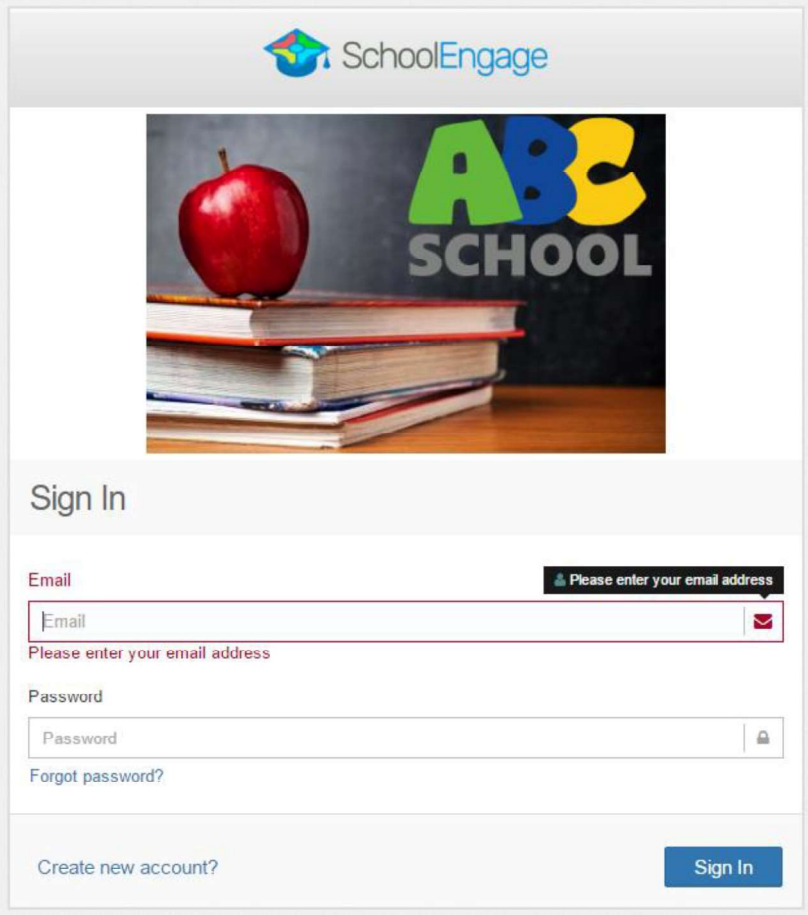
Parent Access to SchoolEngage

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.

