

New Families to GPPSD

Refers to a family with a child who has never registered a child at a Grande Prairie Public School and has not created a SchoolEngage parent account.

Or

A family who has children that are not currently enrolled in a GPPSD School (your child may have previously attended a GPPSD but you are coming back)

SchoolEngage

<https://gppsd.schoolengage.ca/#/login>

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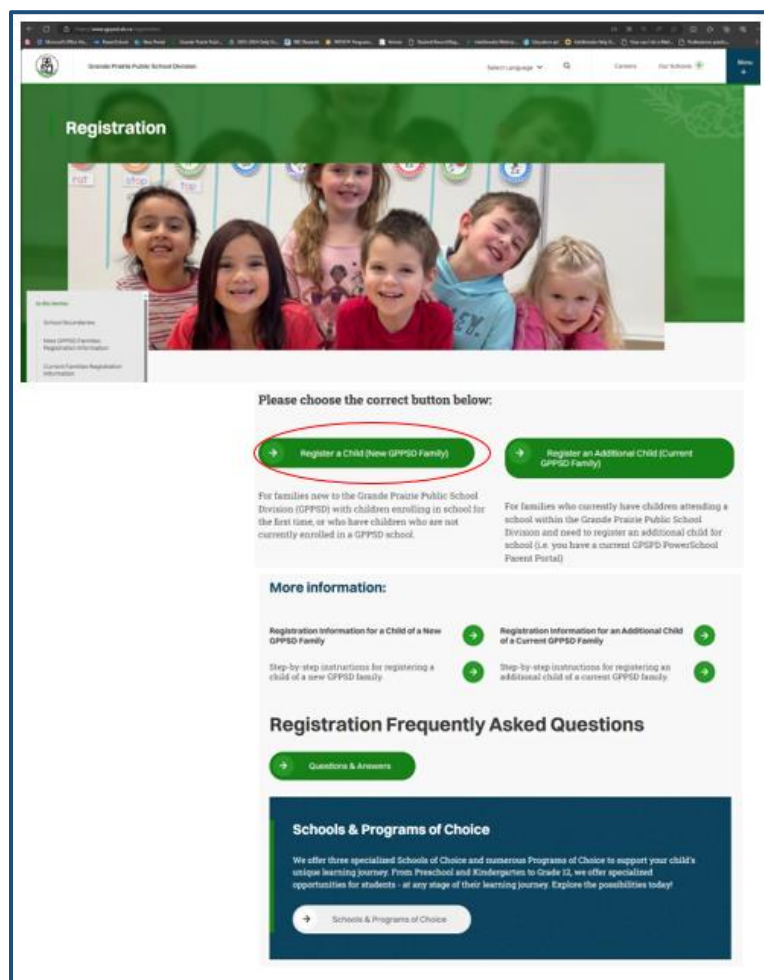
SchoolEngage for New Families to GPPSD

This information is for a family with a child who has never registered a child in Grande Prairie Public School and has not created a SchoolEngage parent account or a family who has children that are not currently enrolled in a GPPSD School This includes:

- New Kindergarten students who have never attended a GPPSD school, (see Kindergarten Registration Page for current age being accepted and details on the registration process)
- New Preschool students who have never attended a GPPSD school,
- New students moving to The City of Grande Prairie.
- New Students who have never attended a GPPSD School.
- Students that have left GPPSD and are not currently enrolled in a GPPSD and are returning.

Bookmark this link so you always have it available <https://gppsd.schoolengage.ca/#/login>

To find all information about GPPSD Registration visit <https://www.gppsd.ab.ca/registration>



Ready to Register

Registration Page from the Registration page you can go directly to SchoolEngage to start the process.

Select the button

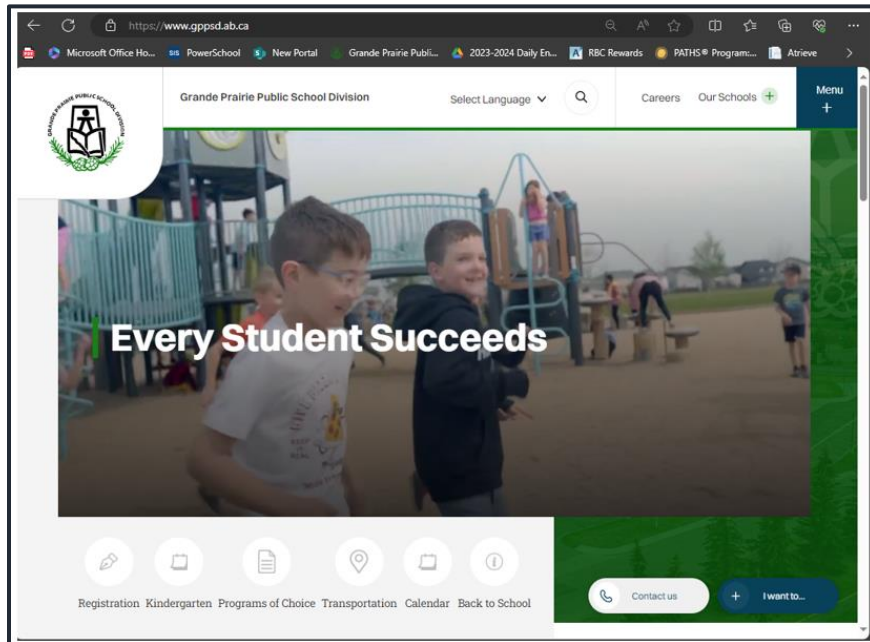
‘Register a Child (New GPPSD Family)’

