

Lambton Kent District School Board's Online Registration Parent/Guardian Instructions

Welcome to the **Lambton Kent District School Board's Online Registration**.

Please use a computer (not mobile device) and follow these steps to sign up for an LKDSB Parent/Guardian account in our secure Aspen Student Information System and register a student who is NEW to LKDSB.

This account is meant to be created by a Parent/Guardian. A valid e-mail address is required to verify your identity when requesting an account. Once the account is created, you will be able to login to the LKDSB Online Registration process.

Accessing the LKDSB Online Registration Site

Go to the LKDSB - Aspen Online Registration Login page at <https://lkdsb.myontarioedu.ca/aspen/logon.do>

FIRST TIME USERS

If you have not yet created an LKDSB – Aspen account, start at Step 1 below.

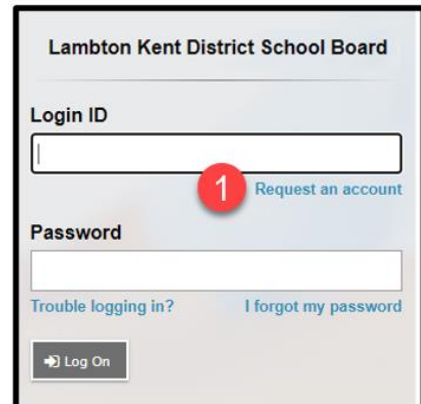
RETURNING USERS

If you already have an LKDSB - Aspen Account, Skip to Step 12 below.

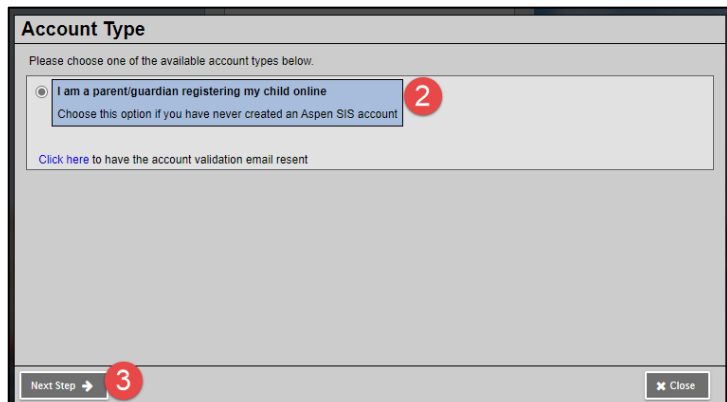
Steps to Register a Student

Go to <https://lkdsb.myontarioedu.ca/aspen/logon.do>

- At the **Lambton Kent District School Board** login screen, click on: **Request an account**
NOTE - This option does not appear if using a mobile device.
Please use a computer.

