

## REGISTERING FOR SUMMER SCHOOL - PLEASE TAKE A MOMENT TO READ THESE INSTRUCTIONS BEFORE CLICKING ON THIS LINK TO GET STARTED

<https://connected.pvnccdsb.on.ca/402/Maplewood/ConnectEd/Online/StudentRegistration>

### CREATING AN ACCOUNT

1. At the Student Registration Portal page click on **Create Account**

**SUMMER SCHOOL**

maplewood connectEd

Maplewood connectEd is designed to provide student information to students, teachers, parents, and administrative staff. Unauthorized use of authenticated information services is prohibited and subject to prosecution under student conduct code and any number of federal, provincial and local laws.

User name (email):

Password:

[Forgot password?](#)

2. Fill in all of the fields to Register a New Account

Register New Account

First Name:

Last Name:

Email address:

Confirm address:

Choose Password:

Confirm Password:

Example:

Register New Account

First Name:

Last Name:

Email address:

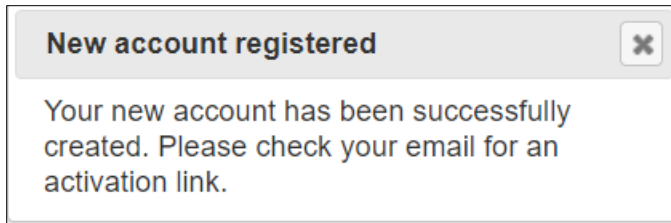
Confirm address:

Choose Password:

Confirm Password:

and then click **Create Account**

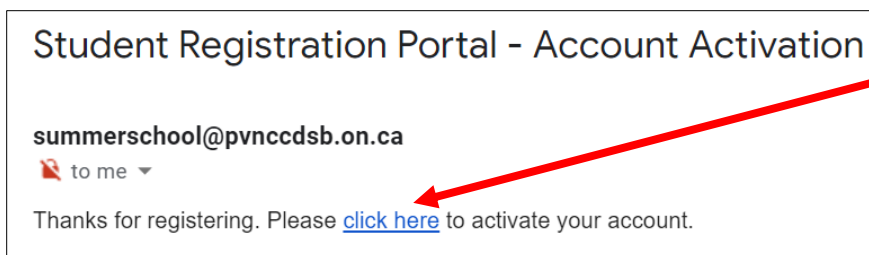
3. You will receive this message when your account has been registered.



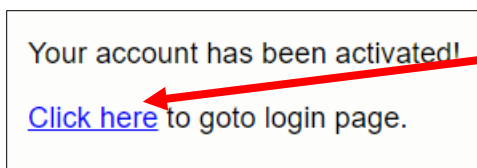
## ACTIVATING YOUR ACCOUNT

1. Check the email address provided for an email from [summerschool@pvnccdsb.on.ca](mailto:summerschool@pvnccdsb.on.ca)

**PLEASE CHECK YOUR SPAM OR JUNK MAIL folder if it is not in your INBOX**



2. Click on the "click here" link in the email to activate your account.

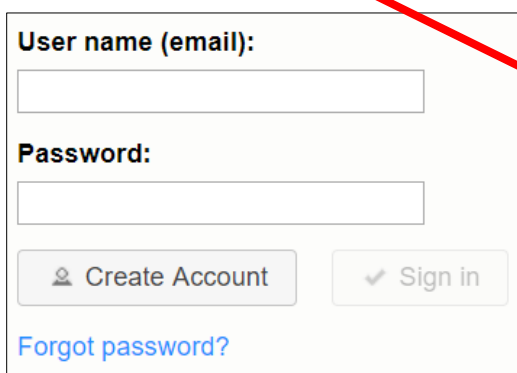
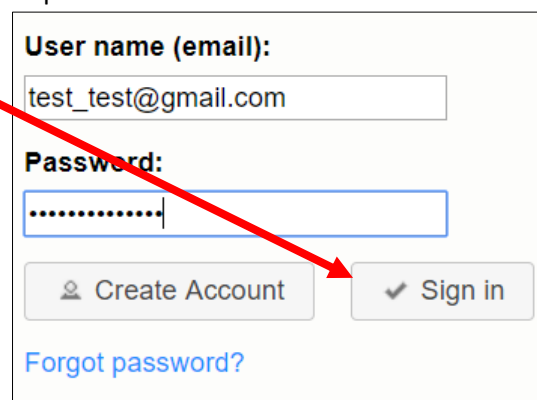


3. You will receive confirmation that your account has been activated. Click on the "click here" link in email message to return to the login page.

## LOGGING IN TO ACCESS THE ONLINE STUDENT REGISTRATION FORM

1. At the login screen, type your email address in the user name field and enter your password.
2. Then click **Sign In**

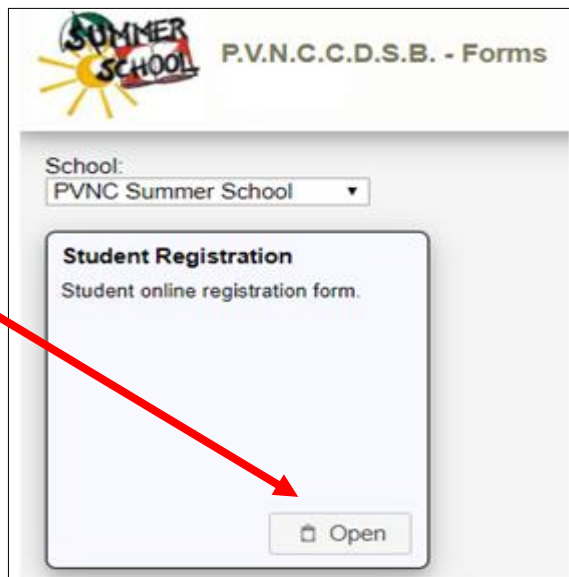
Example:

A login form with two input fields: "User name (email):" and "Password:". Below the fields are two buttons: "Create Account" and "Sign in". There is also a link "Forgot password?" below the "Sign in" button.An example of the login form filled out. The "User name (email):" field contains "test\_test@gmail.com". The "Password:" field contains ".....". The "Sign in" button is highlighted with a red arrow pointing to it from the instruction "Then click Sign In".

