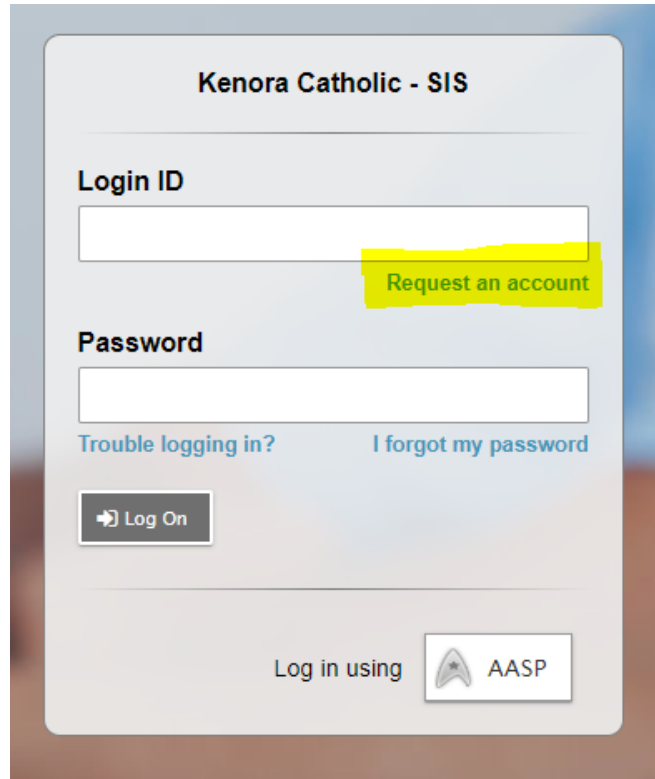


## Kenora Catholic – SIS – Aspen Online Registration

- 1) Click on the [mykenoracatholic](#) link to take you to the Online Registration screen for Aspen.

Open our [Aspen Online Registration](#) link in your web browser.

Click on **Request an account**.



Kenora Catholic - SIS

Login ID

Request an account

Password

Trouble logging in? I forgot my password

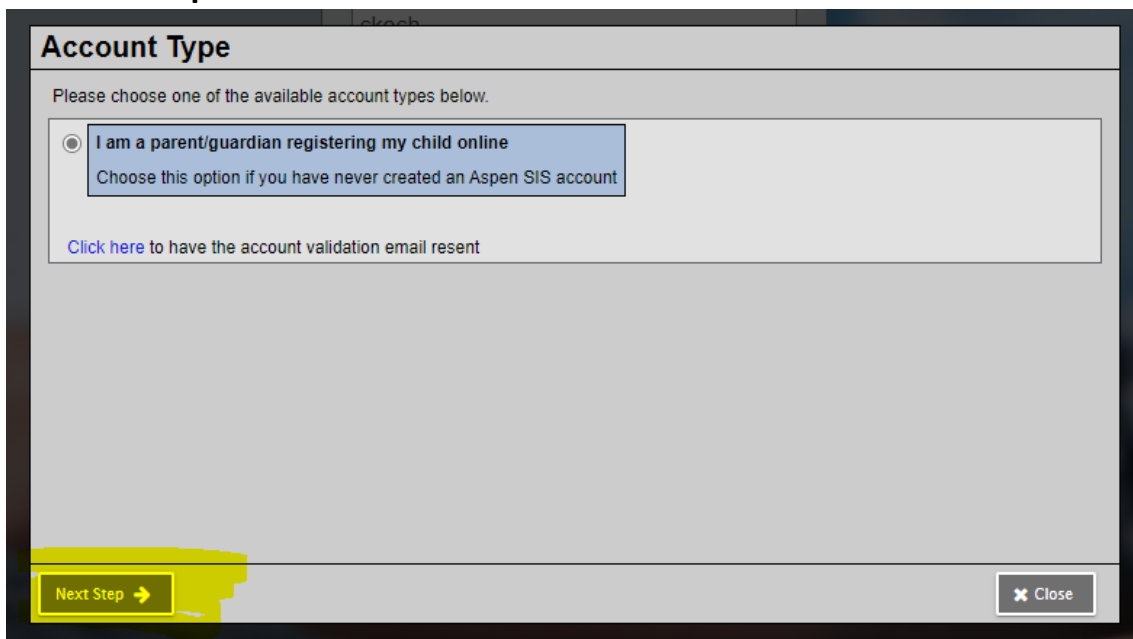
Log On

Log in using AASP

- 2) **Account Type**

Select the first option for Account Type.

