

## District School Board of Niagara Aspen Online Registration Parent/Guardian Instructions

Welcome to the **District School Board of Niagara Aspen Online Registration**. Please use a computer (not mobile device) and follow the steps below to register a student who is **NEW** or **RETURNING** to DSBN.

**This account is meant to be created by a Parent/Legal Guardian.** A valid e-mail address is required to verify your identity when requesting an account. *If you already have a child attending a DSBN school and have provided an email address to the school, please use the same email address to create an account for Online Registration.*

### Accessing the DSBN Online Registration Site

Go to the DSBN - Aspen Online Registration Login page at <https://dsbn.myontarioedu.ca/aspen/logon.do>

#### FIRST TIME USERS

If you have not yet created an DSBN – Aspen account, start at Step 1 below.

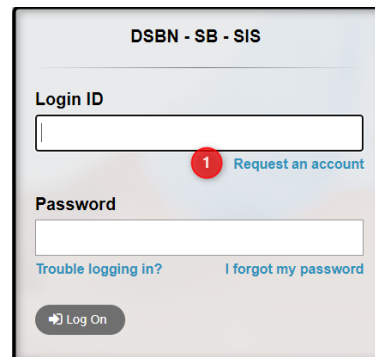
#### RETURNING USERS

If you already have an DSBN - Aspen Account, Skip to Step 12 below.

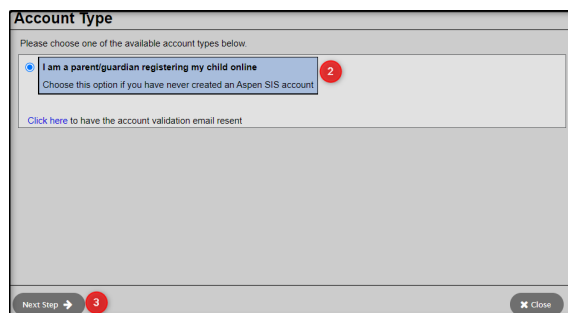
### Steps to Register a student

Go to <https://dsbn.myontarioedu.ca/aspen/logon.do>

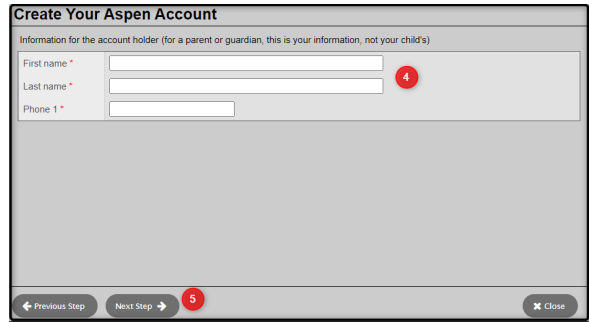
1. At the **District School Board of Niagara** login screen, click on: **Request an account**  
**NOTE - This option does not appear if using a mobile device.**  
**Please use a computer.**



2. On the next screen, click:  
**I am a parent/guardian registering my child online**
3. Click: **Next Step** button



- Where indicated, enter your: **name, phone.**



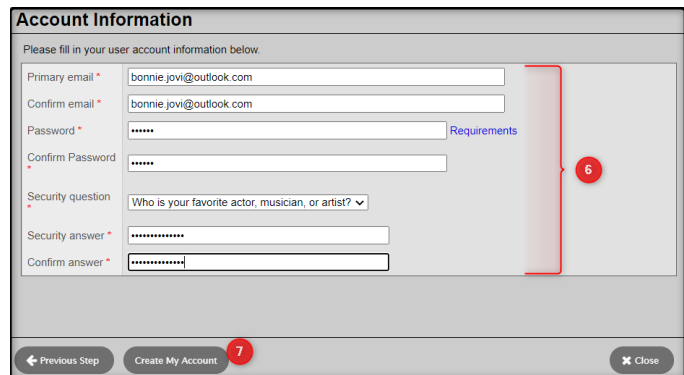
- Click: **Next Step** button

- Enter your account **information**, (i.e., email address, password, security question and answer)

