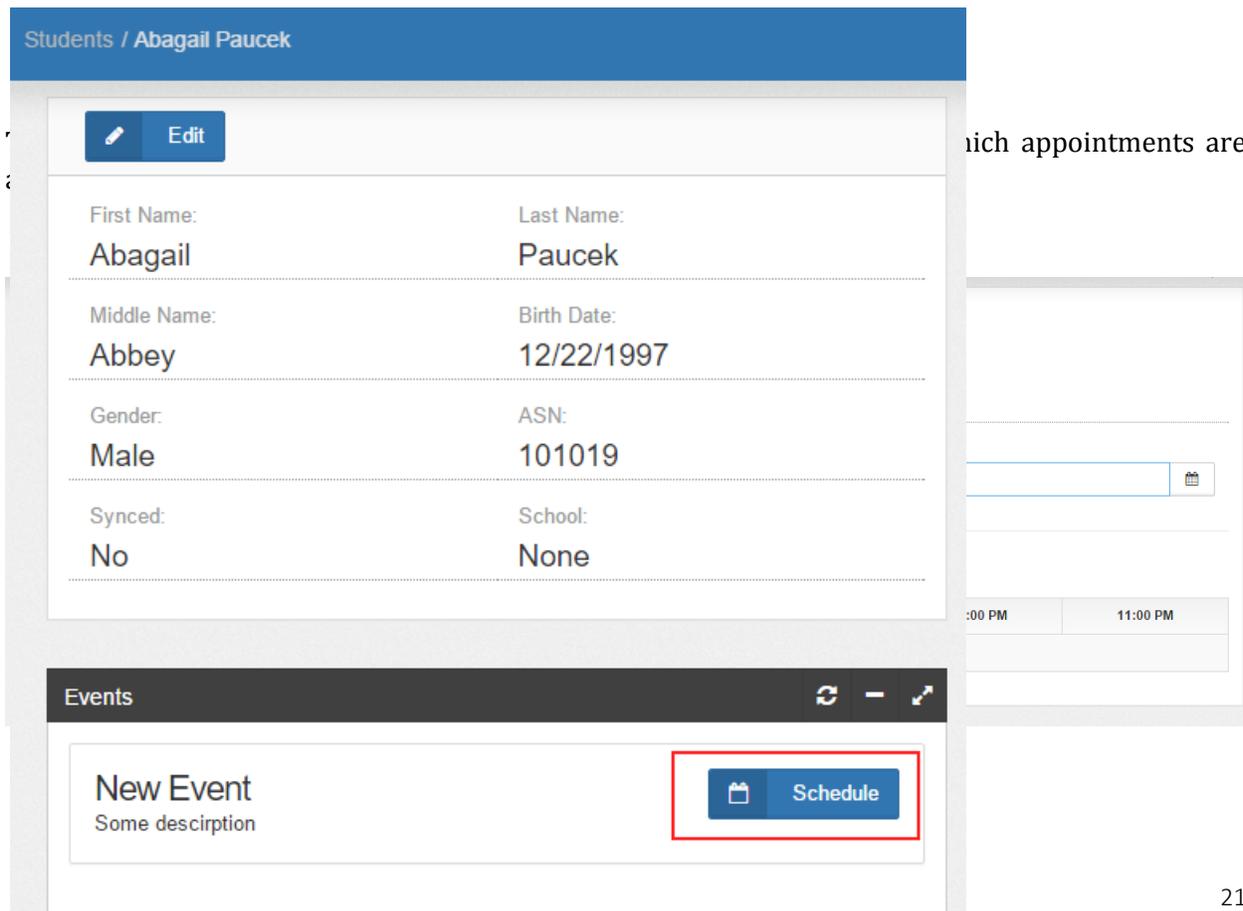
Available time slots are displayed in green to indicate they are available.



To select appointment click on the desired time slot to display additional details for the appointment as well as add any comments if required.  Comments are visible to the school secretary.