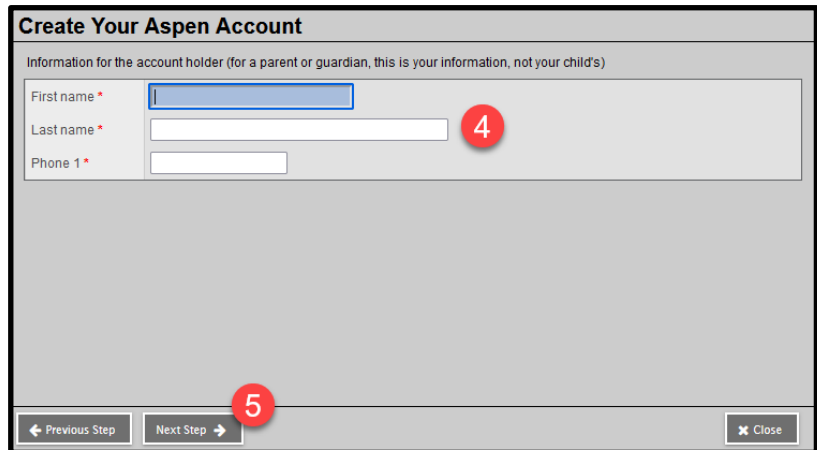


- On the next screen, click:
I am a parent/guardian registering my child online



- Click: **Next Step** button

4. Where indicated, enter your: **name, phone.**



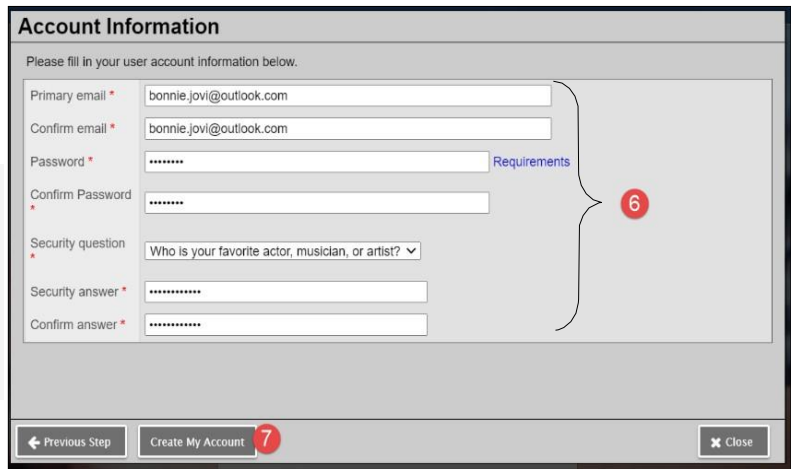
5. Click: **Next Step** button

6. **Enter your account information, (i.e., email address, password, security question and answer)**

Password Requirements

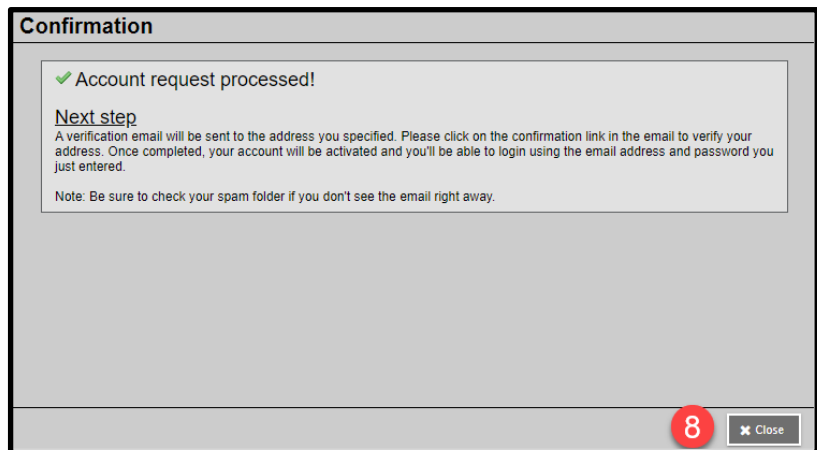
- Minimum length is 6
- At least one number
- At least one capital and lowercase letter
- Can't contain 'password', login name, first name, middle name, last name, date of birth, personal id, or only sequential letters or numbers

OK



7. Click: **Create My Account** button

8. You will see a message that an email confirmation has been sent to the email indicated in Step 6. Click: **Close** button

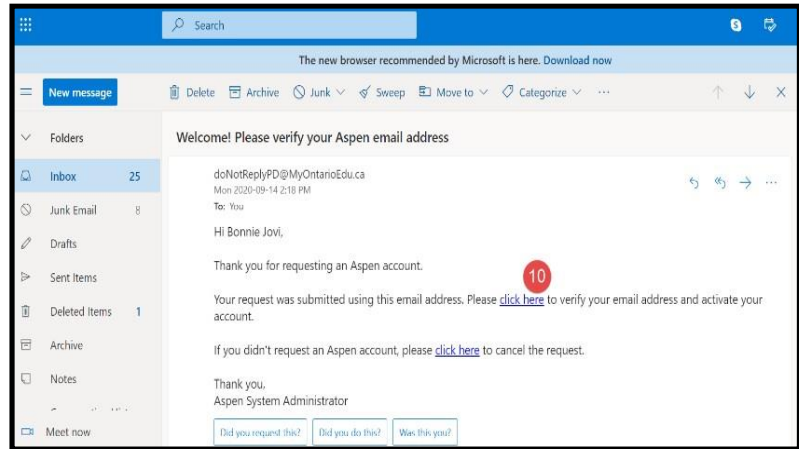


9. **Open your email program >
Open the email message**

Note – If using a school device to request an account, you may need to access your email from a personal device.



10. Within the email message: Click on the **'click here'** link to verify your email and activate your account



11. Your email will be validated. Click: **Close** button



Congratulations – you have created an LKDSB – Aspen Account

Once the account is created, you will be able to login to the LKDSB Online Registration process.