Proceed to

‘Create you SchoolEngage Account’ to see further directions on page

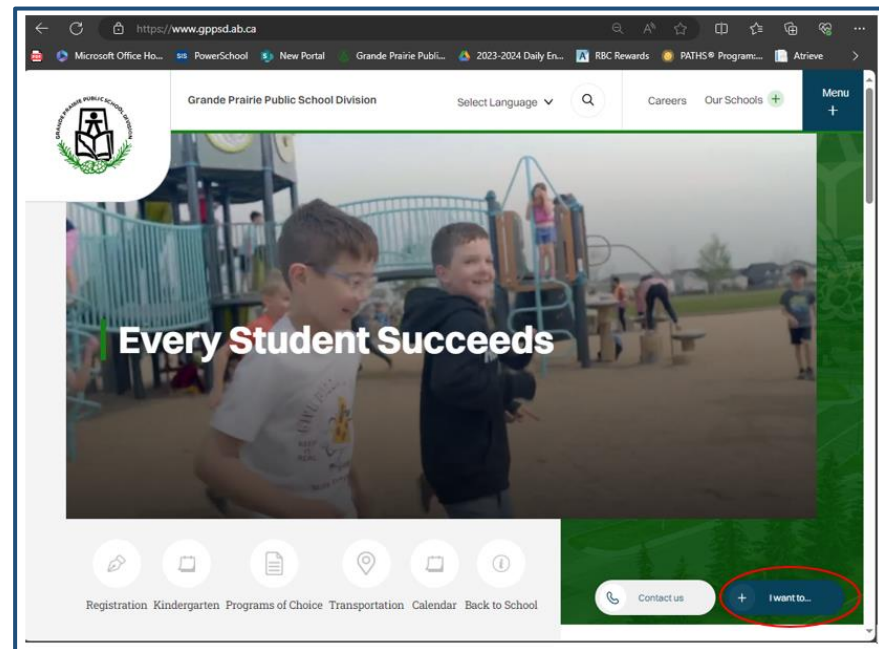
Find the SchoolEngage link via Desktop Computer or on your Mobile Device.

Desktop Computer – Division Website



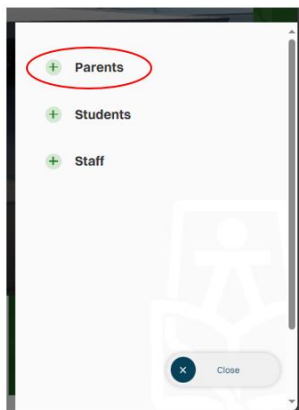
Visit the Grande Prairie Public School Division website

<https://www.gppsd.ab.ca>

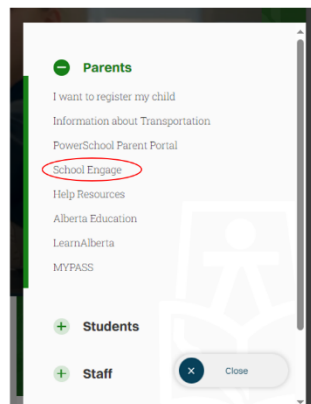


To find the PowerSchool Parent Portal Link

Click 'I want to...'

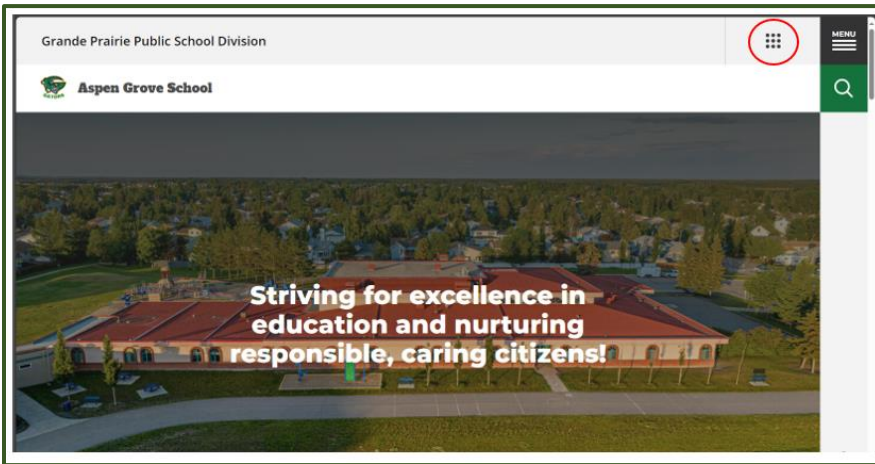


Select '+Parents'

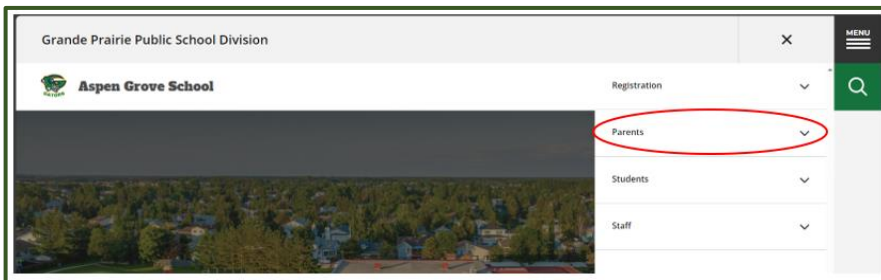


Select 'SchoolEngage'