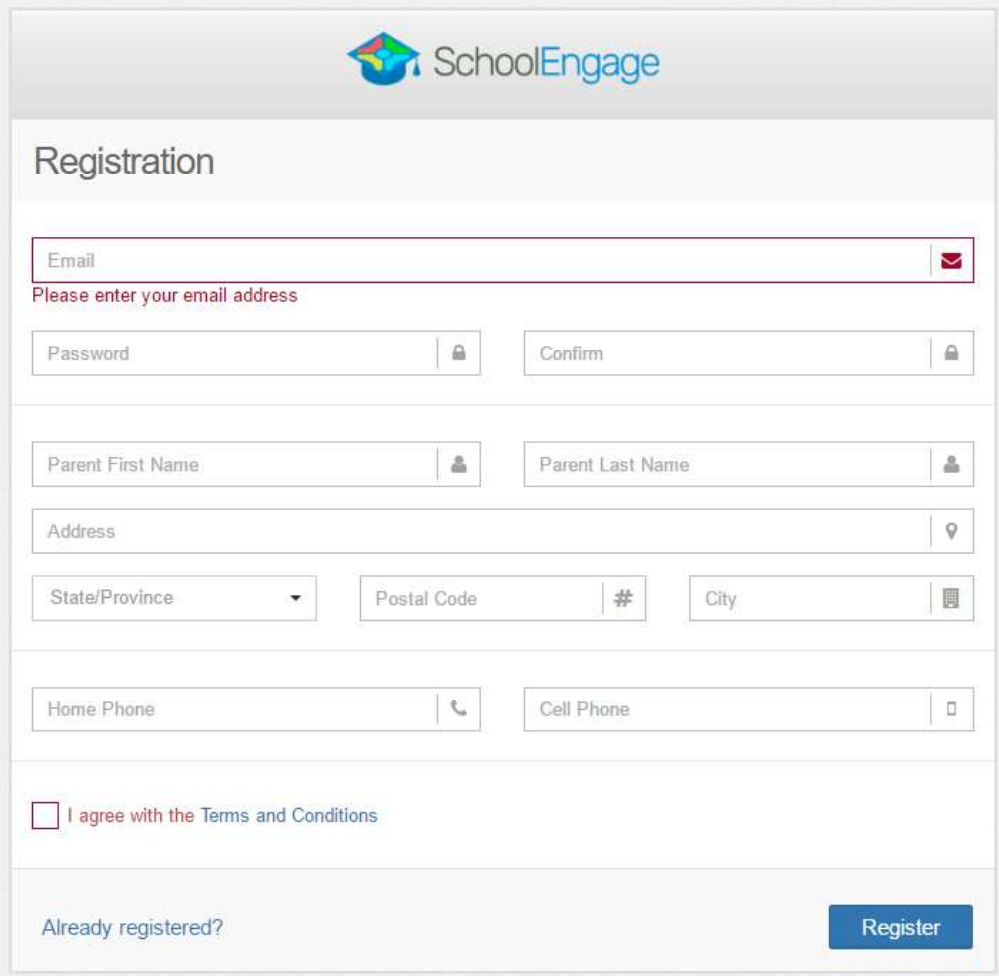
New Parent Sign Up

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

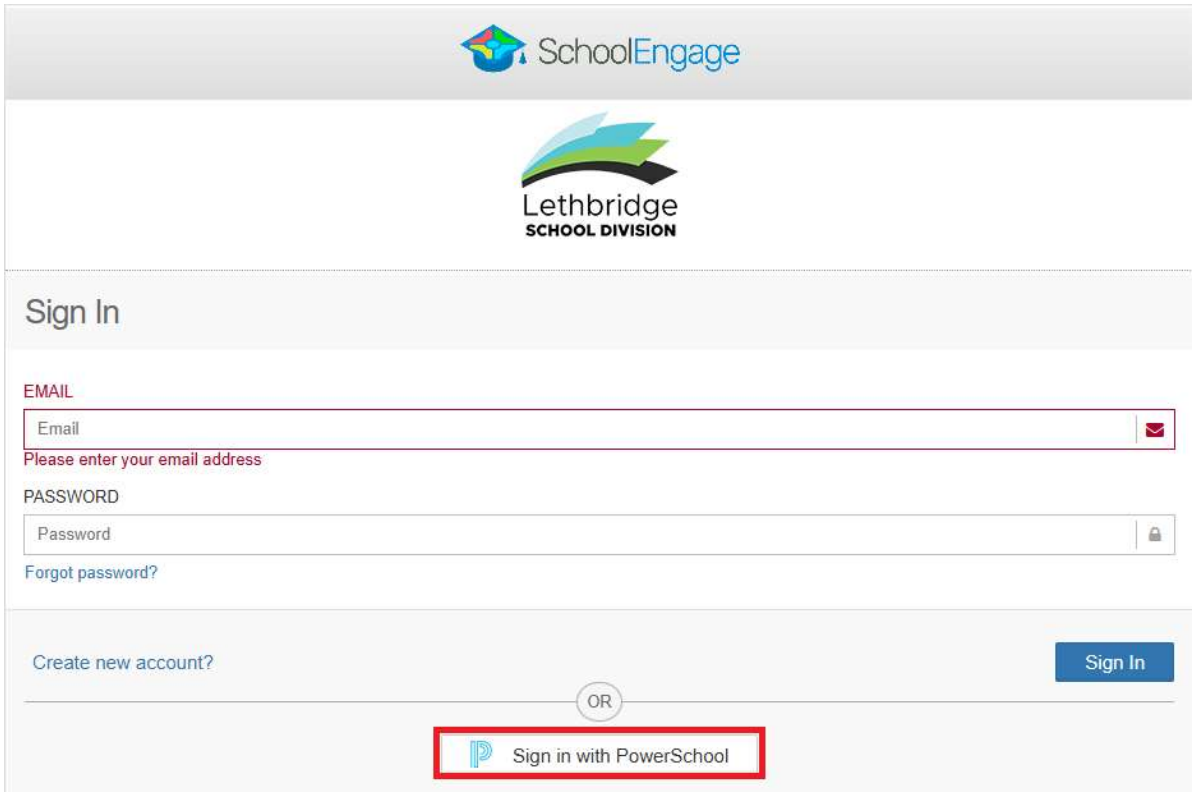


Once the required fields are entered click Register to confirm. Successful registrations are confirmed with the message display below. User is then redirected back to start screen to proceed with log in.