Click **Next Step**.



Account Type

Please choose one of the available account types below.

I am a parent/guardian registering my child online  
Choose this option if you have never created an Aspen SIS account

[Click here](#) to have the account validation email resent

Next Step →

Close

3) **Personal Information**

Fill in the fields for personal information of the account creator.  
Click **Next step**.

The screenshot shows a web form titled "Create Your Aspen Account". A yellow highlight is under the instruction: "Information for the account holder (for a parent or guardian, this is YOUR information, not your child's)". The form contains the following fields:

First name *	Johnny
Last name *	Test
Address line 1 *	123 Any Street
Address line 2 *	
City *	Anytown
Province *	ON
Postal code *	P9N 1Y5
Phone 1 *	807-123-1234

At the bottom, there are three buttons: "Previous Step" (disabled), "Next Step" (highlighted in yellow), and "Close" (disabled).

4) **Account Information**

Fill out the requested fields for Account Information.  
Click on **Create My Account**.

The screenshot shows a web form titled "Account Information". A yellow highlight is under the instruction: "Please fill in your user account information below.". The form contains the following fields:

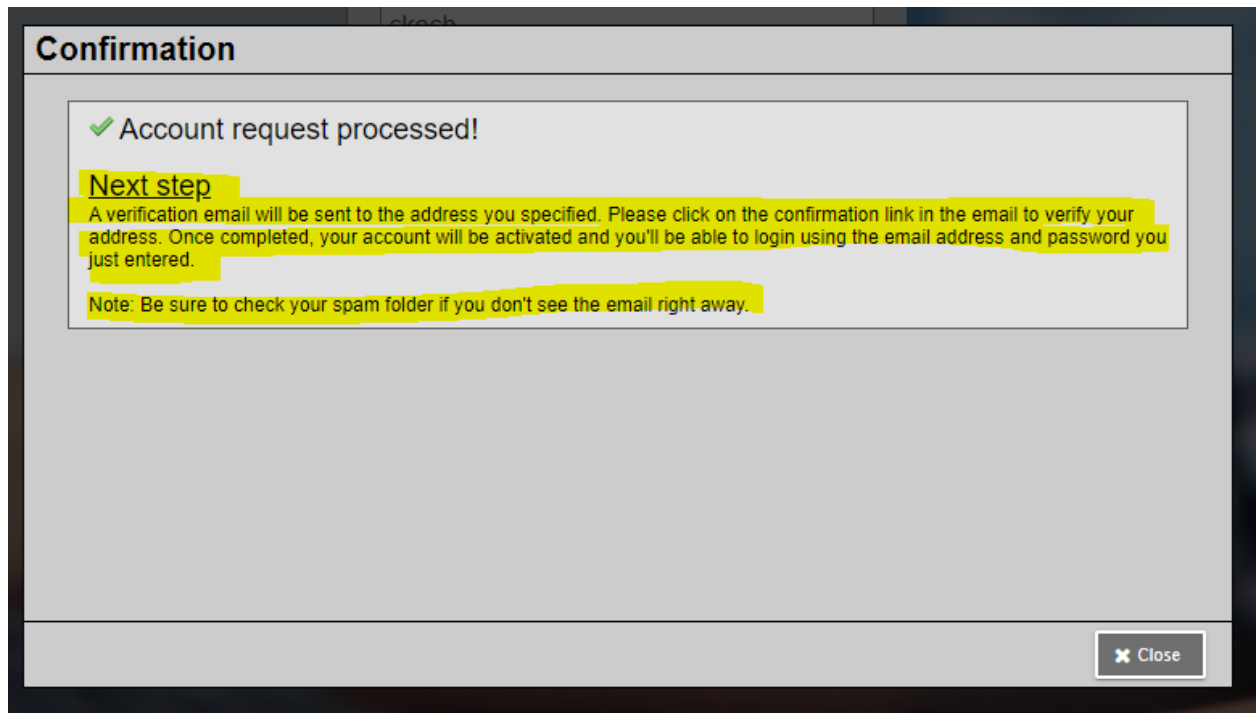
Primary email *	johnnytest@test.com
Confirm email *	johnnytest@test.com
Password *	..... Requirements
Confirm Password *	.....
Security question *	What is your favorite vacation spot?
Security answer *	.....
Confirm answer *	.....