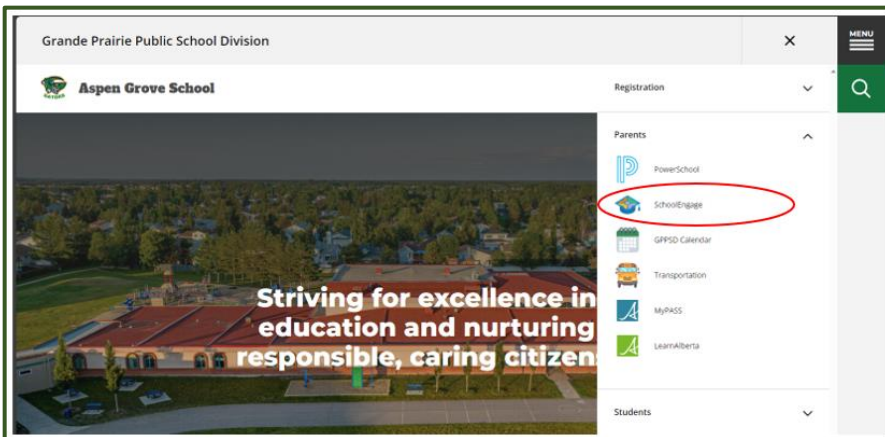
Desktop Computer - School Website



Select the waffle menu



Select 'Parents' in the drop down menu



Select 'SchoolEngage' from the Parent drop down menu

SchoolEngage Log in Screen

SchoolEngage

Grande Prairie Public School Division

Sign In

EMAIL Please enter your email address

Email

Please enter your email address

PASSWORD

Password

Forgot password?

Create new account? **Sign In**

OR

Sign in with PowerSchool

Create Your SchoolEngage Account

SchoolEngage

Grande Prairie Public School Division

Sign In

EMAIL Please enter your email address

Email

Please enter your email address

PASSWORD

Password

Forgot password?

Create new account? **Sign In**

OR

Sign in with PowerSchool

Click the words 'Create new account'

First time SchoolEngage Users

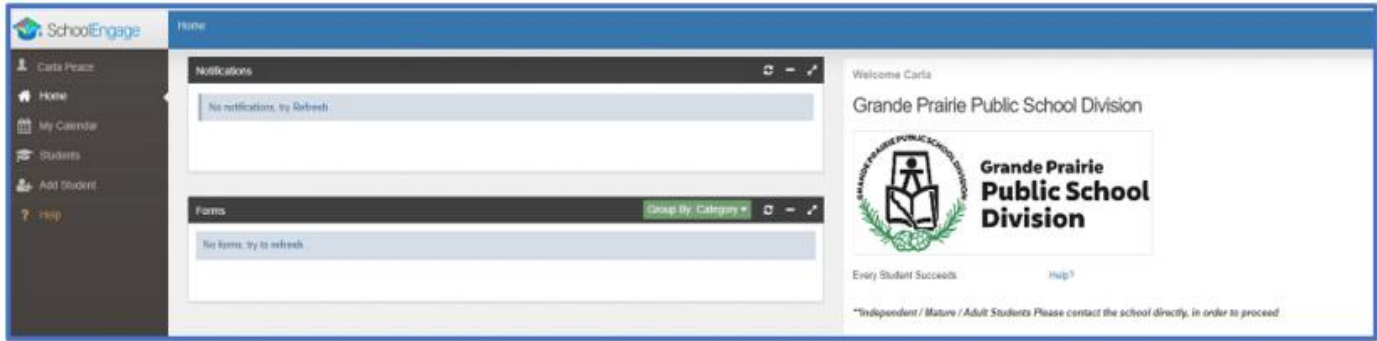
Use an email that you use regularly to ensure you get all the information you need for your child at school.

Returning to GPPSD

Families that do not currently have a child enrolled in a GPPSD school but have been here before can use the email they previously used when they had a child enrolled with GPPSD and then select 'Forgot password' to reset their password and access SchoolEngage.

Resetting Passwords can be reset using the 'Forgot password?' access your email to follow the prompts to reset your password.

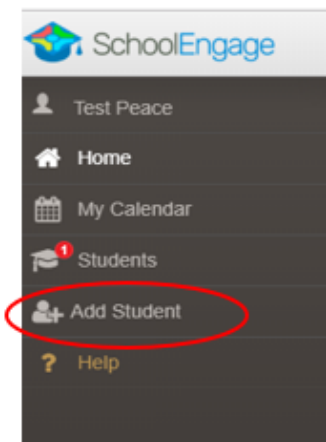
SchoolEngage Home Page



Add Student – add any children you need to register to your account



Student information – add all information for your child



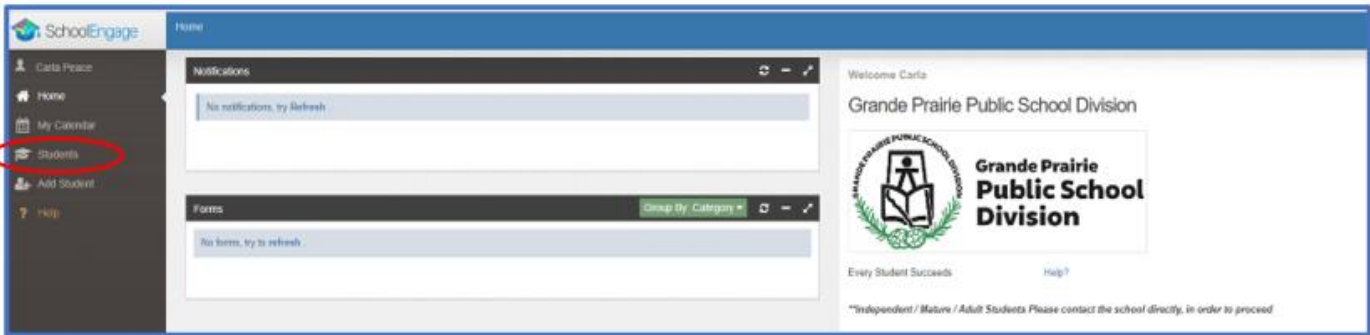
Upon selecting Add Student the following screen will display requiring input of:

