Dufferin-Peel Catholic District School Board

The information below shows how to access the Online Registration webpage, create an account, and complete a registration application form for a student. Note that this process is only for students who are new to the Dufferin-Peel CDSB.

- **To access the Online Registration site:**

  - Go to the Dufferin-Peel CDSB website www.dpcdsb.org.
  - On the **Schools** tab, click on **Register for School**.
  - Click REGISTRATION INFORMATION for the appropriate grade level.
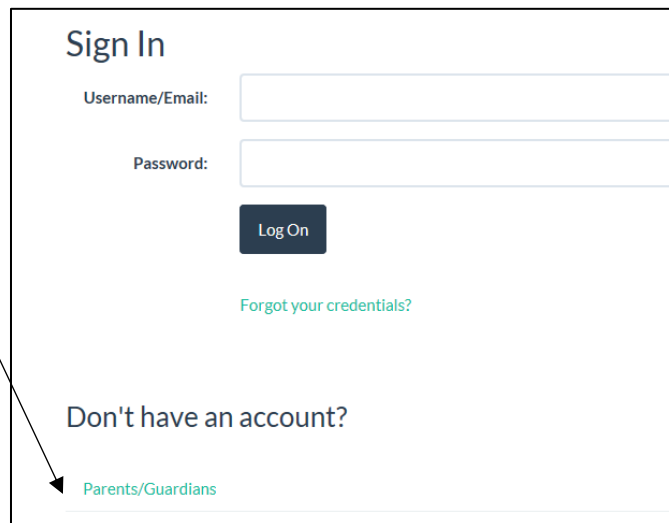 - Click ACCESS ONLINE REGISTRATION FORM.

    Alternatively, click this link: Online Registration

- **First Time Access - Create a Parent Account**
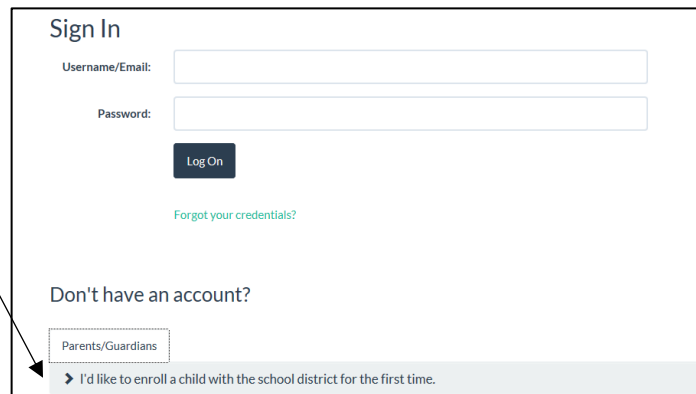
  1. Click **Sign In** (in the top right corner).
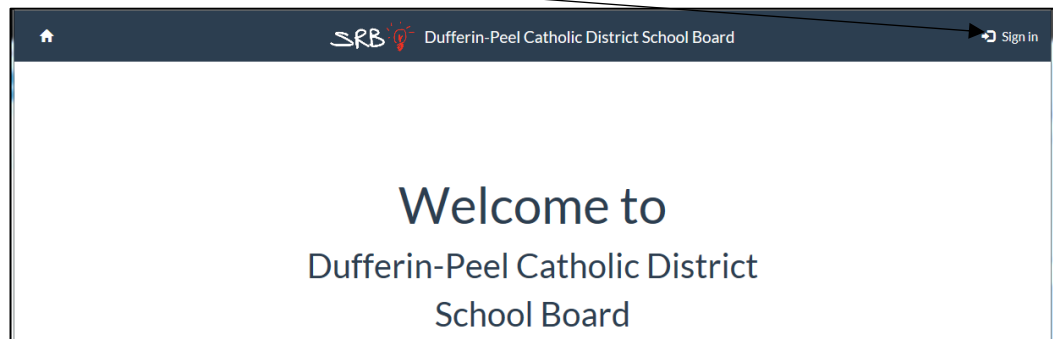
  2. Under *Don't have an account,* click **Parents/Guardians**.