**Password Requirements**

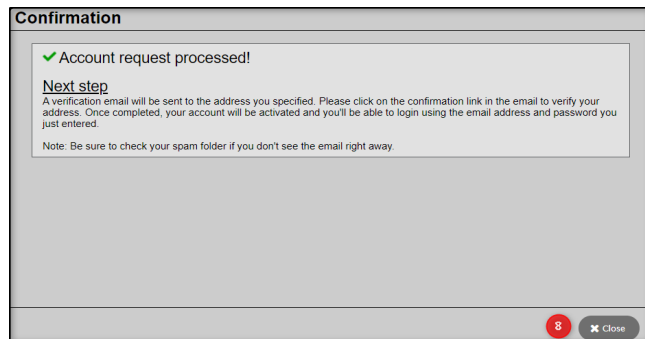
- Minimum length is 6
- At least one number
- At least one capital and lowercase letter
- Can't contain 'password', login name, first name, middle name, last name, date of birth, personal id, or only sequential letters or numbers

OK

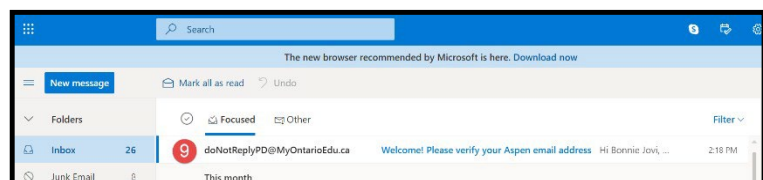


- Click: **Create My Account** button

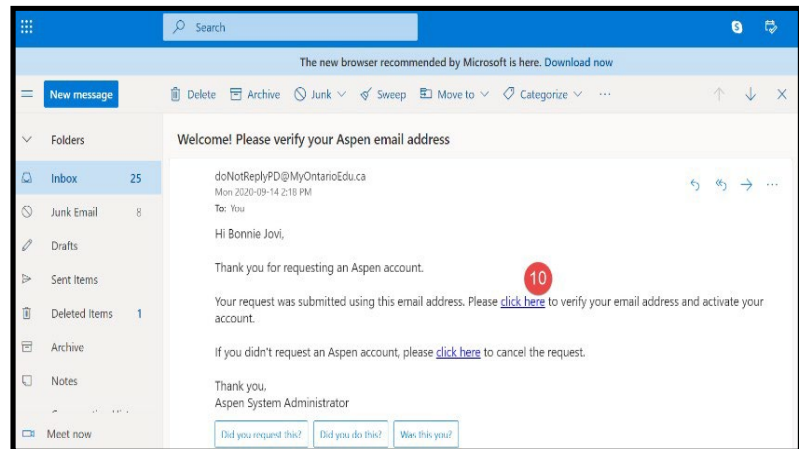
- You will see a message that an email confirmation has been sent to the email indicated in Step 6. Click: **Close** button



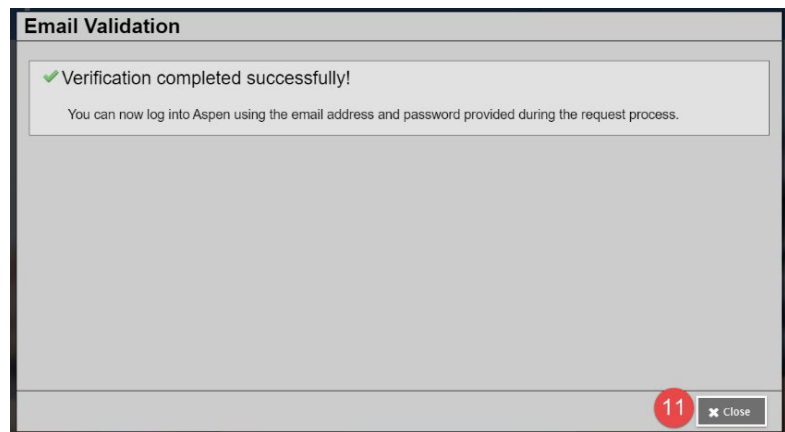
- Open your email program > **Open the email message**  
 Note – If using a school device to request an account, you may need to access your email from a personal device.



10. Within the email message: Click on the **'click here'** link to verify your email and activate your account



11. Your email will be validated. Click: **Close** button



**Congratulations – you have created an DSBN – Aspen Account**

Once the account is created, you will be able to login to the DSBN Online Registration process.

