



# Online Registration Guide

## For international students NEW to the DSBN for academic study

You are welcome to begin the online registration process before you arrive in Canada. To start, you **must have a confirmed living address in the Niagara Region which will be used to determine your school placement. This address should not change in September.**

To register online, you will sign up for a DSBN Parent/Guardian account in our secure Aspen Student Information System. (This online registration account is separate from the TrueNorth account used for online application.)

**The online DSBN Parent/Guardian account is meant to be created by a Parent/Guardian and cannot be registered under the name of an agent.** A valid e-mail address is required to verify your identity when requesting an account.

Please follow the instructions below for online registration. We recommend using a home computer (not a tablet or phone) and opening the link with a Chrome or Edge browser.

### 1. Create your Account

- Go to Aspen: <https://dsbn.myontarioedu.ca/aspen/logon.do>
- Under the Login ID bar, click '**Request an account**'
- Then, choose '**I am a parent/guardian registering my child online**'
- In the bottom corner, click '**Next Step**'
- Fill in your information (your name & phone number), and then click '**Next Step**'
- Fill in your Account Information (email, password, security question), and then click '**Create My Account**'

### 2. Verify your Account

- After you've created your account, click '**Close**'
- Check your email that you used to create the account, click '**Click here**' to activate your new account

### 3. Log In to Complete your Registration Form

- Once your account is activated, go back to: <https://dsbn.myontarioedu.ca/aspen/logon.do>
- Enter your Login ID and password, then click '**Log On**'
- On the right-hand side, click '**+ Initiate**'
- Follow the instructions on the screen to enter your information in each tab. Be sure to select the correct school year.

For detailed instructions with pictures, please refer to pages 3-7.

On the next page, you will find a **checklist of documents that must be uploaded** during the online registration process.

Once you have uploaded all the required documents (except for the Study Permit and arrival date stamp, which will be obtained at the airport upon arrival), you can submit your online registration.

Please **inform our office** by emailing [international@dsbn.org](mailto:international@dsbn.org) as soon as you have submitted your online registration.



## Checklist of Documents for Registration

The following required documents **must be uploaded** to complete your online registration:

- Proof of the student's living/homestay address** in the Niagara Region (acceptable documents include: homestay agreement, lease agreement, property tax bill, current utility/phone/internet bill)
  - Student's **passport ID page**
  - Student's **passport visa page** (if applicable)
  - Student's **Birth Certificate or Birth Registration**
  - Proof of Healthcare Insurance** (for the period of study) effective in Canada
  - Notarized Custodianship Declaration Forms (both pages 1 and 2)** for all students under 18 years of age (if parents are not in Canada)
    - the **first page** needs to be **signed by the Canadian custodian and notarized** (certified by a lawyer or notary) in Canada
    - the **second page** needs to be **signed by the parents** or legal guardians of the minor child and **notarized** in their home country
- \*If a parent will be accompanying the student in Canada for the entire study period, the parent's passport ID page and visa (if applicable) are required instead of custodial documents.
- Letter of Acceptance** from DSBN
  - For secondary students only, Updated **Official Transcript/School Record** (if applicable)

You will obtain the following two documents at the airport immigration office upon arrival. After you arrive in the Niagara Region, you can email these two documents to [international@dsbn.org](mailto:international@dsbn.org) if you have previously submitted your online registration:

- Valid Study Permit (actual study permit** that you obtained at the immigration office in the airport upon your arrival, not the approval letter) - for a study period longer than 6 months
- Passport page with Canadian customs arrival date stamp** (or flight boarding pass or ticket if there is no stamp)

Notes:

1. It is the sole responsibility of the student to maintain a valid Study Permit, purchase and maintain adequate insurance while studying at the DSBN.
2. Parent/custodian must report the student's immunization records directly to the Niagara Public Health online: <https://www.niagararegion.ca/health/vaccinations/reporting.aspx>

# 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

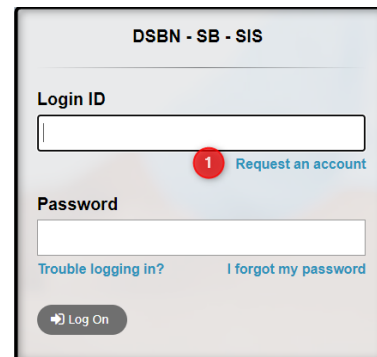
If you already have an DSBN - Aspen Account, Skip to Step 12 below.