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3. Click **I'd like to enroll a child with the school district for the first time.**

Sign In

Username/Email:

Password:

Log On

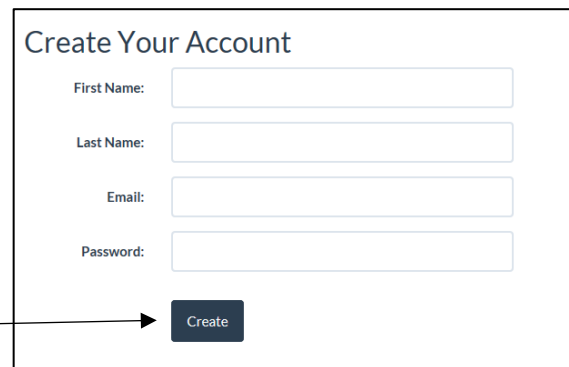Forgot your credentials?

Don't have an account?

Parents/Guardians

> I'd like to enroll a child with the school district for the first time.

4. Click **Create an account.** ⟶ Create an account

5. Enter your **First Name**, **Last Name, Email address**, and a **Password** to be used for Online Registration.

Create Your Account

First Name:

Last Name:

Email:

Password:

Click **Create.** ⟶ Create

A confirmation email will be sent to the email address you entered.

- **Confirm your email address.**

Open the email you received, and click the link included in the email.

Then click this button. ⟶ Click here to verify your email address.
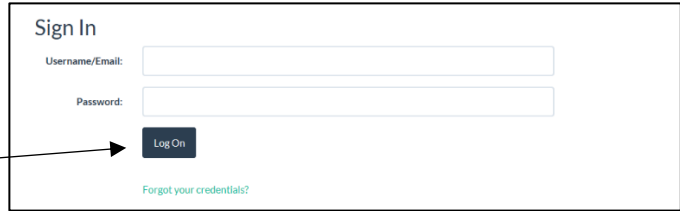
Click here to log on. ⟶ Your Email Address Has Been Confirmed!

Please click here to Log On.

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The main logon page will be displayed.

Enter the username/email and the password that you created in step 5.

Click **Log On**.

Sign In

Username/Email: [   ]

Password: [   ]

[Log On]

Forgot your credentials?
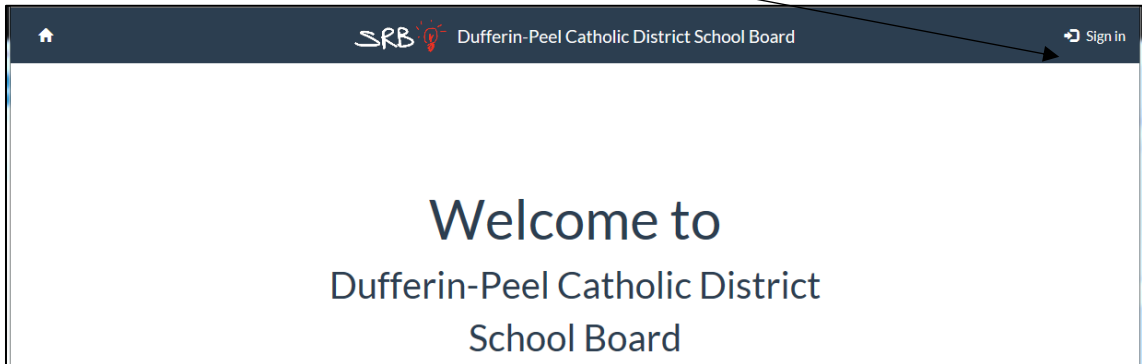
- **Subsequent Access:**

    Now that the account has been created, whenever you want to access Online Registration, just click the link, and log in with the username and password for the account you created.

You can now start a registration application form for a student.

- **Starting a Registration Application Form (after you have created an account).**

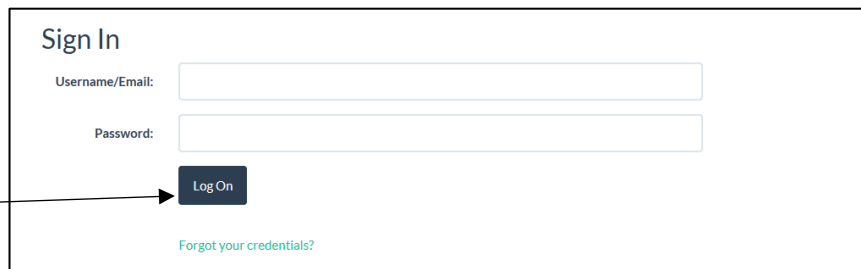   If you have not already signed in, click the link provided above.

    You will be taken to the Welcome Screen. Click **Sign In**.

SRB   Dufferin-Peel Catholic District School Board   Sign in

Welcome to
Dufferin-Peel Catholic District
School Board

Enter the username/email and password that you created earlier.

Click **Log On**.