Existing Parent Sign In – Parent Portal

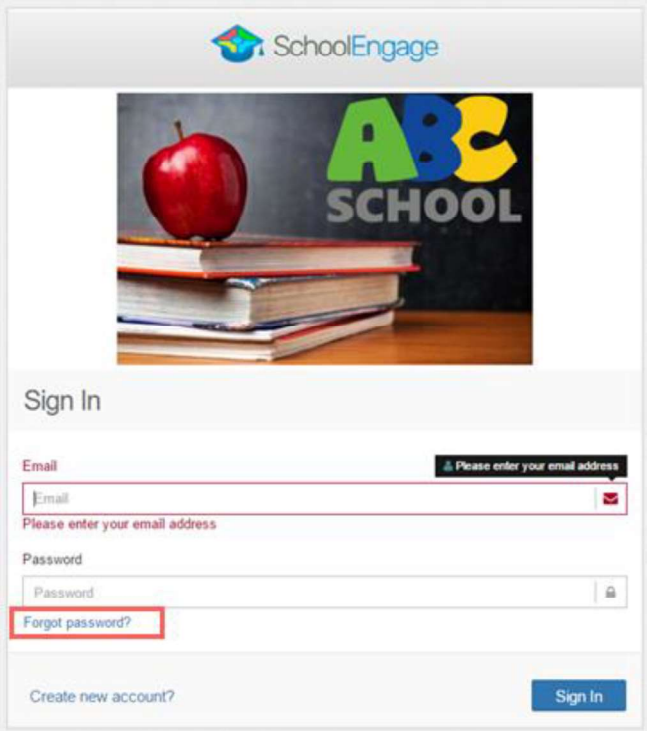
Parents with students already registered in PowerSchool should access SchoolEngage through the PowerSchool Parent Portal. Once logged into the Parent Portal to access SchoolEngage click on the SchoolEngage icon on the bottom left hand side of the navigation menu. Because user is already successfully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

Existing parents with PowerSchool Parent Portal accounts can also sign in from the School Engage sign in page (https://lethsd.schoolengage.ca) using the '**Sign in with PowerSchool**' option highlighted below.

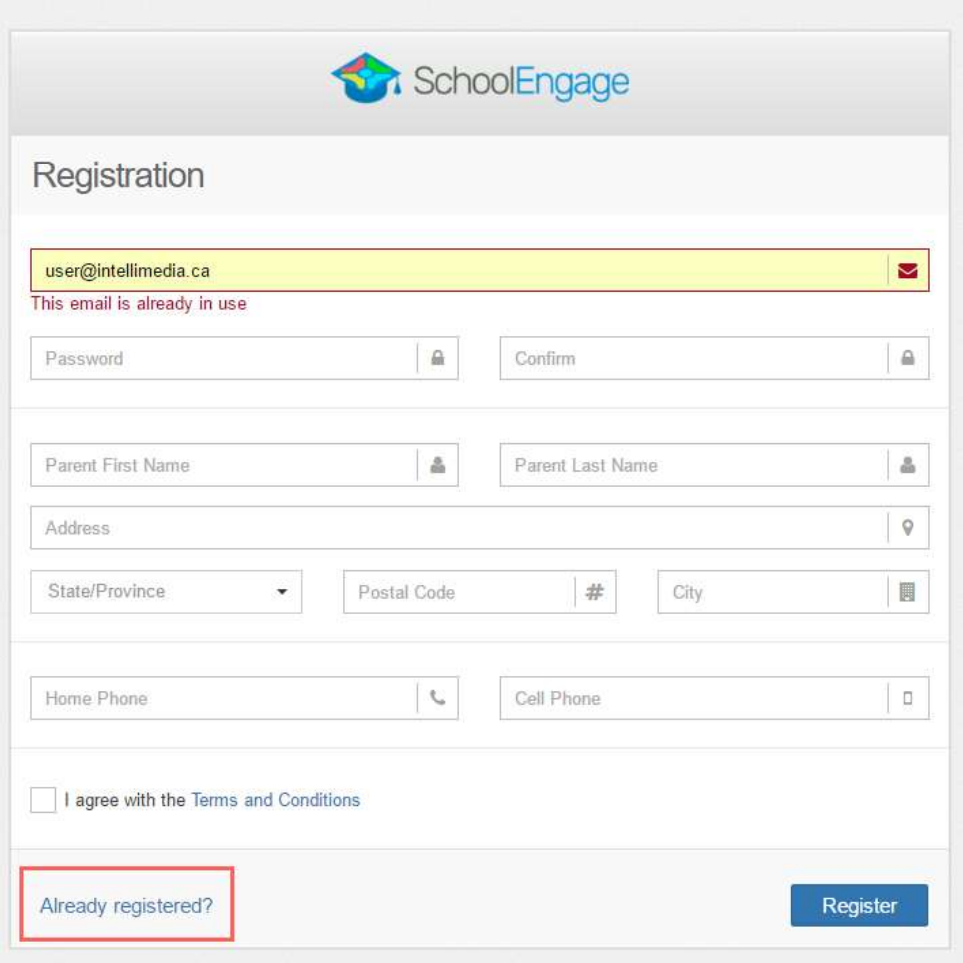


Existing Parent Sign In – Web Address

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.