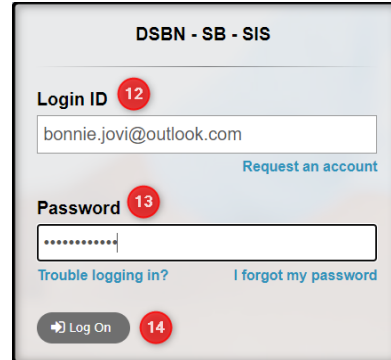
12. Go to the **District School Board of Niagara** login screen

<https://dsbn.myontarioedu.ca/aspen/logon.do>

Enter your email address (as entered in Step 6 above)

13. Enter your password (as entered in Step 6 above)

14. Click: **Log On** button



**DSBN - SB - SIS**

**Login ID** 12

bonnie.jovi@outlook.com

[Request an account](#)

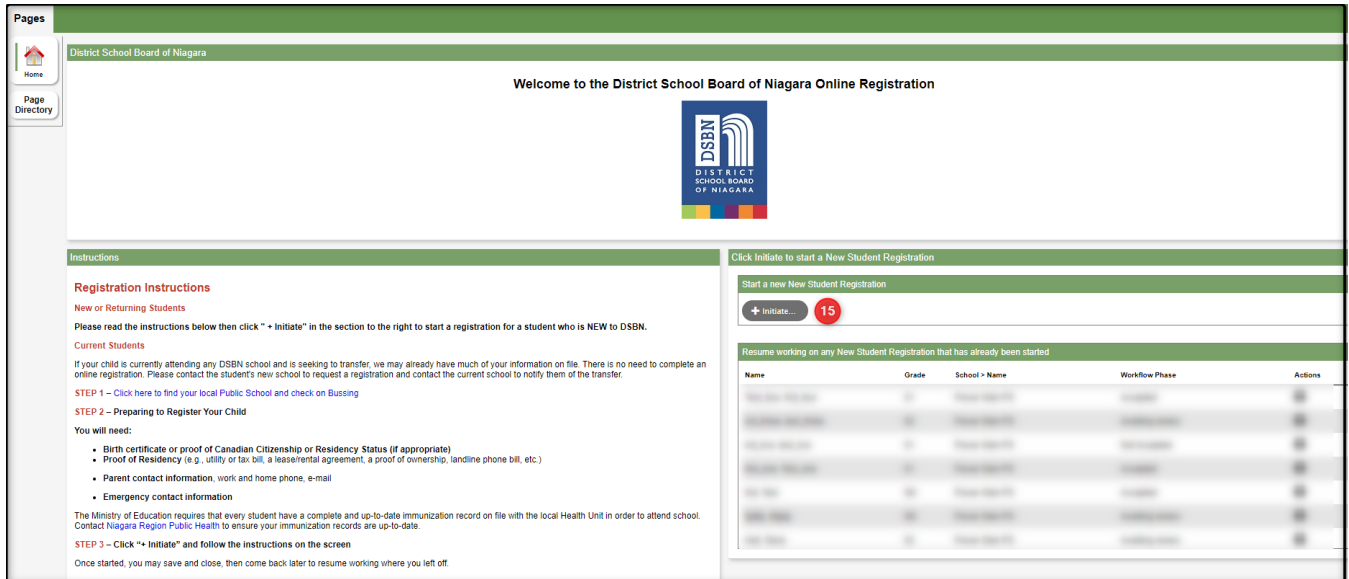
**Password** 13

\*\*\*\*\*

[Trouble logging in?](#)    [I forgot my password](#)

**Log On** 14

15. To begin the registration, click: **+Initiate** button



**Pages**

- Home
- Page Directory

District School Board of Niagara

Welcome to the District School Board of Niagara Online Registration

**Registration Instructions**

**Registration Instructions**

**New or Returning Students**

Please read the instructions below then click "+ Initiate" in the section to the right to start a registration for a student who is NEW to DSBN.

**Current Students**

If your child is currently attending any DSBN school and is seeking to transfer, we may already have much of your information on file. There is no need to complete an online registration. Please contact the student's new school to request a registration and contact the current school to notify them of the transfer.