## Steps to Register a student

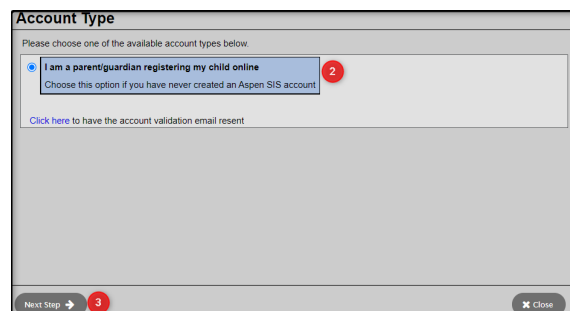
Go to <https://dsbn.myontarioedu.ca/aspen/logon.do>

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

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

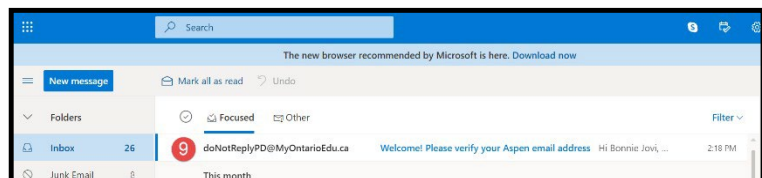
5. Click: **Next Step** button

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

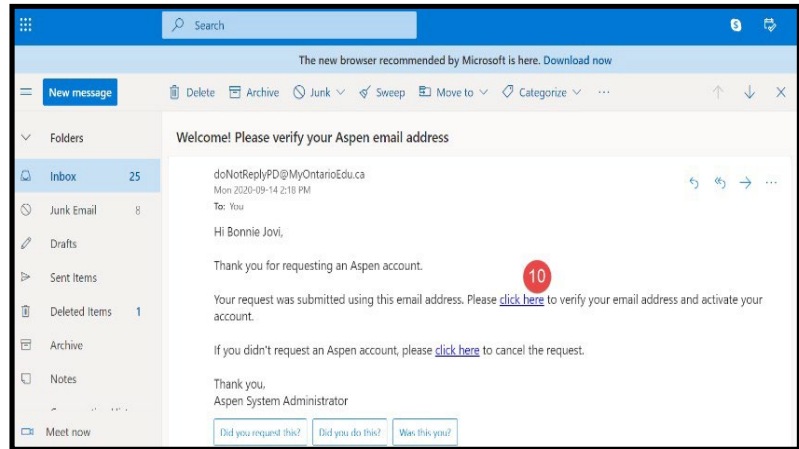
7. Click: **Create My Account** button

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

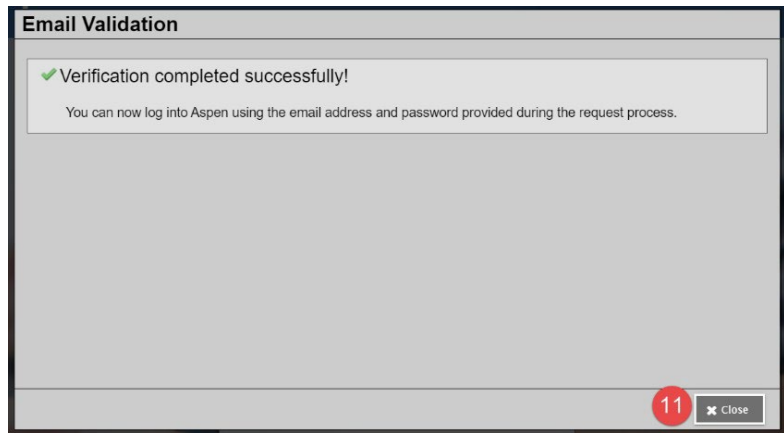
9. **Open your email program > Open the email message**  
Note – If using a school device to request an account, you may need to access your email from a personal device.



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)

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Login ID <sup>12</sup>  
bonnie.jovi@outlook.com  
[Request an account](#)

Password <sup>13</sup>  
.....  
[Trouble logging in?](#)   [I forgot my password](#)

<sup>14</sup>

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

- 14. Click: **Log On** button

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

Pages: Home, Page Directory

Welcome to the District School Board of Niagara Online Registration

**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

<sup>15</sup>

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.

← Previous   Save & Close   Next →   × Cancel

Start <sup>16</sup>   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 . 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

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Login ID

Request an account

Password

Trouble logging in? 3 I forgot my password

Log On