




School Engage – What is it?

School Engage 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)
- Complete their Demographic Confirmation/Annual Authorization forms online

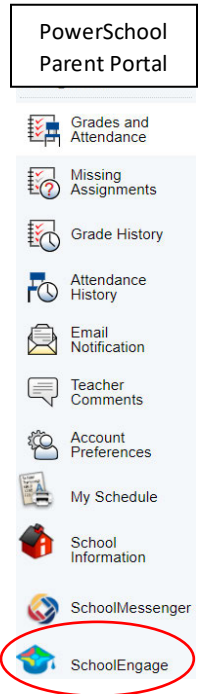
Current Parents/Guardians: (already have another student registered and have a PS Parent Account)

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 username and password or directly into SchoolEngage at <https://rockyview.schoolengage.ca>

Click on **School Engage** (at bottom of the list)

- Can register new member of family by clicking “Add Student”, creating a profile for student in mixed case not all CAPS.
- Then select the new student from “Students” tab and click on the 2022-2023 RVS Student Registration and complete with supporting documents and submit.
- If you need Transportation, you can check the box and Transportation will email you directly when the form opens in May 2022.
- Can confirm Demographic/School Confirmation information for other registered students
- Can purchase replacement bus passes and miscellaneous transportation payments



SchoolEngage:

The screenshot shows the SchoolEngage Home page. 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 for Rocky View Schools and a 'Forms' section with a registration form for the 2022-2023 school year.

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' selected. The main area shows a student profile form with fields for First Name, Last Name, Middle Name, Birth Date, Gender, and Alberta Student Number (ASN). A red circle highlights the 'New' button in the 'Forms' section.

Step 2:

- Select the “Student Name” to open up access to the Student Registration forms or for returning students, the Demographic/School Confirmation and Annual Authorization forms that are assigned in August just before school starts.
- To Register for busing – select **+ New** Transportation Registration 2022-2023 (when it opens in May 2022)
- Click and complete the forms as needed and “Submit”

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.

The diagram shows a notification bell icon with a red circle containing the number '1'. A red arrow points from this icon to the 'Students' sidebar, which also has a red circle with the number '1' next to a student's name, indicating that there is one form requiring attention.