ONLINE STUDENT REGISTRATION
OUTLINE OF PROCEDURE FOR PARENTS

An online registration process is available for parents registering their kindergarten student for the 2025-2026 school year. This document outlines the steps to follow.

Note that there is also a video outlining the online registration procedure on the SD72 website
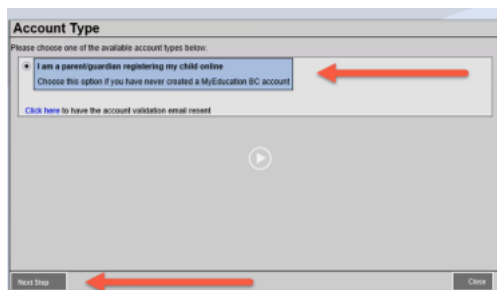
STEP 1: ACCOUNT CREATION

Create an account for the student information system, MyEducation BC.

Use a desktop, laptop or tablet device. A mobile device is not recommended.

1. URL for website: https://myeducation.gov.bc.ca

2. Click the 'Request an account' link

3. Verify you are a parent/guardian

4. Enter your information in the 'Create Your Account' screen (select 'Campbell River' as the School District in the drop down of choices)

Create Your Aspen Account

Information for the account holder (for a parent or guardian, this is your information, not your child's)

Legal first name *	Parent
Legal last name *	Test
Street address *	2222-2 Street
RR Number / PO Box	
City *	Campbell River
State/province *	BC ∨
Postal code *	V9P 2G5
Home phone *	250-555-5555
School District *	Campbell River ∨

5. Set up your account in the 'Account Information' screen (all areas with red asterisks are required)

Account Information

Please fill in your user account information below.

Primary email *	
Confirm email *	
Password *	•••••••• Requirements
Confirm Password *	••••••••
Security question *	What is your favourite vacation spot? ∨
Security answer *	•••••••
Confirm answer *	•••••••

Previous Step   Create My Account

6. You will receive an email to verify your account. ***Click on the link in the email to activate your account.***

Email verification example:

Thank you for requesting a MyEducation BC Family Portal account.
Your request was submitted using this email address. Please click here to verify your email address and activate your account.
If you didn't request a MyEducation BC Family Portal account, please click here to cancel the request.
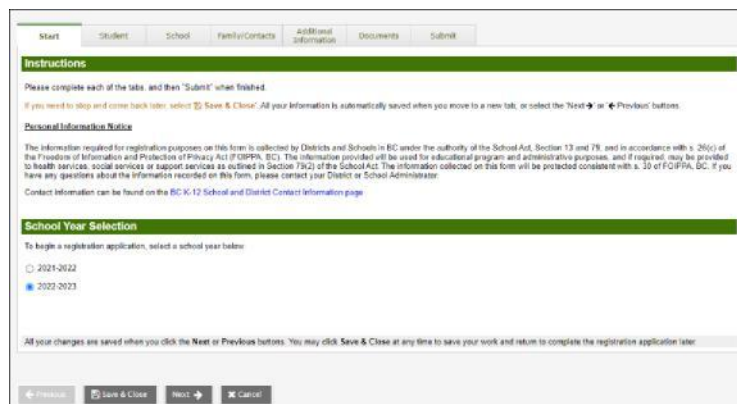
At the completion of this process, you will be able to log into MyEducationBC on a limited Family View Account and continue to Step 2 to register your student.

STEP 2: REGISTRATION: Complete the required fields and submit the registration.

1. Click the 'Initiate' button in the Registration widget. You can save your information and resume later. If you do resume, click the green checkbox by your student's name to continue. Do not select the 'Initiate' button again, as this will create a new record.
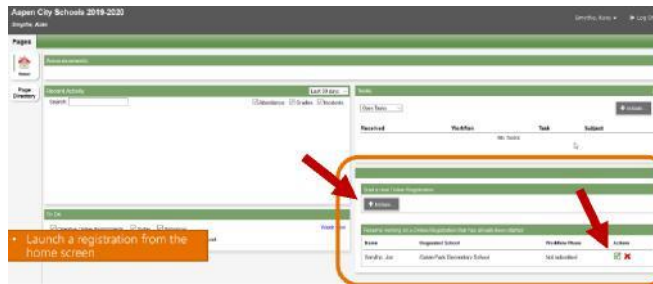
2. There are seven tabs of information. Clicking 'Next' at the bottom of each page will take you through each tab. If you have entered some information, but wish to stop and complete it later, click the 'Save and Close' button at the bottom of the screen.

Tab Name	Notes for Each Tab
Start	Select the school year for the registration. Use '2024-2025' for students starting in September 2024.
Student	• Enter demographic information for your child. Areas with a red asterisk are required. • If your mailing address is different from your physical address, click the 'Add' button to enter the different information.
School	Select the catchment school for the student. Check the School Locator for your catchment school
Family / Contacts	• Click the blue hyperlink of your name for your record, complete the information, and click OK to save. • Select the 'Add' button in the 'Parent/Guardian/Other Contact' section to add additional contacts (e.g., other parent or emergency contact). • Select the 'Add' button in the 'Siblings' section to note any siblings who are already attending a school in the district.
Additional Information	• Enter 'School History'. Add the name of the Strong Start School if attended. • If the student has any medical concerns, click the 'Add' button in the 'Medical Information' section to enter details. An additional medical form may be required if your child has a medical condition noted in the district's website. • Please indicate in the 'Student Services Support' section if the student has received any services or support prior to school entry, such as: hearing, occupational therapy, physiotherapy, speech and language, or vision. • Complete the 'Language Information' section.
Documents	Click the 'Upload' button for each document. Documentation to upload may include: • Student proof of age and citizenship documentation, such as a birth certificate or passport • Proof of residency documentation, such as a household bill • Notarized legal documentation relevant to the student • Cross Catchment Transfer application (found on SD72 website) if you are requesting the student attend a school outside of their catchment area • Liq'wala/Kwak'wala Form 301-6 (found on SD72 website) if interested in the language program at Ripple Rock Once the school processes the registration, these documents are removed from the online system.
Submit Comment Box	There is a 'Comment' box in this screen. Use this to provide additional information. An example would be: *I wish my student to attend a school outside my catchment area. I have attached a cross catchment transfer request form.*
Submit	Review each tab to ensure the registration is complete and documents are attached. When you are ready, click the 'Submit' button. You will see a message confirming that the registration is complete. The school will receive an email indicating an online registration is available for review.

ADDITIONAL NOTES:

- Refer to the district's registration webpage or details regarding valid documentation, medical forms, cross catchment transfer, and programs of choice
- Monitor your emails. The school will contact you if additional information is required.
- If you register at a school outside your catchment, the school will forward the application to your catchment school. You will receive an email notification.