**STEP 1 – Click here to find your Local Public School and check on Bussing**

**STEP 2 – Preparing to Register Your Child**

You will need:

- Birth certificate or proof of Canadian Citizenship or Residency Status (if appropriate)
- Proof of Residency (e.g., utility or tax bill, a lease/rental agreement, a proof of ownership, landline phone bill, etc.)
- Parent contact information, work and home phone, e-mail
- Emergency contact information

The Ministry of Education requires that every student have a complete and up-to-date immunization record on file with the local Health Unit in order to attend school. Contact [Niagara Region Public Health](#) to ensure your immunization records are up-to-date.

**STEP 3 – Click "+ Initiate" and follow the instructions on the screen**

Once started, you may save and close, then come back later to resume working where you left off.

**Click Initiate to start a New Student Registration**

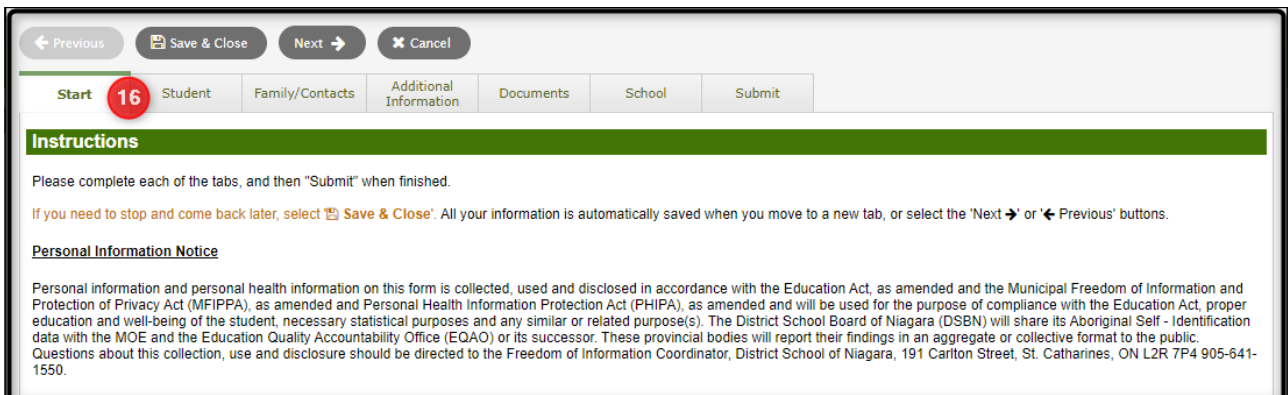
Start a new New Student Registration

**+ Initiate...** 15

Resume working on any New Student Registration that has already been started

Name	Grade	School > Name	Workflow Phase	Actions
...	...	...	...	...
...	...	...	...	...
...	...	...	...	...
...	...	...	...	...
...	...	...	...	...

16. Follow the instructions on the screen to enter information in each tab.



**Start** 16   Student   Family/Contacts   Additional Information   Documents   School   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**

Personal information and personal health information on this form is collected, used and disclosed in accordance with the Education Act, as amended and the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), as amended and Personal Health Information Protection Act (PHIPA), as amended and will be used for the purpose of compliance with the Education Act, proper education and well-being of the student, necessary statistical purposes and any similar or related purpose(s). The District School Board of Niagara (DSBN) will share its Aboriginal Self - Identification data with the MOE and the Education Quality Accountability Office (EQAO) or its successor. These provincial bodies will report their findings in an aggregate or collective format to the public. Questions about this collection, use and disclosure should be directed to the Freedom of Information Coordinator, District School of Niagara, 191 Carlton Street, St. Catharines, ON L2R 7P4 905-641-1550.

## FORGOTTEN YOUR PASSWORD?

If you have already created an account but forget your password, you can do the following:

1. Use the Registration link on the Board Website or open the Online Registration webpage.  
<https://dsbn.myontarioedu.ca/aspn/logon.do>
2. At the login screen, enter: **Your email address**
3. Click: **I forgot my password**
4. Answer the Security Question (as entered in Step 6 above)
5. Follow the instructions to set new password

DSBN - SB - SIS

Login ID  
  
[Request an account](#)

Password  
  
[Trouble logging in?](#) **3** [I forgot my password](#)