

## Parents/Guardians Instructions

1. Click on the link received in the email from noreply@sd23.bc.ca to confirm your email address. Check spam if not received. Click on the **blue link**.
2. It will bring you to this page where you will click on the maroon **New Parents/Guardians Create Account Here**.



Parents/Guardians - Sign In

New Parents/Guardians Create Account Here

Email:

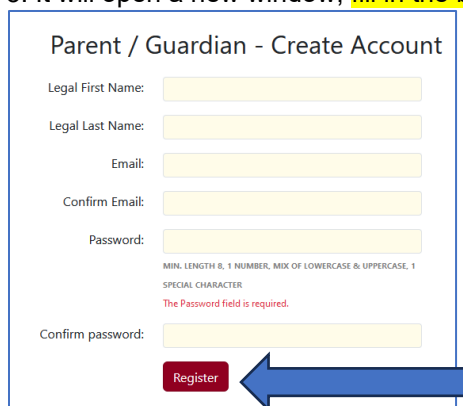
Password:

☐ Remember me?

Log in

Forget Password

3. It will open a new window; **fill in the blanks**.



Parent / Guardian - Create Account

Legal First Name:

Legal Last Name:

Email:

Confirm Email:

Password:

MIN. LENGTH 8, 1 NUMBER, MIX OF LOWERCASE & UPPERCASE, 1 SPECIAL CHARACTER

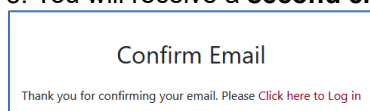
The Password field is required.

Confirm password:

Register

4. When completed click on the maroon **Register** button.

5. You will receive a **second email**; click on the **blue link**.

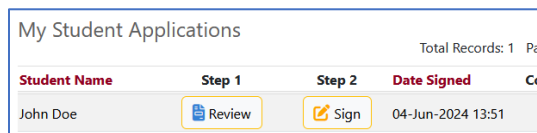


Confirm Email

Thank you for confirming your email. Please [Click here to Log in](#)

6. Then **login** using credentials created.

7. Click on the **blue Review** button to confirm financial information and then click on the **Yellow Sign** button to sign digitally. A green checkmark will appear under "Completed". Then **Log Off**.



| My Student Applications |                        |                      |                   |           |
|-------------------------|------------------------|----------------------|-------------------|-----------|
| Total Records: 1 Page 1 |                        |                      |                   |           |
| Student Name            | Step 1                 | Step 2               | Date Signed       | Completed |
| John Doe                | <a href="#">Review</a> | <a href="#">Sign</a> | 04-Jun-2024 13:51 |           |

When completed your child should check their online application to confirm that the "Date Signed" section of their Parent/Legal Guardian Info has a date and time. Although we require information for both guardians, we only need one digital signature.