## GETTING STARTED

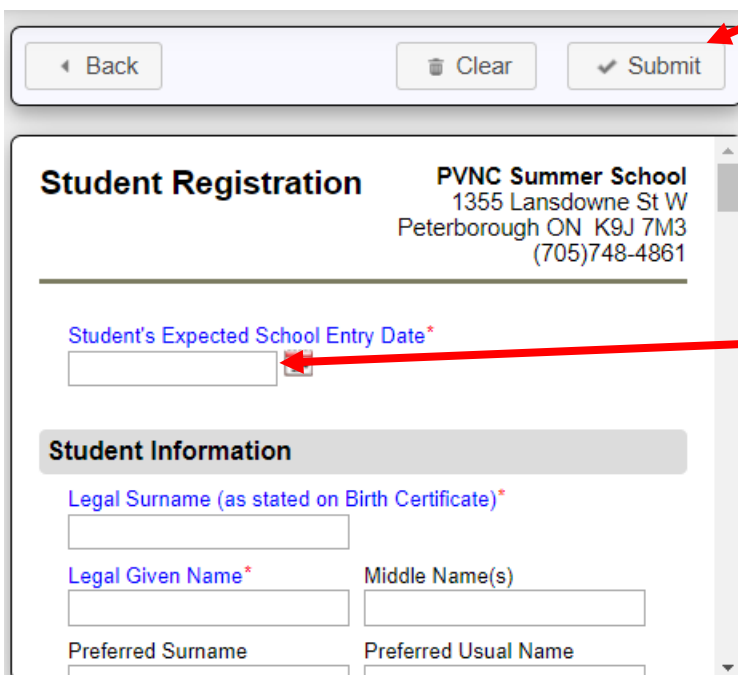
1. The PVNCCDSB Forms window will open. By default, PVNC Summer School is the selected school.

2. Click **Open** to open a blank form

The screenshot shows a web interface titled "P.V.N.C.C.D.S.B. - Forms". At the top left is a "SUMMER SCHOOL" logo. Below it, a "School:" dropdown menu is set to "PVNC Summer School". In the center is a box labeled "Student Registration" with the text "Student online registration form." At the bottom right of this box is a button with a document icon and the text "Open". A red arrow points from the instruction text to this "Open" button.

3. Fill in, at least, all of the required fields\* on the Student Registration form and click **Submit**.

*Note: Tab or scroll down to move between fields*

The screenshot shows the "Student Registration" form for "PVNC Summer School". At the top right of the form is the school's address: "1355 Lansdowne St W, Peterborough ON K9J 7M3, (705)748-4861". Below this is a section for "Student's Expected School Entry Date\*" with a text input field and a calendar icon. A red arrow points from the instruction text to this calendar icon. Below the date field is a section titled "Student Information" with several required fields marked with an asterisk: "Legal Surname (as stated on Birth Certificate)\*", "Legal Given Name\*", and "Middle Name(s)". There are also fields for "Preferred Surname" and "Preferred Usual Name". At the top of the form are three buttons: "Back", "Clear", and "Submit". A red arrow points from the instruction text to the "Submit" button.

*Note: Click in the date field or click on the Calendar icon to select the date.*

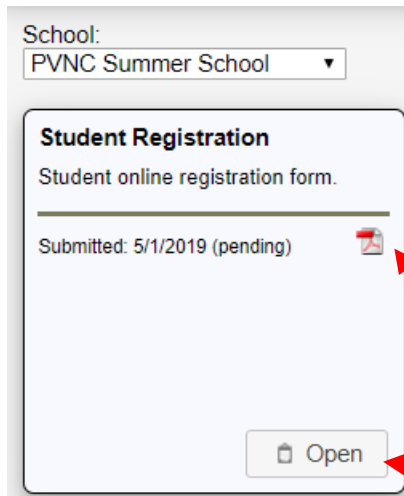
**Important Note:** You will not be able to make changes to this application once you have clicked the **Submit** button. If changes are needed, please email [summerschool@pvncdsb.on.ca](mailto:summerschool@pvncdsb.on.ca)

4. Download a copy of the registration form for your records by clicking on the Download button.



A screenshot of a 'Thank You' dialog box. The title bar says 'Thank You' with a close button. The text inside says 'The form has been submitted. Would you like to download a PDF copy?'. There are two buttons: 'Download' with a PDF icon and 'No' with a close icon. A red arrow points from the text above to the 'Download' button.

5. The submitted date and current status of your registration is updated.



A screenshot of the 'Student Registration' form. At the top, there's a 'School:' dropdown menu with 'PVNC Summer School' selected. Below it, the title 'Student Registration' is followed by 'Student online registration form.'. A horizontal line separates the header from the content area. In the content area, it says 'Submitted: 5/1/2019 (pending)' next to a small Adobe PDF icon. At the bottom right, there is an 'Open' button with a folder icon. A red arrow points from the text to the right to the Adobe icon, and another red arrow points from the text below to the 'Open' button.

(pending) – student application has been received but has not yet been imported into our system.

(processed) – the received student application has been imported into our system.

You can view the submitted form anytime by clicking on the Adobe icon next to the registration status.

6. If you would like to register another child for summer school, please click on the **Open** button to open a blank form.