

Family portal – Create a user account

In order to access the student's Aspen information system, you must first request a user account. To create your user account, you must go <https://cscdgr.myontarioedu.ca/> and choose the Request an account option.



Identifiant de connexion | Login ID

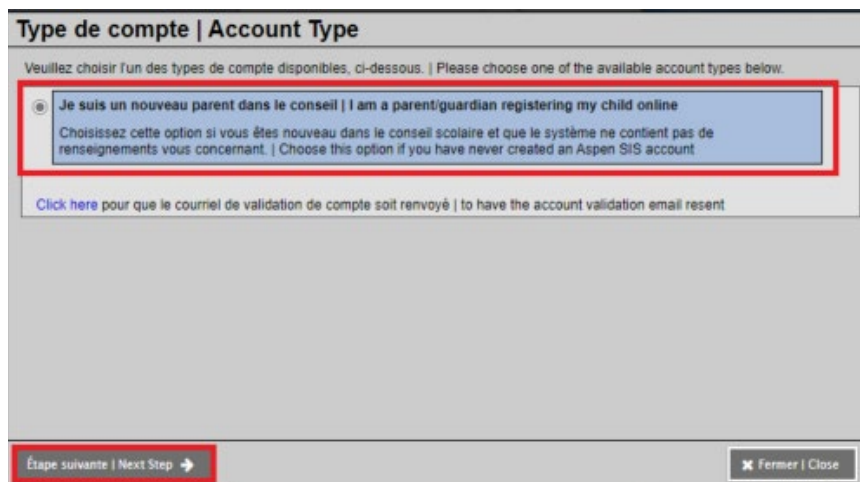
Demander un compte | Request an account

Mot de passe | Password

J'ai oublié mon mot de passe | Forgot password
Problème de connexion? | Trouble logging in?

Se connecter | Log On

For the time being, only parents wanting to register their child online will be able to submit a request for a user account by selecting the option, **Je suis un nouveau parent dans le conseil / I am a parent/guardian registering my child online** then click on **Étape suivante / Next step**.



Type de compte | Account Type

Veuillez choisir l'un des types de compte disponibles, ci-dessous. | Please choose one of the available account types below.

Je suis un nouveau parent dans le conseil | I am a parent/guardian registering my child online
Choisissez cette option si vous êtes nouveau dans le conseil scolaire et que le système ne contient pas de renseignements vous concernant. | Choose this option if you have never created an Aspen SiS account

[Click here](#) pour que le courriel de validation de compte soit renvoyé | to have the account validation email resent

Étape suivante | Next Step →

Fermer | Close

Fill in the required fields, these are identified with a red asterisk (*), they include the first and last name as well as the main telephone number for the parent or guardian registering the student. Then click on **Étape suivante / Next Step**.

Renseignements personnels | Create Your Aspen Account

Information pour le titulaire du compte (pour un parent ou tuteur, ce sont vos informations, pas celles de votre enfant) | Information for the account holder (for a parent or guardian, this is your information, not your child's) (First name, Last name, Address Line 1, Address Line 2, City, Province, Postal code, Telephone 1)

Prénom *

Nom de famille *

Téléphone 1 *

← Étape précédente | Previous Step **Étape suivante | Next Step** → ✕ Fermer | Close

Enter the account details; email (and email confirmation), password (and password confirmation), choose a security question and answer (as well as a confirmation of the answer). Then click on **Créer mon compte / Create My Account**. Please note that English questions are presented as well by clicking on the scroll down menu in the security question area.

Informations de compte | Account Information

Veuillez remplir les renseignements relatifs à votre compte utilisateur ci-dessous. | Please fill in your user account information below. (Primary email, Confirm email, Password, Confirm Password, Security Question, Security Answer, Confirm Answer)

Courriel principal *

Confirmer : Courriel principal *

Mot de passe * [Exigences | Requirements](#)

Confirmer : Mot de passe *

Question de sécurité * Dans quelle ville êtes-vous né(e)?

Réponse de sécurité *

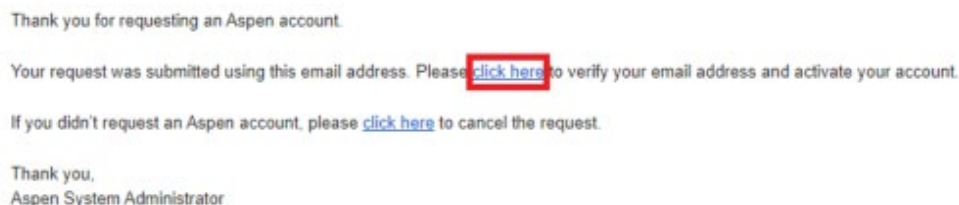
Confirmer : Réponse de sécurité *

← Étape précédente | Previous Step **Créer mon compte | Create My Account** ✕ Fermer | Close

A confirmation of request is presented, simply Close and proceed to check your emails.



An application confirmation email will be sent. Simply click on the link click here to verify your email address.

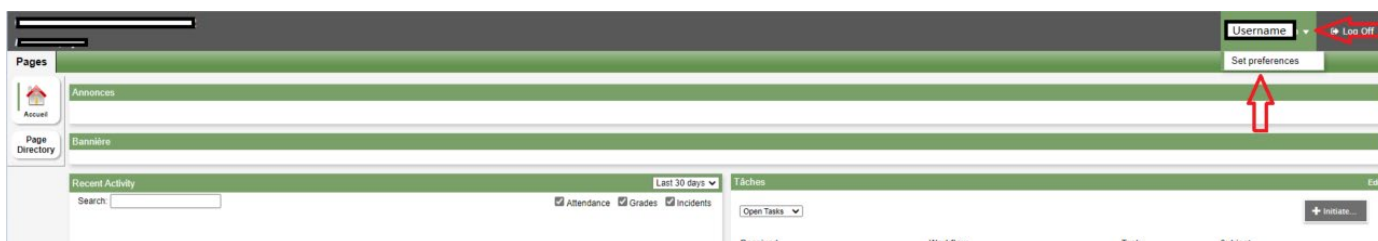


Upon validation of your email, your user account will be automatically activated. Please ignore the message that an administrator will verify your account settings. It is now possible to access your account.



Following your connection to the student information system, it is possible to choose the user's preferred language.

You are automatically presented with the home page. On the upper right corner, you will find your username. To modify the preferred language, click on the arrow then click on **Définir les préférences** and / or **Set preferences**.



When the pop-up window appears, choose the language of choice. Note that for English, it is best to choose the English option (dd/mm/yyyy), then click OK.