First Name	Birth Date
<input type="text"/>	<input type="text"/>
Last Name	Middle Name
<input type="text"/>	<input type="text"/>

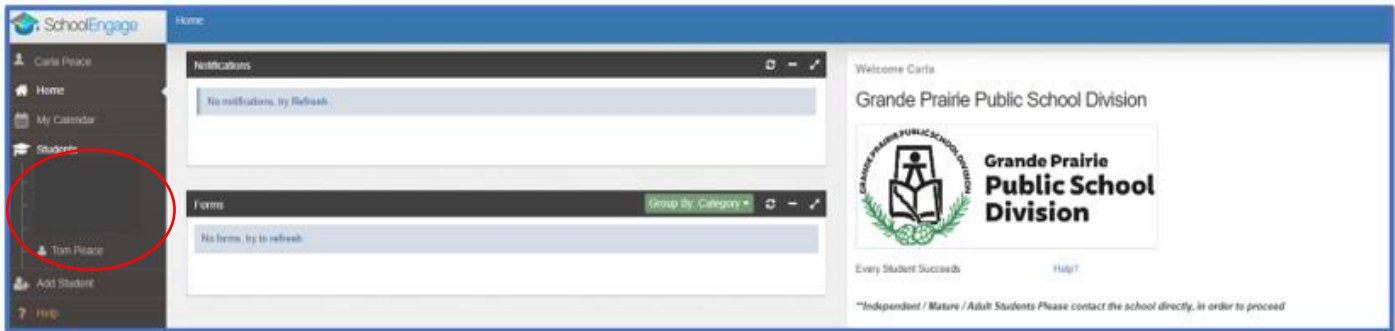
- Student Legal First, Middle and Last Name
- Date of Birth

Once all the required information is entered click **Save**.

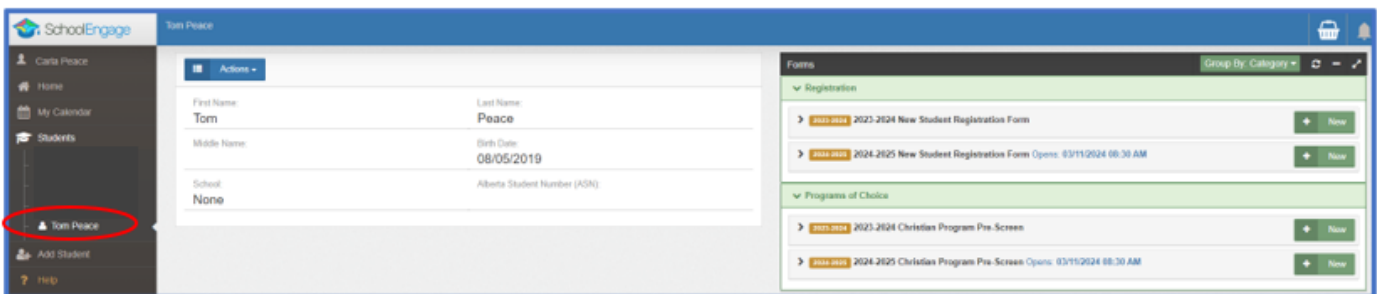
Student Menu



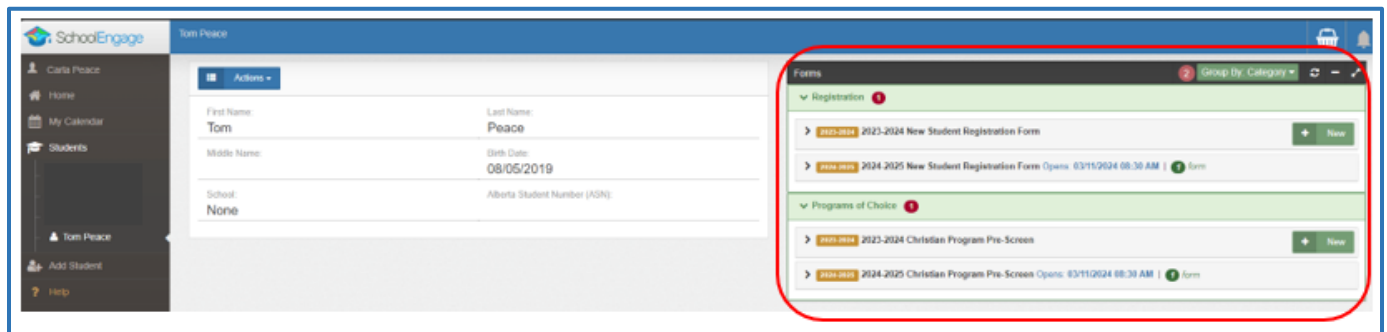
Student List- the list of students attached to your account.



Select the student to get the list of forms available for that student



Forms – the forms list on the right select any form you may need to complete for your



If the menu is collapsed and you can't see the form click the down arrow in the form title bar to expand the menu

Alerts

The Red Alert Number means you have a form that needs your attention.

