

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

<https://connect.edsembli.com/ON/PVNC/402/Portal/Online/StudentRegistration>

CREATING AN ACCOUNT

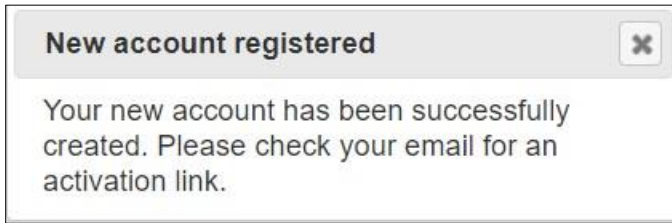
1. At the Student Registration Portal page click on **Create Account**

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

Example:

and then click **Create Account**

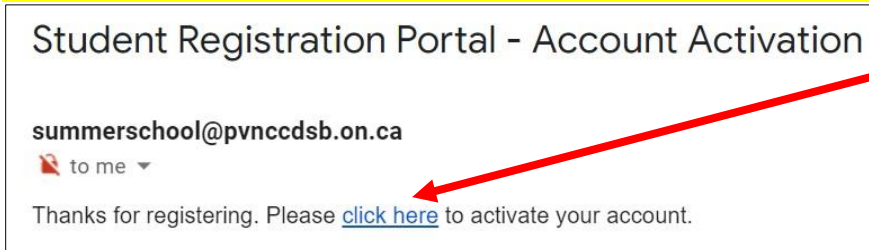
3. You will receive this message when your account has been registered.



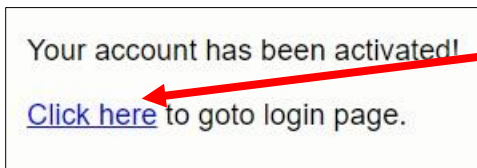
ACTIVATING YOUR ACCOUNT

1. Check the email address provided for an email from summerschool@pvncdsb.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**

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 for "Forgot password?".

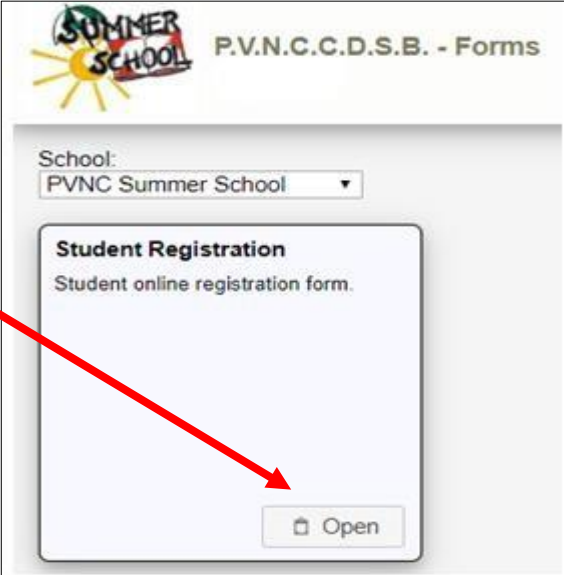
Example:

An example of the login form with "test_test@gmail.com" in the "User name (email):" field and "....." in the "Password:" field. The "Sign in" button is highlighted with a red arrow pointing to it from the text "Then click Sign In".

GETTING STARTED

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

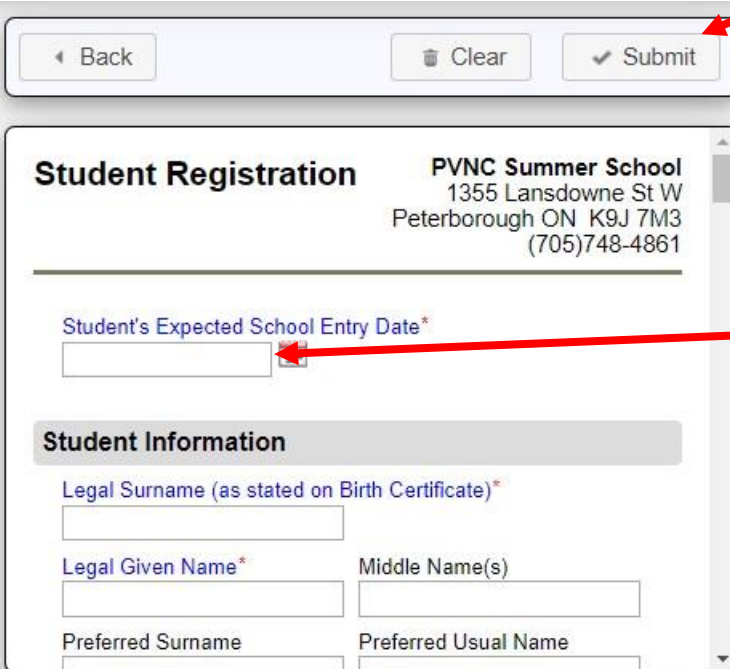
2. Click **Open** to open a blank form



The screenshot shows a web interface for PVNCCDSB Forms. At the top left is a logo for 'SUMMER SCHOOL' with a sun icon. To the right of the logo is the text 'P.V.N.C.C.D.S.B. - Forms'. Below this is a dropdown menu labeled 'School:' with 'PVNC Summer School' selected. In the center is a box titled 'Student Registration' with the subtitle 'Student online registration form.' At the bottom right of this box is a button labeled 'Open' with a small icon to its left.

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. At the top are three buttons: 'Back', 'Clear', and 'Submit'. Below these is the form title 'Student Registration' and the school name 'PVNC Summer School' with its address: '1355 Lansdowne St W, Peterborough ON K9J 7M3, (705)748-4861'. The first field is 'Student's Expected School Entry Date*' with a calendar icon. Below this is a section titled 'Student Information' with several fields: 'Legal Surname (as stated on Birth Certificate)*', 'Legal Given Name*', 'Middle Name(s)', 'Preferred Surname', and 'Preferred Usual Name'. A red arrow points from the 'Submit' button to the 'Student's Expected School Entry Date*' field.

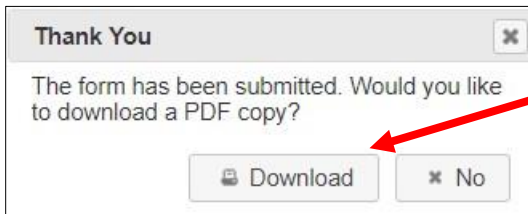
Note: The Student's Expected School Entry Date this year

Click in the date field or click on the Calendar icon to select

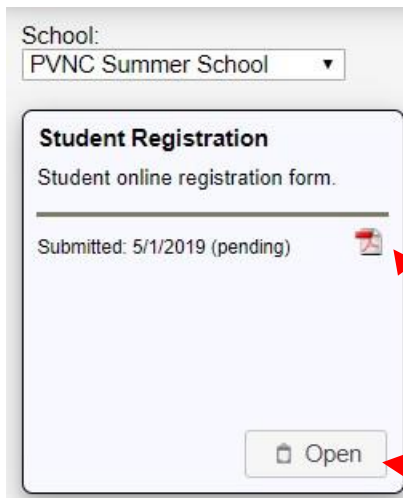
the date.

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@pvnccdsb.on.ca

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



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



(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.