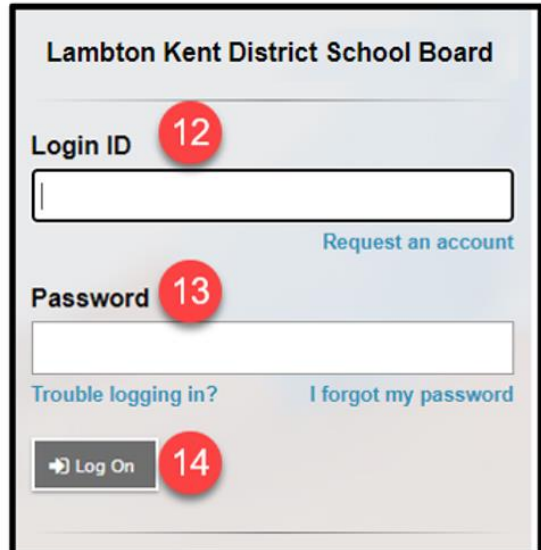
12. Go to the **Lambton Kent District School Board** login screen

<https://lkdsb.myontarioedu.ca/asp/en/logon.do>

Enter your email address (as entered in Step 6 above)

13. **Enter your password** (as entered in Step 6 above)

14. Click: **Log On** button



Lambton Kent District School Board

Login ID **12**

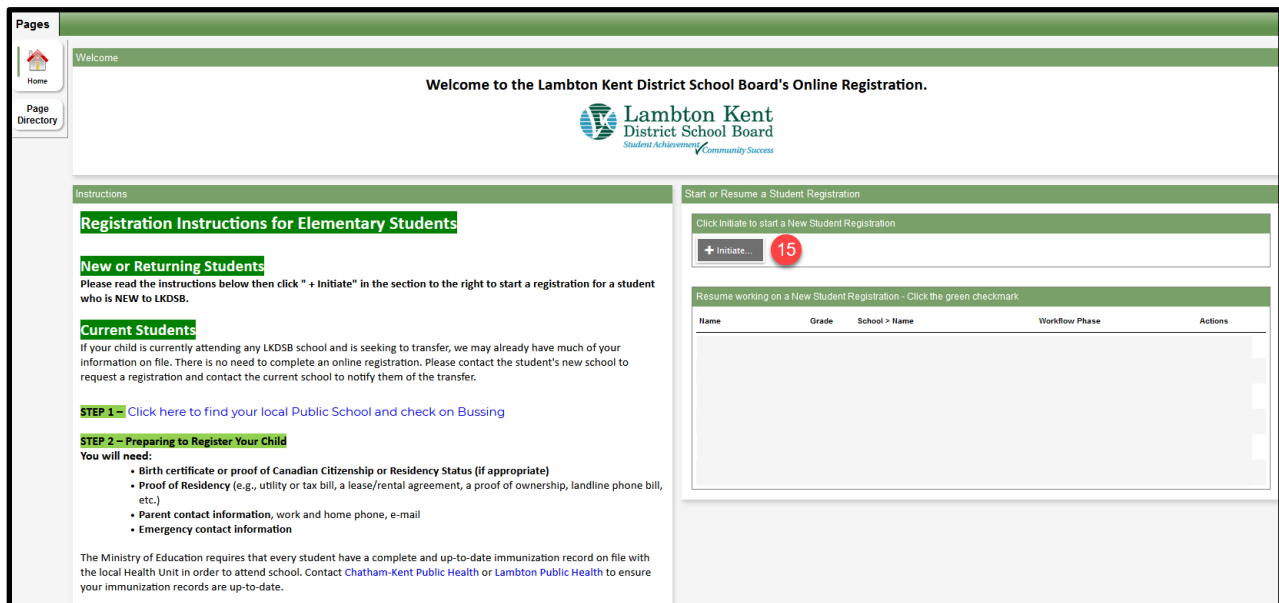
Request an account

Password **13**

Trouble logging in? I forgot my password

Log On **14**

15. To begin the registration, click: **+Initiate** button



Pages

Welcome

Welcome to the Lambton Kent District School Board's Online Registration.

Lambton Kent
District School Board
Student Achievement ✓ *Community Success*

Instructions

Registration Instructions for Elementary Students

New or Returning Students
Please read the instructions below then click "+ Initiate" in the section to the right to start a registration for a student who is **NEW** to LKDSB.

Current Students
If your child is currently attending any LKDSB school and is seeking to transfer, we may already have much of your information on file. There is no need to complete an online registration. Please contact the student's new school to request a registration and contact the current school to notify them of the transfer.

STEP 1 - Click here to find your local Public School and check on Bussing

STEP 2 - Preparing to Register Your Child
You will need:

- Birth certificate or proof of Canadian Citizenship or Residency Status (if appropriate)
- Proof of Residency (e.g., utility or tax bill, a lease/rental agreement, a proof of ownership, landline phone bill, etc.)
- Parent contact information, work and home phone, e-mail
- Emergency contact information

The Ministry of Education requires that every student have a complete and up-to-date immunization record on file with the local Health Unit in order to attend school. Contact **Chatham-Kent Public Health** or **Lambton Public Health** to ensure your immunization records are up-to-date.