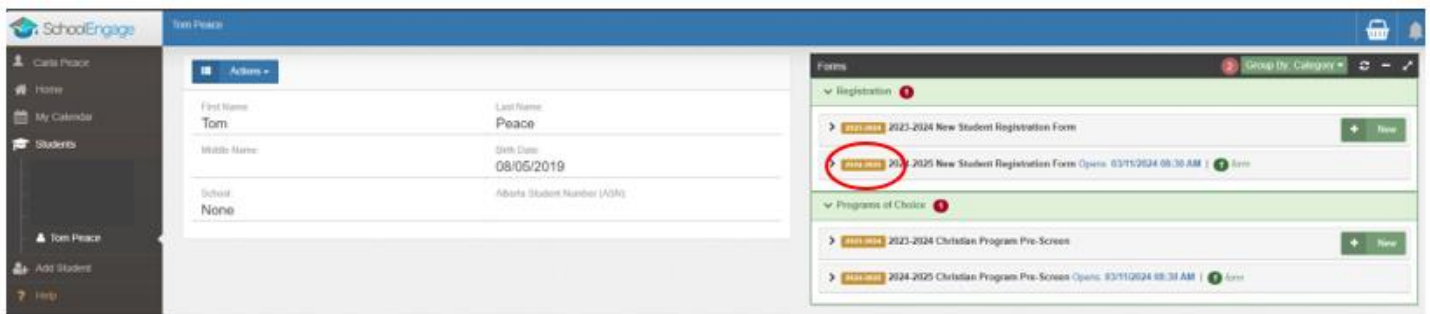
The Green Alert Number means you have an active form and it may be completed.

Selecting a Form

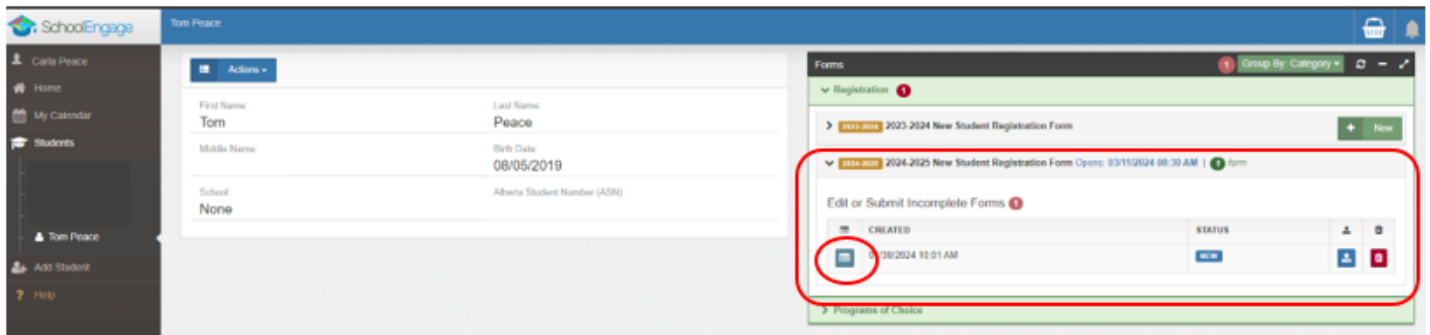
Click on the desired form, to complete the form click on **New**.

Once **New** is clicked, the Form will appear and can be filled out.

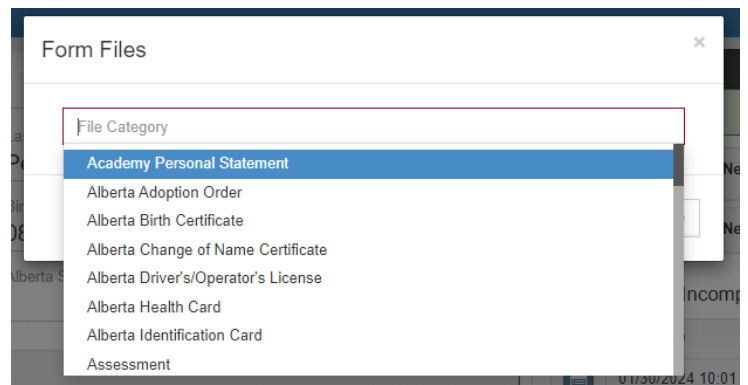
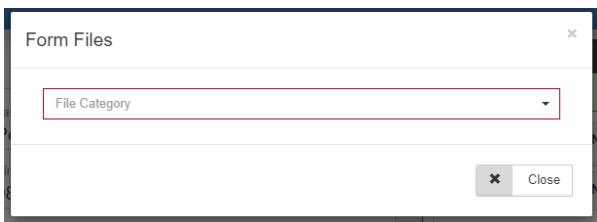
Editing a Form - Open the form by clicking on the yellow box with the year in it