At the bottom, there are three buttons: "Previous Step" (disabled), "Create My Account" (highlighted in yellow), and "Close" (disabled).

## Kenora Catholic – SIS – Aspen Online Registration

### 5) Confirmation

You will then receive a confirmation that your account request has been processed.



### 6) Verification Email

You will receive a verification email within a few minutes of creating your account.

You may need to check your **Junk folder**

Click on **the link** to verify your email address.

Welcome! Please verify your Aspen email address > Inbox x

doNotReplyPD@MyOntarioEdu.ca <doNotReplyPD@myontarioedu.ca>

to me ▾

Hi [REDACTED]

Thank you for requesting an Aspen account.

Your request was submitted using this email address. Please [click here](#) to verify your email address and activate your account.

If you didn't request an Aspen account, please [click here](#) to cancel the request.

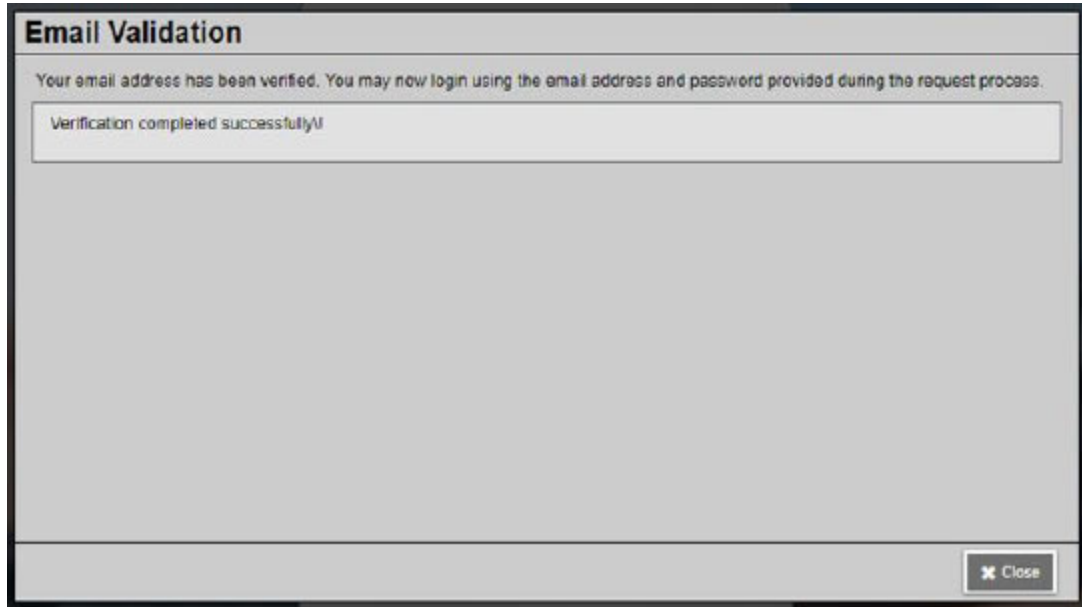
Thank you,  
Aspen System Administrator

## Kenora Catholic – SIS – Aspen Online Registration

### 7) Email Validation

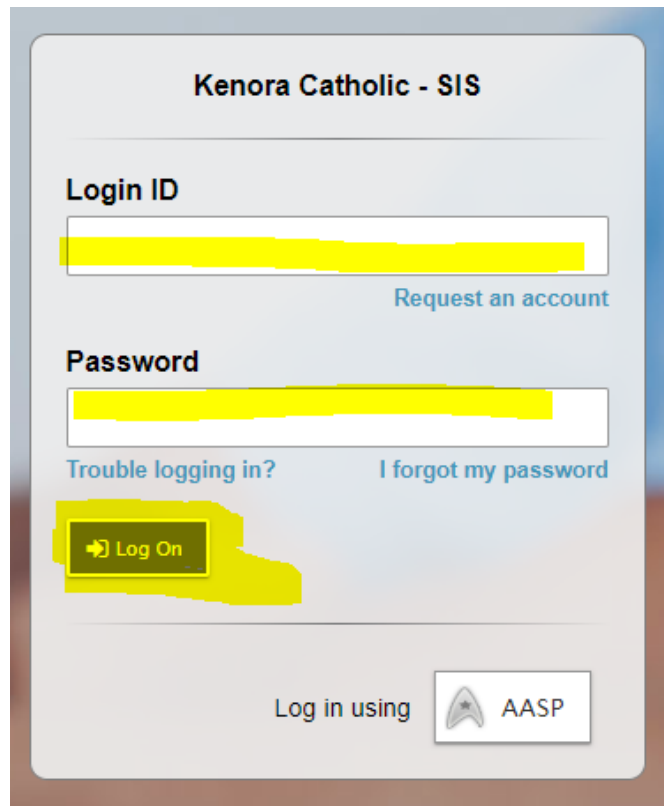