Sign In

Username/Email: [   ]

Password: [   ]

[Log On]

Forgot your credentials?

Click **Student**.
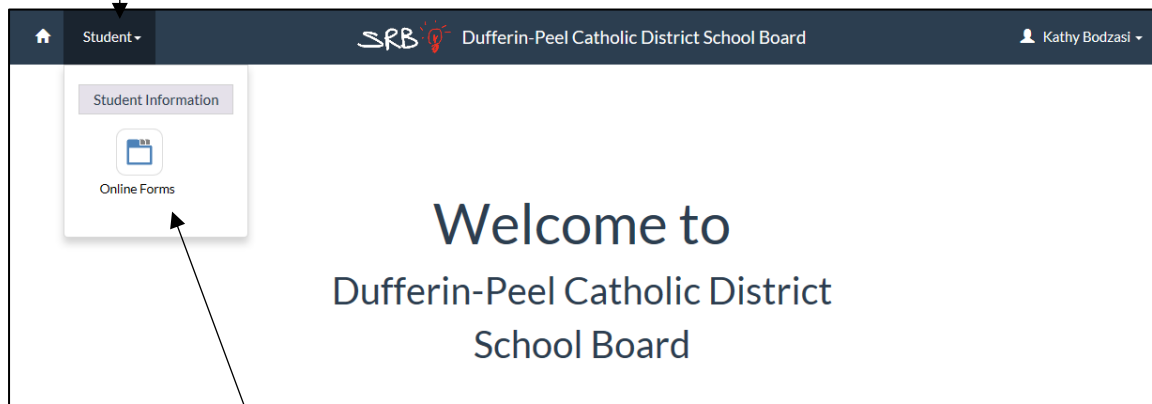
Click **Online Forms**.

The following screen will be displayed.

Under **Available Forms**, click **Start** on the form you want to use.

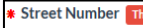Note: The status banner on the top right corner of the form indicates '**In Progress**.'

Start entering the student's information. The form will be saved automatically as you fill out each field.

Mandatory fields are indicated by a red asterisk *. The form cannot be submitted unless all Mandatory fields have been completed.

It is not necessary to complete the entire form at one time. Since the form is saved automatically with each entry, you can sign out at any time, and compete the form later.

For Names, please use mixed case, e.g., Smith (not SMITH or smith).

For Preferred Names, do not enter 'same' or 'not applicable'. Enter a name only if it is different than the Legal Name.

Once the form has been completed, click **Submit** in the bottom right corner. If any Mandatory fields have not been completed, a red notification message will be displayed. E.g., **✱ Street Number** **This field cannot be empty.**

Complete the fields indicated, and click **Submit** again.

Once the form has been successfully submitted:
- The status banner in the top right corner will display '**Submitted.**'
  Do not close the screen until the status banner displays **'Submitted.'**
- You will receive an e-mail telling you that the form has been successfully submitted, or that further information is required.
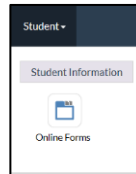
- **Signing Out**:
  Click your name in the top right corner, and click **Sign Out**.
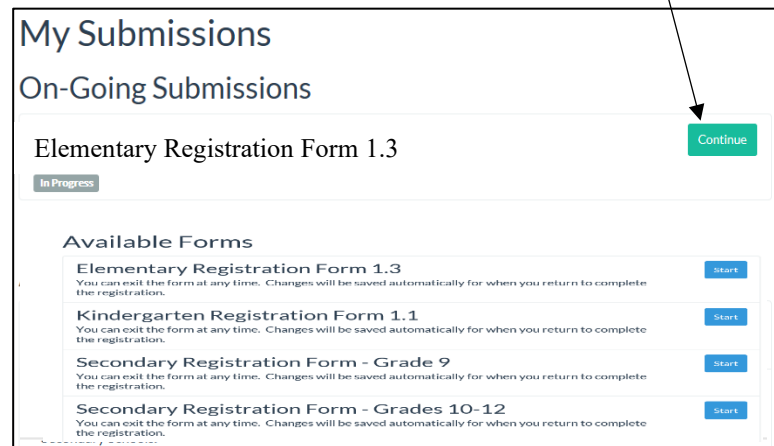
- **Completing a form that was previously started:**

  Log in as usual.
  Click **Student** and **Online Forms** as usual.

  Under **My Submissions**, click **Continue** beside the form you want to work with.

Continue filling out the form as above.

- **Printing the form:**

  Click the Printer icon 🖨 in the lower left section of the screen.