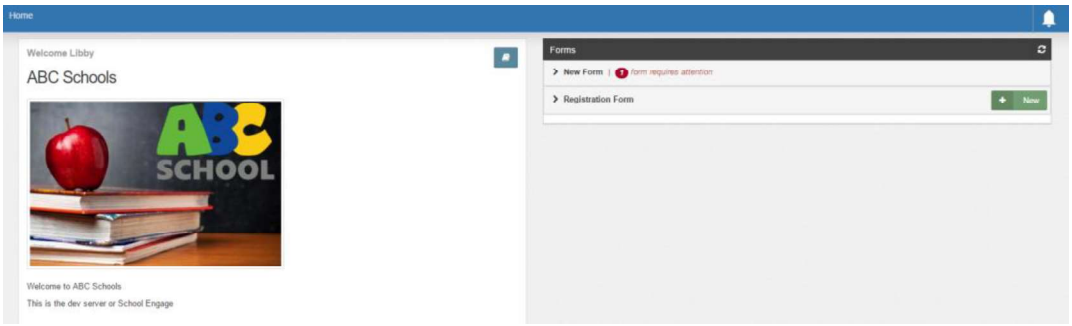
Existing parents who attempt to create an account in SchoolEngage will be advised that the email address is already in use. In this case click on the Already registered to go on the main log in screen, where you can restore the password by clicking Forgot password. A new password is generated and emailed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