Click Schedule to book the appointment then click Yes to validate selection.
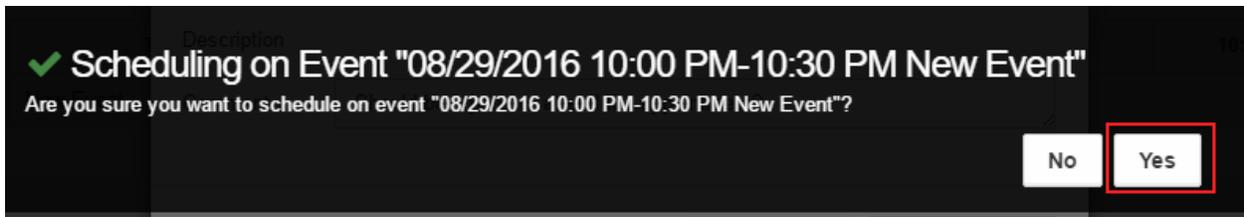
Once the appointment is scheduled it will be displayed in the Calendar. Click on the event in the date box of the calendar to display details of the appointment. Opening the appointment from the calendar also provides the option to add the appointment to a calendar. Select the appropriate option from the Add to Calendar drop down menu to be redirected to the calendar application. Click Cancel Event to cancel the appointment.
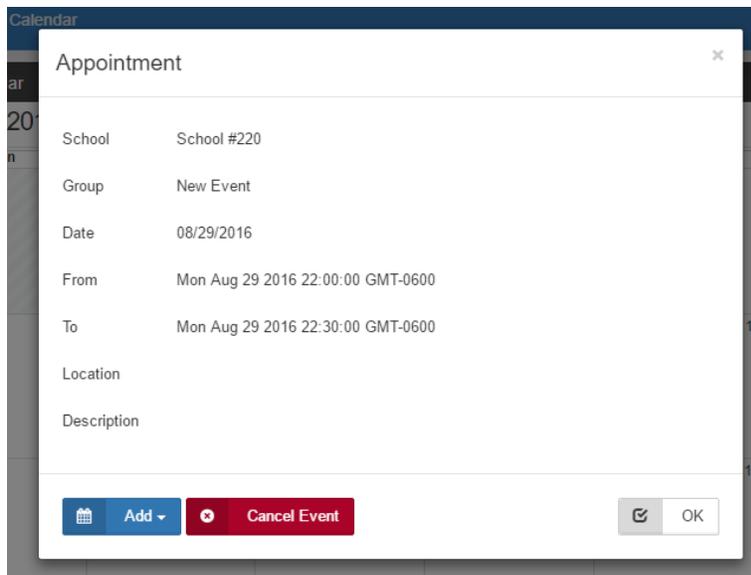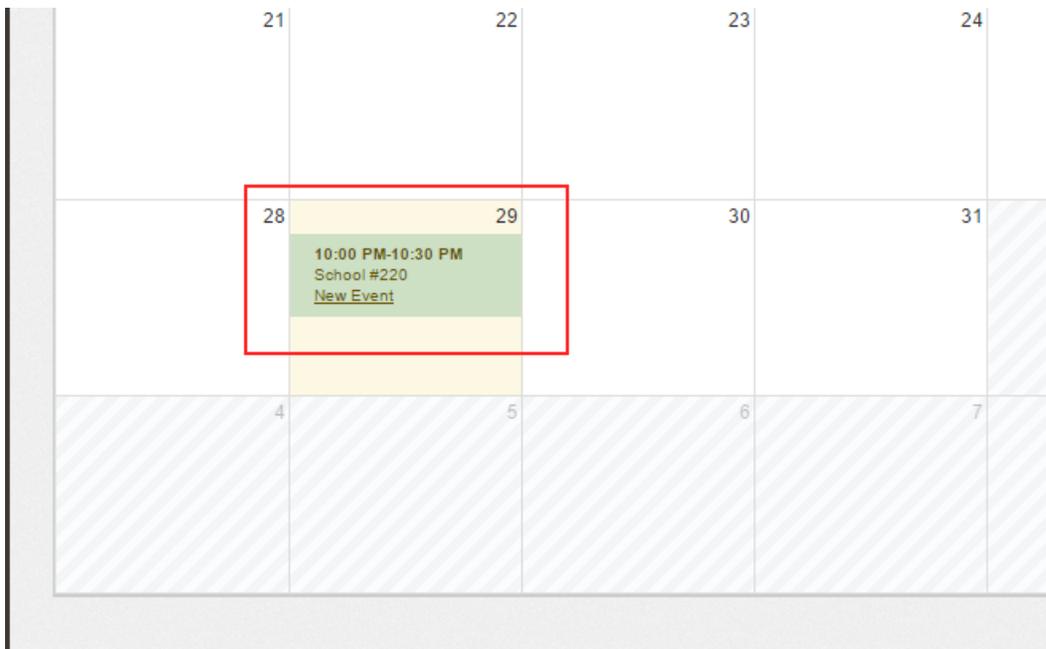
# Notifications

