

RegLink Parent Quick Start Steps Students New to the District

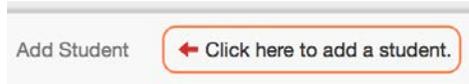
Welcome to RegLink! To make an application for Westwood Community High School you will need to complete these steps in the following order:

1. Create an account in RegLink from the following link
<https://fmpsdschools.reglink.ca>
2. Click on Create Account and follow the instructions (note that password must be at least 8 characters)



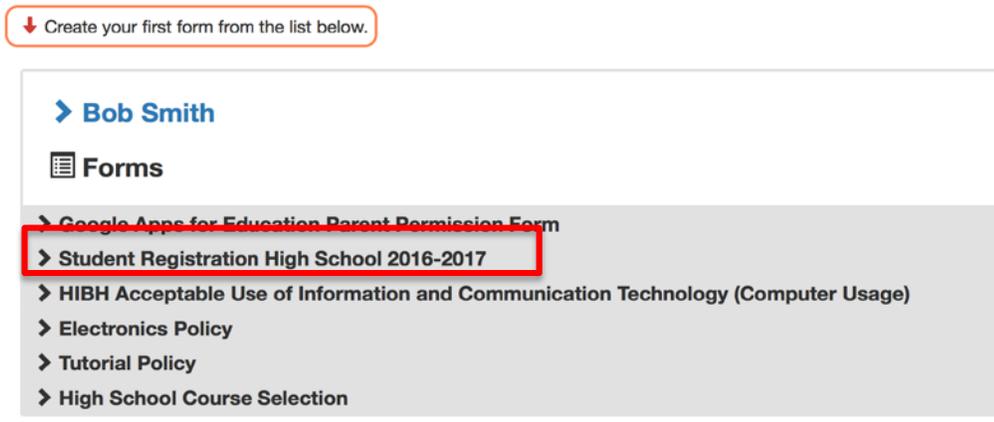
The screenshot shows a login form with two input fields: 'Email' and 'Password'. Below the fields are two links: 'Create Account' and 'Forgot Password'. The 'Create Account' link is highlighted with a red rectangular box.

3. Once logged into RegLink create your child's profile in RegLink
 - a. Click on Add Student and follow the instructions (leave ASN number blank as it is not required)



The screenshot shows a button labeled 'Add Student'. To its right is a red-bordered button with a left-pointing arrow and the text 'Click here to add a student.'.

4. Upon completing the student profile you will be directed to the Forms Page to complete the Registration Form:
 - a. Click on Student Registration High School 2016-2017



The screenshot shows a user profile for 'Bob Smith' with a 'Forms' section. A red-bordered box highlights the link '> Student Registration High School 2016-2017'. Other links in the list include 'Google Apps for Education Parent Permission Form', 'HIBH Acceptable Use of Information and Communication Technology (Computer Usage)', 'Electronics Policy', 'Tutorial Policy', and 'High School Course Selection'.

- b. Click on Add New Application



The screenshot shows a blue button with the text 'Add new application'.

- c. Proceed with completing the required information. All mandatory fields are outlined in red and you cannot proceed to the next page without entering data in those fields.

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School Dropdown	<input type="text"/>	Reset
Grade	<input type="text"/>	Reset

- d. Use the forward and backward navigation buttons to advance to the next step or return to a previous step. All changes are automatically saved with each click of the navigation buttons.



- e. On the last page click on Preview to validate data. To make changes return to the appropriate page using the navigation buttons to make adjustments.



- f. Click on Submit to submit the form

<input type="button" value="Submit"/>	<input type="button" value="Save and continue later"/>
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- 5. Form submission is confirmed with the following message

▼ Student Registration High School 2016-2017

Creation Time
Today 01:50 PM (Submitted)