Start or Resume a Student Registration

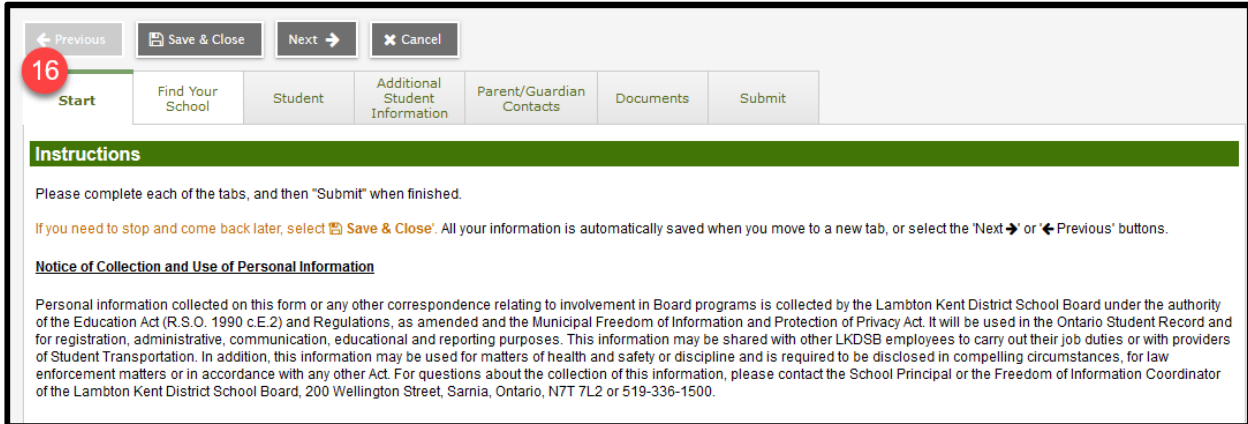
Click Initiate to start a New Student Registration

+ Initiate... **15**

Resume working on a New Student Registration - Click the green checkmark

Name	Grade	School > Name	Workflow Phase	Actions

16. Follow the instructions on the screen to enter information in each tab.



16

← Previous Save & Close Next → × Cancel

Start Find Your School Student Additional Student Information Parent/Guardian Contacts Documents Submit

Instructions

Please complete each of the tabs, and then "Submit" when finished.

If you need to stop and come back later, select "Save & Close". All your information is automatically saved when you move to a new tab, or select the "Next" or "Previous" buttons.

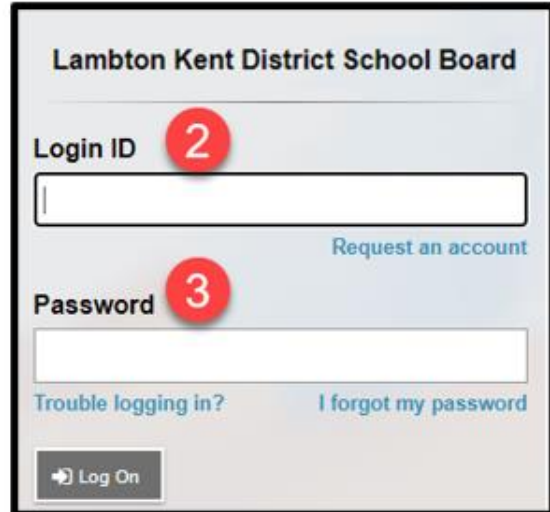
Notice of Collection and Use of Personal Information

Personal information collected on this form or any other correspondence relating to involvement in Board programs is collected by the Lambton Kent District School Board under the authority of the Education Act (R.S.O. 1990 c.E.2) and Regulations, as amended and the Municipal Freedom of Information and Protection of Privacy Act. It will be used in the Ontario Student Record and for registration, administrative, communication, educational and reporting purposes. This information may be shared with other LKDSB employees to carry out their job duties or with providers of Student Transportation. In addition, this information may be used for matters of health and safety or discipline and is required to be disclosed in compelling circumstances, for law enforcement matters or in accordance with any other Act. For questions about the collection of this information, please contact the School Principal or the Freedom of Information Coordinator of the Lambton Kent District School Board, 200 Wellington Street, Sarnia, Ontario, N7T 7L2 or 519-336-1500.

FORGOTTEN YOUR PASSWORD?

If you have already created an account but forget your password, you can do the following:

1. Use the Registration link on the Board Website or open the Online Registration webpage.
<https://lkdsb.myontarioedu.ca/aspen/logon.do>
2. At the login screen, enter: **Your email address**
3. Click: **I forgot my password**
4. Answer the Security Question (as entered in Step 6 above)
5. Follow the instructions to set new password



Lambton Kent District School Board

Login ID 2

Request an account

Password 3

Trouble logging in? I forgot my password

Log On