

Canadian Rockies Public Schools SchoolEngage Parent Registration Guide How To Register!

Go to www.crps.ca and click on REGISTRATION

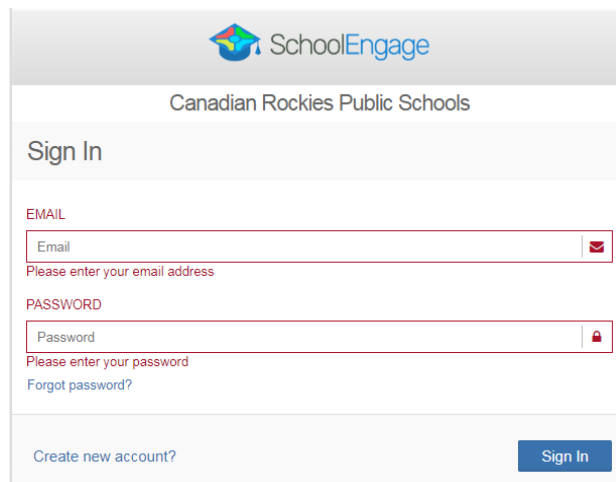
New or Returning to CRPS?

For families that are new to CRPS, create a new SchoolEngage account to register your child for school. If your family is returning to CRPS, sign in to School Engage. If you cannot remember your password, you can click on "Forgot Password".

[Create/Log in to SchoolEngage Account](#)

Create a new account or sign in if you have already created an account. (crps.schoolengage.ca)

If families are returning to register (for example your child was previously registered with CRPS 2 yrs. Ago), proceed by typing in your email address. You will then get a message that says 'Email address already exists'. Click on 'Forgot Password' and it will reset your password. You will now be able to sign in to School Engage.



Once the account has been created, you will receive an email. You **MUST** open the email and click on the link to validate the registration in order to be able to continue on to the registration form. You still will need to sign in to SchoolEngage to access the registration form. **Go to Page 3 "Let's Get Registered!"**

For **EXISTING FAMILIES** in CRPS who have a Parent Portal Account:

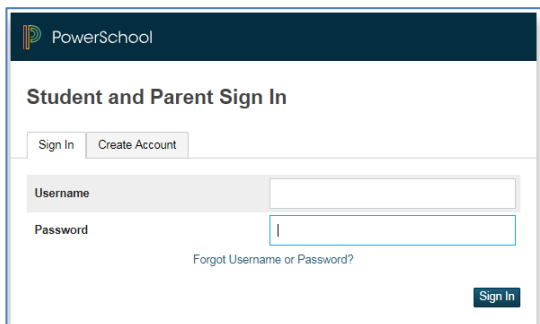


Already a CRPS family?

For existing CRPS families, please proceed by registering a new member of your family for school through your PowerSchool Parent Portal.

[Go to PowerSchool Parent Portal](#)

Sign into your existing Parent Portal account (<https://powerschool.crps.ca/public/>). Once you have signed in to Parent Portal, look at the bottom left hand side in your menu to find the SchoolEngage Tab.



PowerSchool

Student and Parent Sign In

Sign In Create Account

Username

Password

[Forgot Username or Password?](#)

Sign In



Once you click on



go to Page 3- **Let's Get Registered!**

Let's Get Registered

1. **CLICK on Add New Student and fill in information. If your child's name is listed under *Students* then click on your child's name.**

The screenshot shows the 'Add Student' form in the SchoolEngage interface. On the left, a navigation menu has 'Add Student' highlighted with a red box. The main form contains the following fields: 'First Name' (text input), 'Last Name' (text input), 'Middle Name' (text input), 'Birth Date' (calendar icon), and 'Gender' (dropdown menu). At the bottom right, there are 'Cancel' and 'Save' buttons.

2. **Click on your child's name you need to register. Please click on New in the proper Registration Form for the year on the right hand side.**

Kindergarten to Grade 12 Registration.
(Choose the correct school year)

Distant Education Registration

School Bus Registration
(Choose the correct school year)

The screenshot shows the 'Forms' page in the SchoolEngage interface. It is organized into sections: 'School Registration' and 'School Bus Registration/Transportation'. Under 'School Registration', there are two main entries: '2024-2025 *2024-2025 CRPS Registration Kindergarten-Grade 12 (School Starting August 26, 2024)' and '2023-2024 2023-2024 CRPS Registration Kindergarten-Grade 12 (CURRENT SCHOOL YEAR)'. Under 'School Bus Registration/Transportation', there are two entries: '2023-2024 School Bus Registration 2023-2024' and '2024-2025 School Bus Registration 2024-2025'. Each entry has a '+ New' button. Red arrows from the text boxes on the left point to these specific registration options.

Tips for completing your Student Registration

- Use the > Arrows in the top corner to proceed to the next page.
- There are some fields that are mandatory and you will not be permitted to progress to the next page until they are completed. The field will be highlighted red.
- **RED X** on the right side in the box –If you have made a mistake in a field, you can click on the X to clear it and then continue.
- To go back to the previous screen you can use the page numbers, but only if you have completed the mandatory information.
- Make sure to **Save** at any time, you can also leave the Application and come back at any time.
- You will be prompted to upload your child’s birth certificate and supporting documents.
- Once submitted, you will then receive an email confirming it was Submitted.
- Please contact the school if you have any questions.

The school may be in contact with you to supply more information, such as documents etc.