

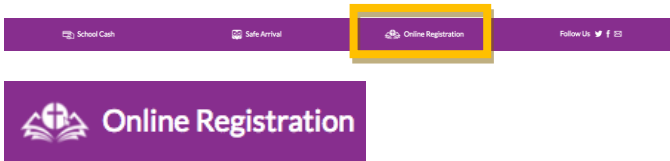


# HWCDsb – Online Registration Creating an Account



## Online Registration Tool

The online Registration Tool can be reached by clicking on the “Online Registration” button below the banner of the school’s website.



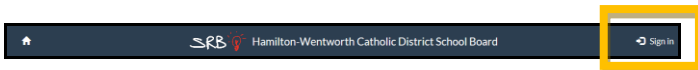
Information and instructions for registering online can be found at the following url:

<https://www.hwcdsb.ca/onlineregistration/>

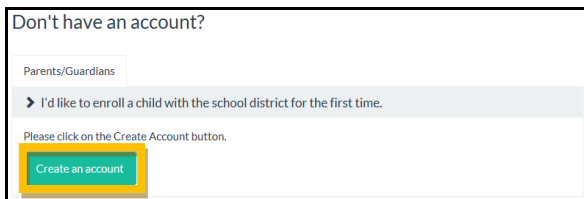
## Create Account

Please open the [Online Registration Tool](#) in your browser.

Click the “Sign in” button in the top right corner of the page



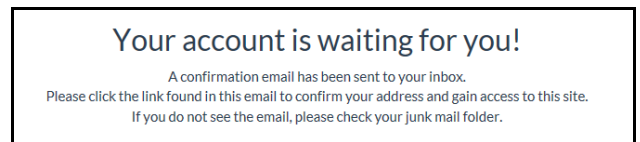
Click on the “Create an account” button located under the “Don’t have an account?” heading.



Enter your First Name, Last Name, Email Address, and choose a Password.

Click the “Create” button

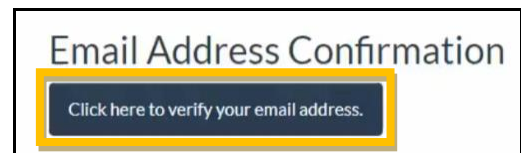
You will receive a message saying that a confirmation e-mail has been sent to your inbox.



You will need to check your e-mail account for a verification e-mail. If you don't see it in your inbox, you may need to check your spam or junk folders

Once you have found the e-mail, click on the confirmation link.

Click on the “Click here to verify your email address.” button



Clicking on this button will confirm your e-mail address and activate your account.



You will now be able to sign in and start your child's registration.