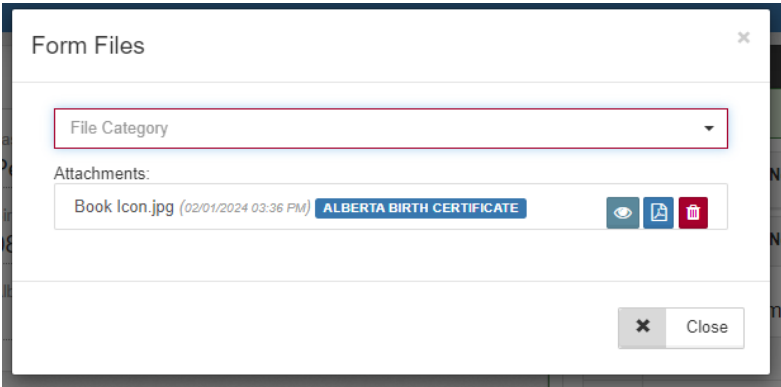
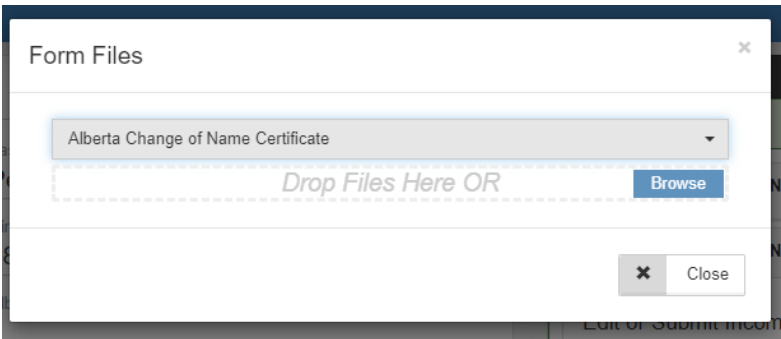
The form information box will open, open the form by clicking on the blue box with the white lines in it



Form Category – select the correct category of the file you are uploading



Drag and drop or browse your files to upload



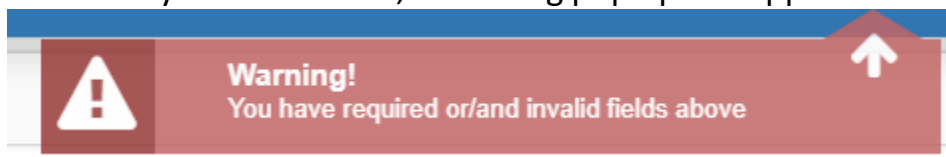
This is what an uploaded file looks like.

Click 'Close'

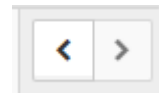
Following are options and considerations when completing a form.

Tips for Entering Information

- Mandatory fields are bordered in red. You will not be permitted to progress to the next page until they are completed.
 - If a mandatory field is missed, a warning pop up will appear.



- Fields with specific format will display a hint.
- Arrow buttons, and page number buttons, are available to navigate through the form.



- Completion status is displayed at the top of the page.



- To save page click on Save located at the top of the page. Data is also automatically saved as each step is completed. A form can be started and completed later.

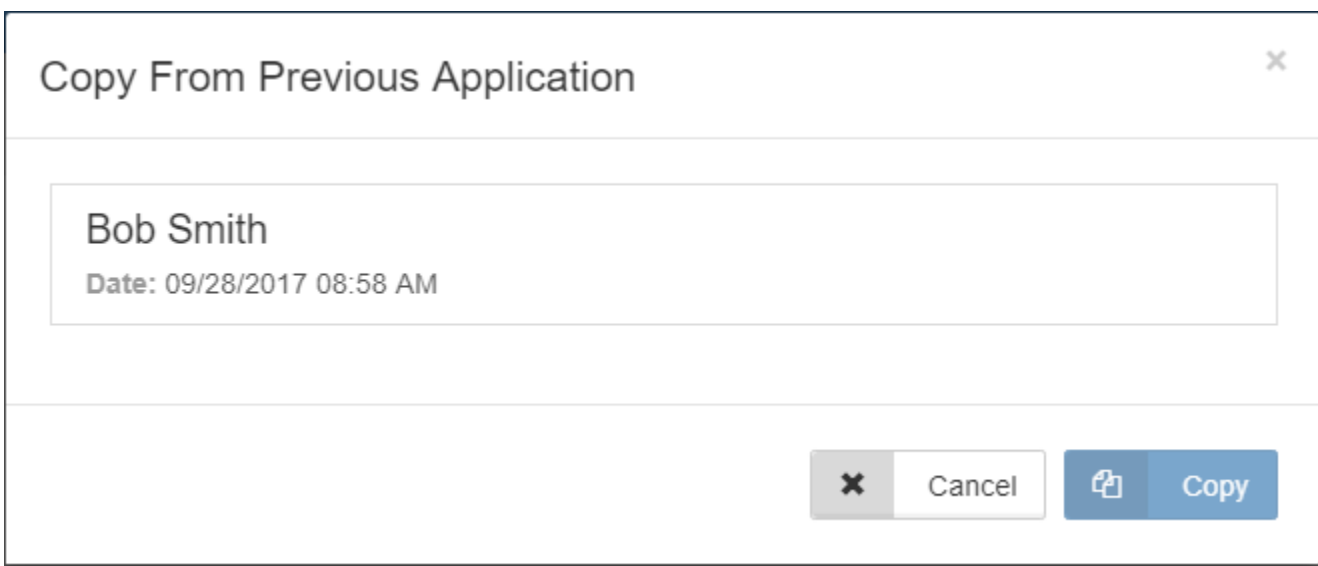
- Some fields have a specific format such as phone numbers etc. 403-555-5555 and postal codes must have Capitals and #'s T8V 4R5
- **There is an X** on the right side of any box –if you have made a mistake in a field, you can click on the X to clear it and then continue.
- To go back to the previous screen, you can use the page numbers at the top, but only if you have completed the mandatory information on the screen that you are currently on.
- Make sure to Save at any time, you can also leave the Application and come back at any time.
- When the registration is submitted you will receive an email confirming that it was submitted.