After clicking the link in your email, you should receive confirmation that your verification was completed successfully.

Click **CLOSE** and then login using the email and password provided during the request process.



### 8) Login to Parent Portal

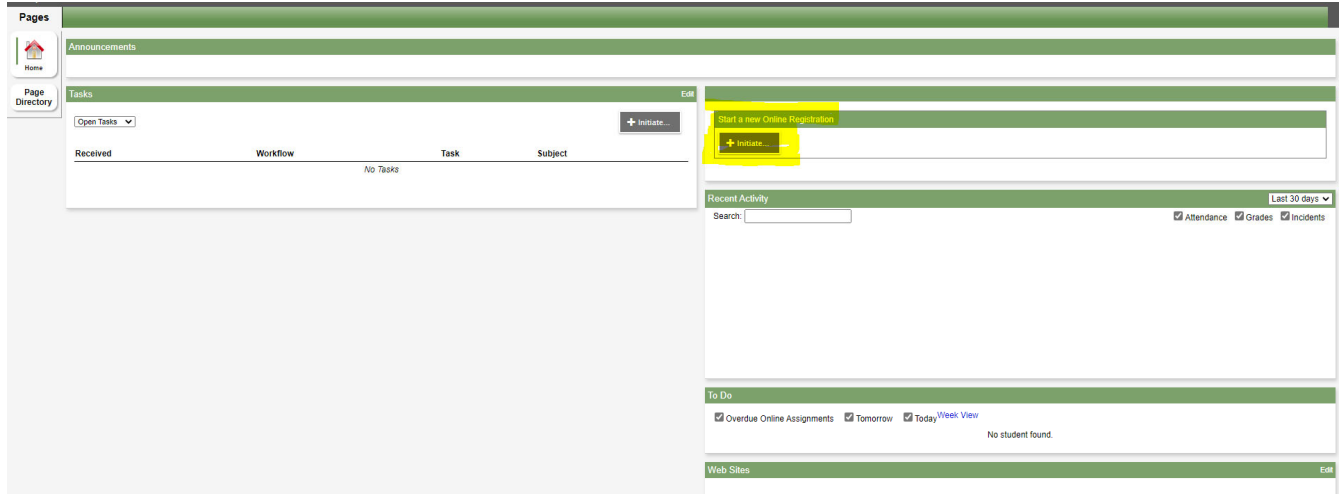
You are now back at the Kenora Catholic – SIS login screen so enter your login id (email) and password.

A screenshot of the Kenora Catholic - SIS login screen. The page has a light blue header with the text "Kenora Catholic - SIS". Below the header, there are two input fields: "Login ID" and "Password". Both fields are highlighted with a yellow background. To the right of the "Login ID" field, there is a link that says "Request an account". Below the "Password" field, there are two links: "Trouble logging in?" and "I forgot my password". At the bottom left, there is a yellow button with a right-pointing arrow and the text "Log On". At the bottom right, there is a button that says "Log in using" followed by a small icon of a person and the text "AASP".