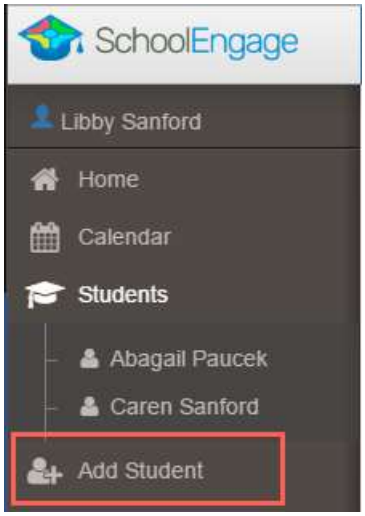
Navigation Bar

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

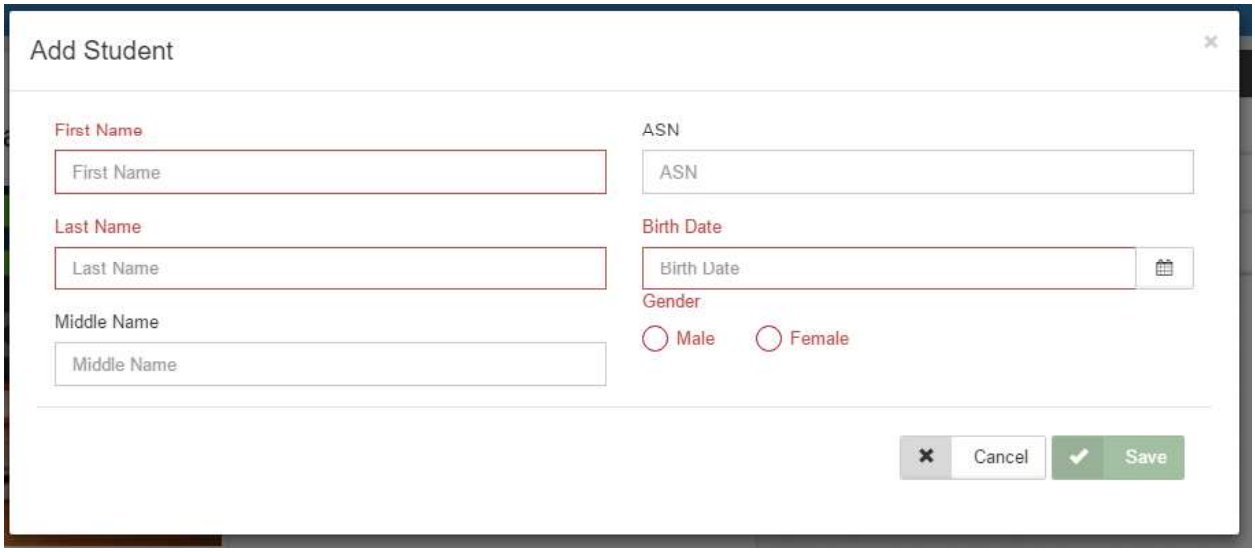
Add Student

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

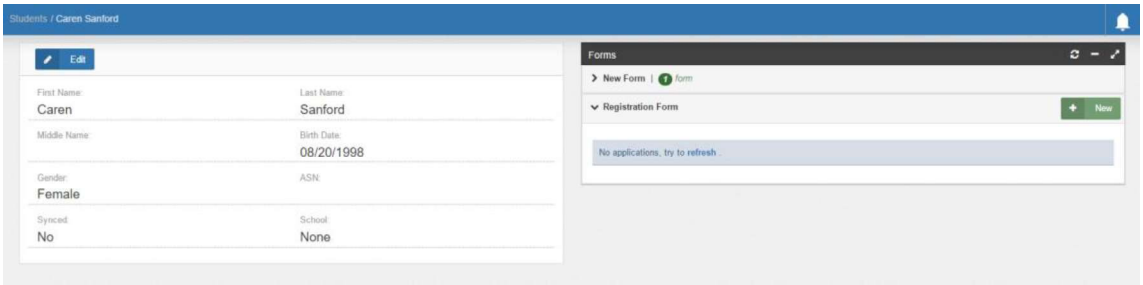


Once all the required information is entered click Save.

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.



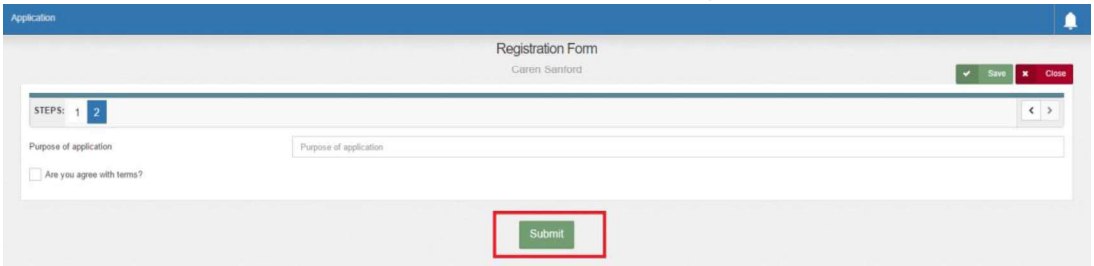
Click on the desired Form to display description, instructions as well as the link to view and complete the application. In the following example the District has created a Student Form called **Registration Form.** To complete the form click on New.

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

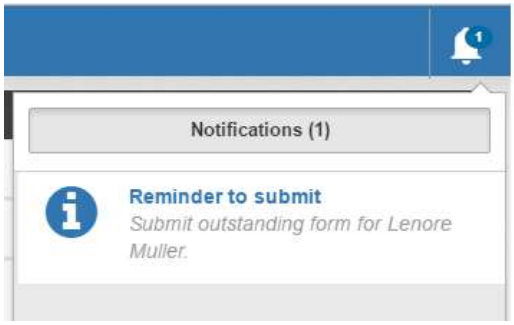
- To save page click on Save located at the top of the page. After this all information inputted on this page will be saved, and you can close Form and continue with it later.
- To submit the form click Submit from the last page of the form



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.

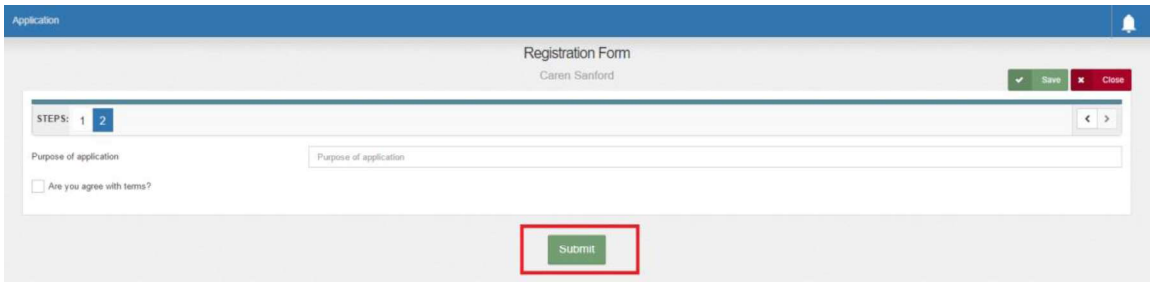
Forms that are saved but not yet submitted will generate a notification to the parent advising that a student has form still not submitted. The school will not be able to view the form until it has been submitted.



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.