Copy Headers (when registering multiple students in a family)

In the case where you may need to fill out the same form for more than one student, some forms will have a "Copy Header". Copy headers allow you to pull information such as parent information from previous form submissions to save time completing multiple forms. This will fill the data between the header selected and the next. If you see a section you'd like to auto-populate with information, press [Copy from previous application](#)

[\[Copy from previous application\]](#)

A pop-up will appear with a list of previous applications submitted from your parent account. You can either select an option and press [Copy](#)



Submit

Submit

Click submit when your form is complete.

Once the form has been submitted, no further revision can be made, other than additions of document uploads. Please contact the school for any further revisions.

Upload Documents – click on the blue up arrow



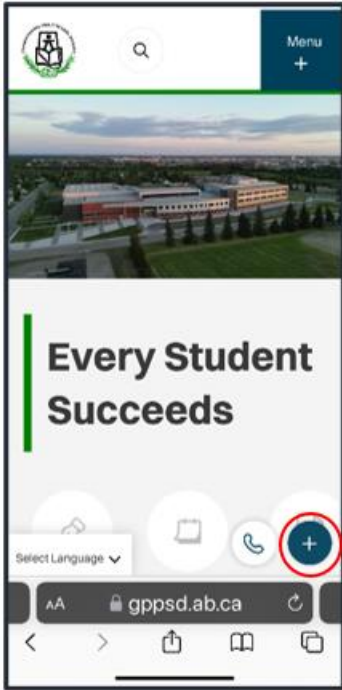
The screenshot shows the SchoolEngage user interface. On the left is a navigation sidebar with options like 'Home', 'My Calendar', 'Students', and 'Tom Peace'. The main content area is divided into two sections. The top section displays a form for 'Tom Peace' with fields for 'First Name', 'Last Name', 'Middle Name', 'Birth Date', 'School', and 'Alberta Student Number (ASN)'. The bottom section, titled 'Forms', shows a table of registration forms. A red circle highlights the 'Upload' icon (a blue square with a white up arrow) in the action column of the table. The table has columns for 'CREATED' and 'STATUS'. The first row shows a form created on '01/06/2024 10:01 AM' with a status of 'NEW'.

CREATED	STATUS
01/06/2024 10:01 AM	NEW

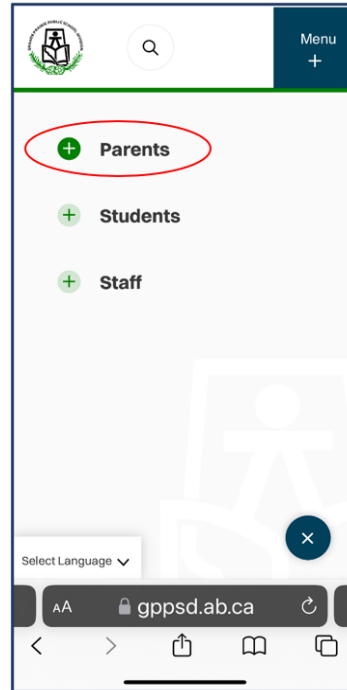
Mobile Device log in

Visit the Grande Prairie Public School Division website <https://www.gppsd.ab.ca>

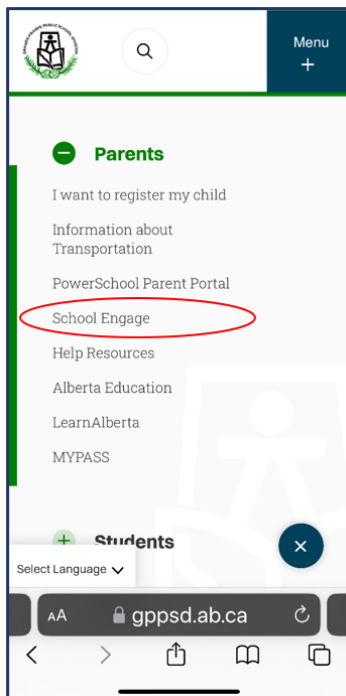
SchoolEngage website <https://gppsd.schoolengage.ca/#/login>



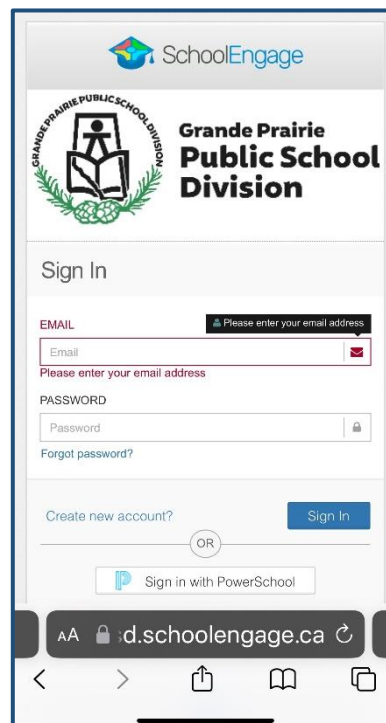
Expand the
'I want to menu...'



Select the
'+Parent Menu'



Select
'SchoolEngage'



Mobile
SchoolEngage
log in Screen.

