




SchoolEngage – What is it?

SchoolEngage is an online platform which allows Parents/Guardians to:

- Register a student that is brand new to Rocky View Schools
- Register new members of the family
- Register student(s) for Transportation (busing)
- Update/confirm their annual Demographic/School Confirmation information online

Current Parents/Guardians: (already registered, pre-registered or dropped off a paper registration)

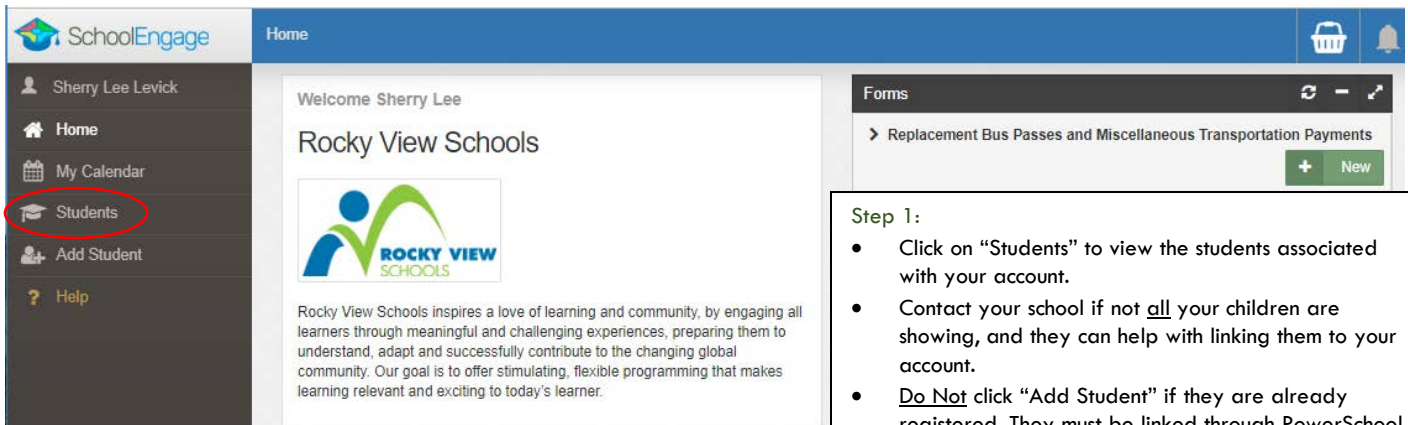
To register a new member of your family

- Login to the PowerSchool Parent Portal <https://ps.rockyview.ab.ca/public>
- or go to www.rockyview.ab.ca and click on the PowerSchool icon  and login with your user name and password.
- Click on **SchoolEngage** (at bottom of the list)
- Can register new member of family by clicking “Add Student”
- Then select the new student from “Students” tab and complete the 2018-2019 Student Registration form
- Can confirm Demographic/School Confirmation information for other registered students
- Can register for transportation (busing)
- Can purchase replacement bus passes and miscellaneous transportation payments

PowerSchool
Parent Portal

Navigation

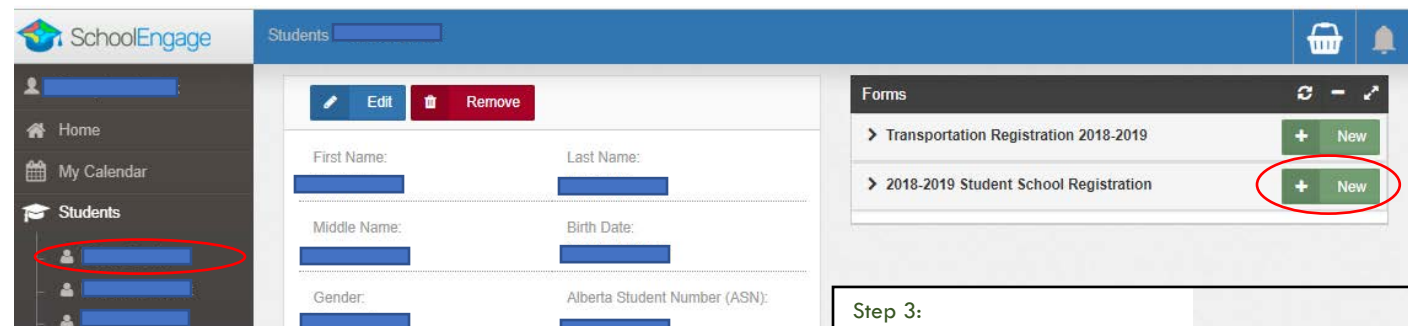
- Grades and Attendance
- Missing Assignments
- Grade History
- Attendance History
- Email Notification
- Teacher Comments
- Account Preferences
- My Schedule
- School Information
- SchoolMessenger
- SchoolEngage**



The screenshot shows the SchoolEngage Home page for user Sherry Lee Levick. The left sidebar contains navigation options: Home, My Calendar, **Students** (circled in red), Add Student, and Help. The main content area displays a welcome message and the Rocky View Schools logo. A 'Forms' panel on the right shows 'Replacement Bus Passes and Miscellaneous Transportation Payments' with a '+ New' button.


Step 1:

- Click on “Students” to view the students associated with your account.
- Contact your school if not all your children are showing, and they can help with linking them to your account.
- Do Not click “Add Student” if they are already registered. They must be linked through PowerSchool.



The screenshot shows the SchoolEngage Students page. The left sidebar has 'Students' circled in red. The main area shows a form for adding a student with fields for First Name, Last Name, Middle Name, Birth Date, Gender, and Alberta Student Number (ASN). There are 'Edit' and 'Remove' buttons. The 'Forms' panel on the right shows 'Transportation Registration 2018-2019' and '2018-2019 Student School Registration', with the latter having a '+ New' button circled in red.

Step 2:

- Select the “Student Name” to open access to the Transportation and Student Registration forms or for returning students, the Demographic/School Confirmation forms.
- To Register for busing – select  Transportation Registration 2018-2019.
- Click and complete the forms as needed and “Submit”
- Repeat for each student.

Step 3:

- Your progress or any form requiring attention will be identified by a symbol with a number telling you how many forms need attention.
- Click on the form or symbol to see what action is required or the status of your form.