## Kenora Catholic – SIS – Aspen Online Registration

### 9) Parent Portal Page

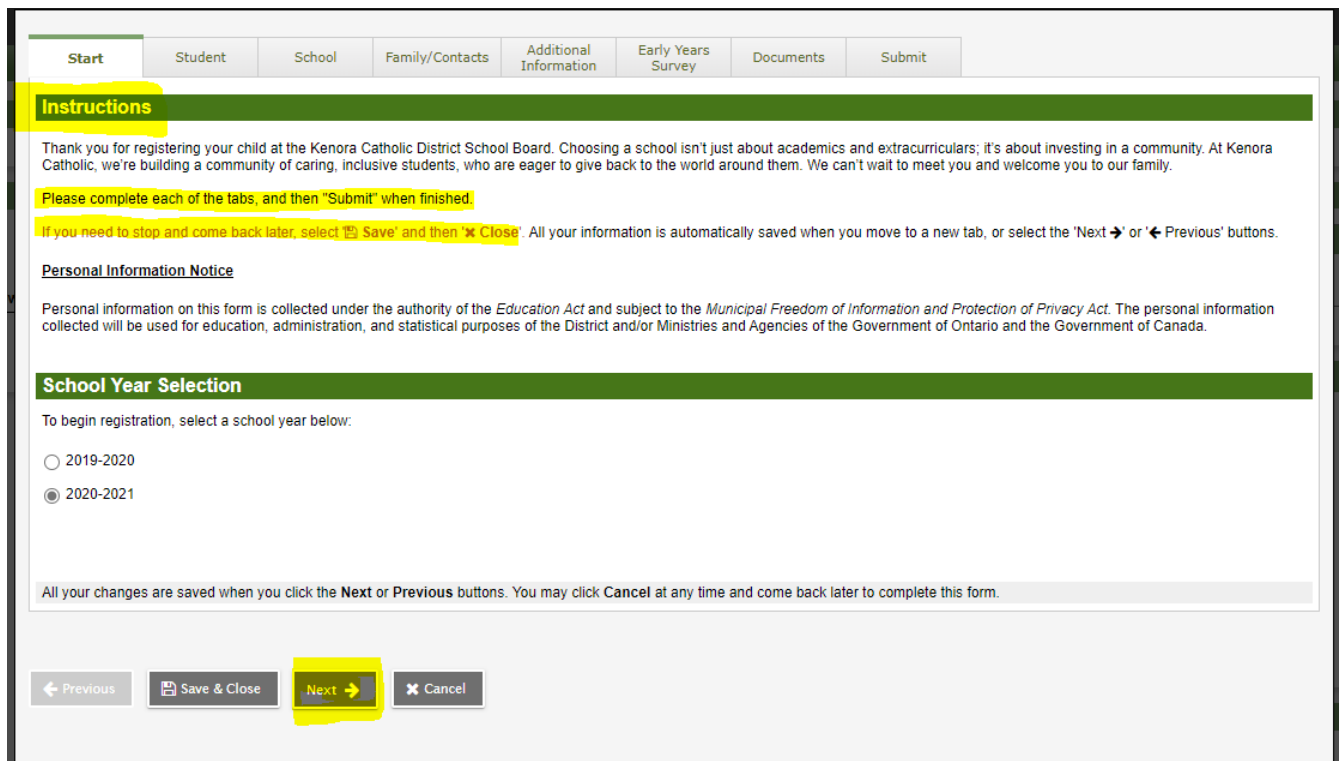
You will be taken to the parent portal of Kenora Catholic. You begin your child's online registration by clicking on **Initiate** in the **Start a New Online Registration** area.



### 10) Registration form

You will move through each tab of the Registration form completing information as you go. Please read the beginning **Instructions** carefully.

You will click **Next** to move to the next screen.



If at any time you receive an error message as you are moving through the registration screens and it is not clear what it is asking you to enter/correct, please contact our Board Office at 468-9851 or email us at [info@kcdsb.on.ca](mailto:info@kcdsb.on.ca) and we will do our best to guide you through this. If you can, please take a screenshot of where you are so that will help us troubleshoot the issue you may be having.