The District or School can trigger notifications to Parents to communicate announcements and/or requests for completion of specific forms. A common instance for notification from the District is the request for Parents to verify and update student related data. When a notification is triggered a number will display beside the Notification Icon in the navigation bar, indicating how many notifications are waiting to be read. To access the notification the user can click on the Notification icon.
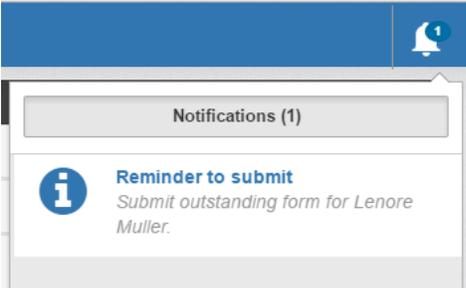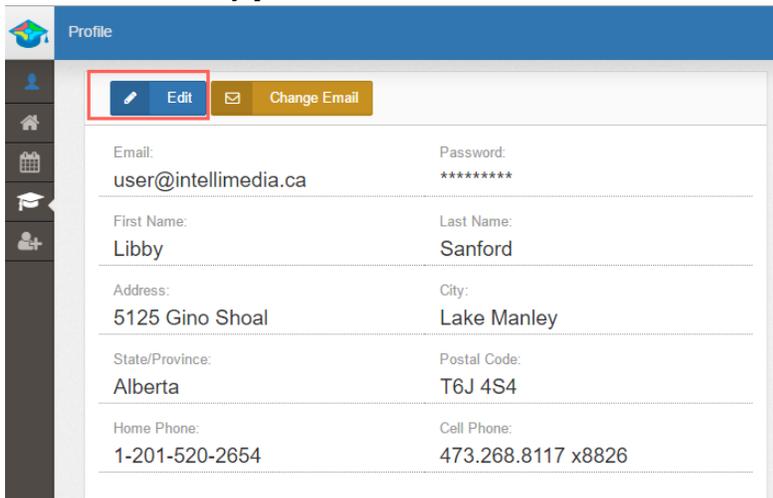
# View and Manage Parent Profile

Click on the Profile icon from the main navigation bar to view or manage the parent profile.



Click Edit to modify permitted fields.

Click Save to confirm changes.



Click Change Email to modify Email information.

Fill in new Email and click Save to confirm changes.
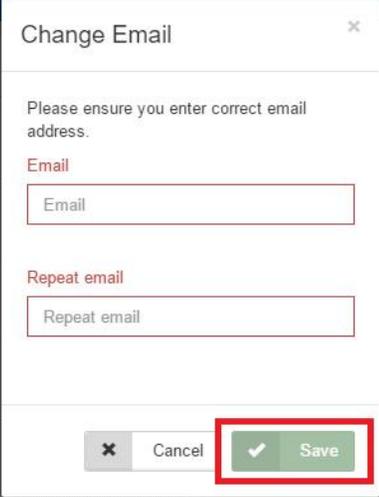


Changes to email address will trigger an email to the user that will require a confirmation.