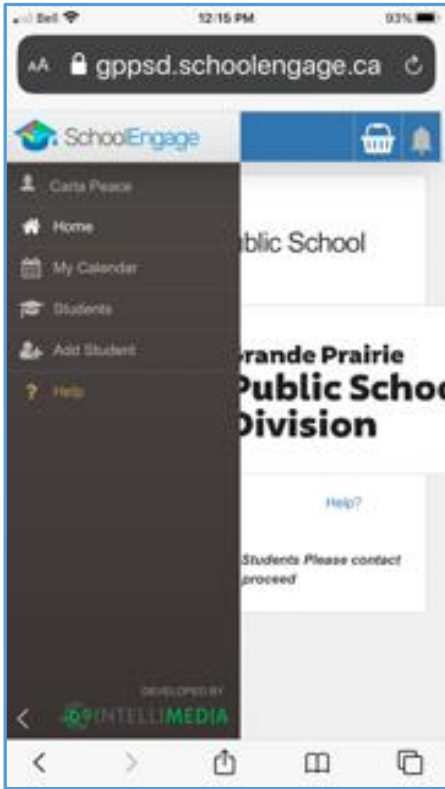
Mobile SchoolEngage Home Page



SchoolEngage Navigation Menu

Click the grey box with the lines to open the.



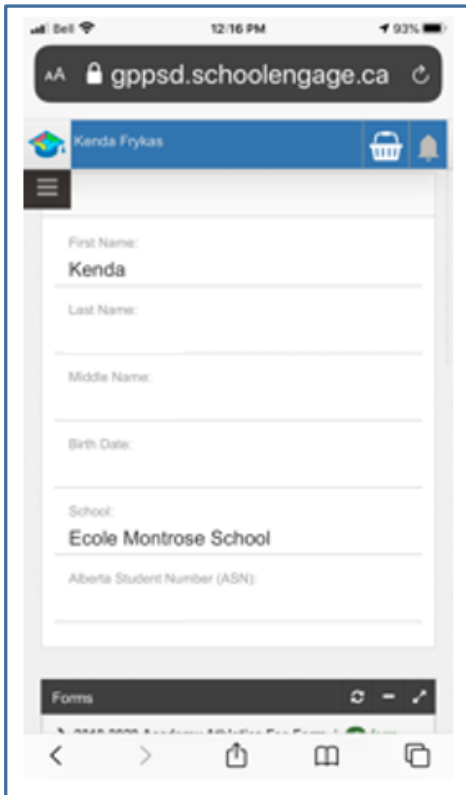
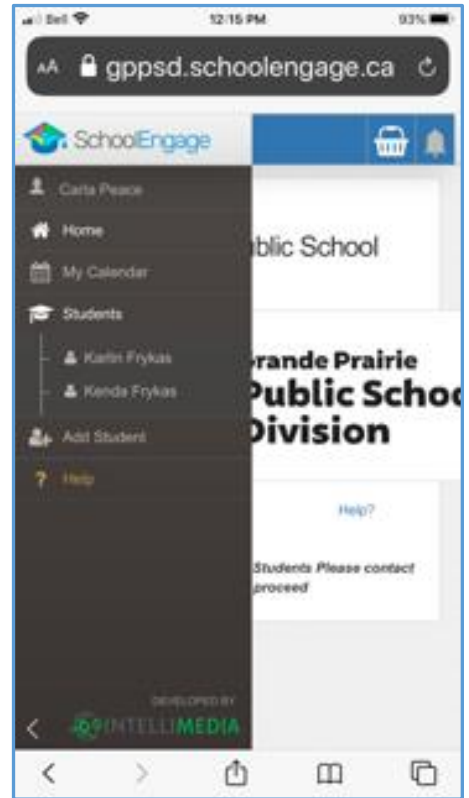


Students

Click 'Students', this will open all students that are attached to your profile.

Student List

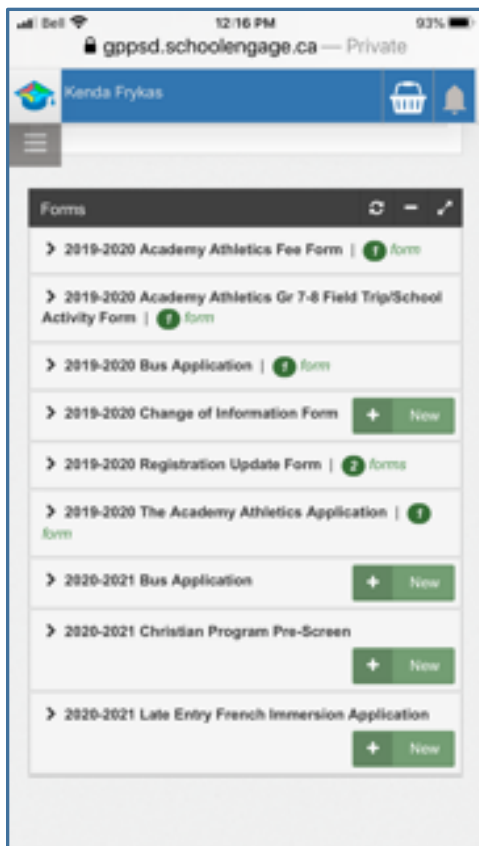
Any students that have required actions on forms, there will be a red dot on students, and a red dot on the student with the form.



Student Profile

By clicking the student name it will bring up their student profile.

Scroll down to see the Forms List



Forms List

Listed will be any available forms to this student

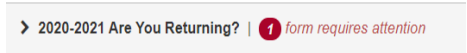
Completing a Form

Any for that has a “New” green box beside it is a new form that can be completed.

Any that have the green “Form” means you have already completed this form.

Alerts

Any forms that have this Red dot and the message “form requires attention” are forms that need to be completed.

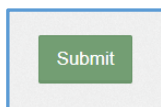


Complete all pages of the form as required. Fields that need to be completed will be red outlined.

If field data has been auto populated with information, many of those field can be changed. If you need a change that is not available to you, please contact your school.

Submit

Click submit when your form is complete.



Once the form has been submitted, no further revision can be made, other than additions of document uploads. Please contact the school for any further revisions.