

The Palliser School Division

Family Portal - Return Registration

The Palliser School Division is happy to announce the launch of the new Family Portal. The Family Portal is the new site where parents will come to complete the yearly *Return Student Registration* for their child.

In compliance with the Alberta School Act and the Student Record Regulation, schools must provide proof of registration each year for all students in their schools.

With the Family Portal, parents can log in using the email address that is on file with their child's school. Parents will be able to see and manage all of their children in the portal registered in any Palliser school using the same weblink.

Parents will be able to complete the Return Registration form for their child as long as:

- The student is currently enrolled at one of the 48 schools within the Palliser School Division
- The parent has provided the school with a "Personal" email address that is linked to the student record
- The parent is the legal guardian of the student (mother, father, guardian and has custody of the child)

Please follow the steps below to complete the current year "Return Student Registration Form" for your child.

- In a web browser, go to:
<https://sis.edsembli.com/WebAdmin/AB/PALLSD/UI/Account/SignIn>
- Enter the email address that you have on file at the school your child(ren) attend as the User Name, and click **SIGN IN**

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User name *

Charlie.brown@gmail.com

SIGN IN

ABOUT HELP?

- Click on “Forgot Password”. You will be sent a link to create a new password.

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User name *

Charlie.brown@gmail.com

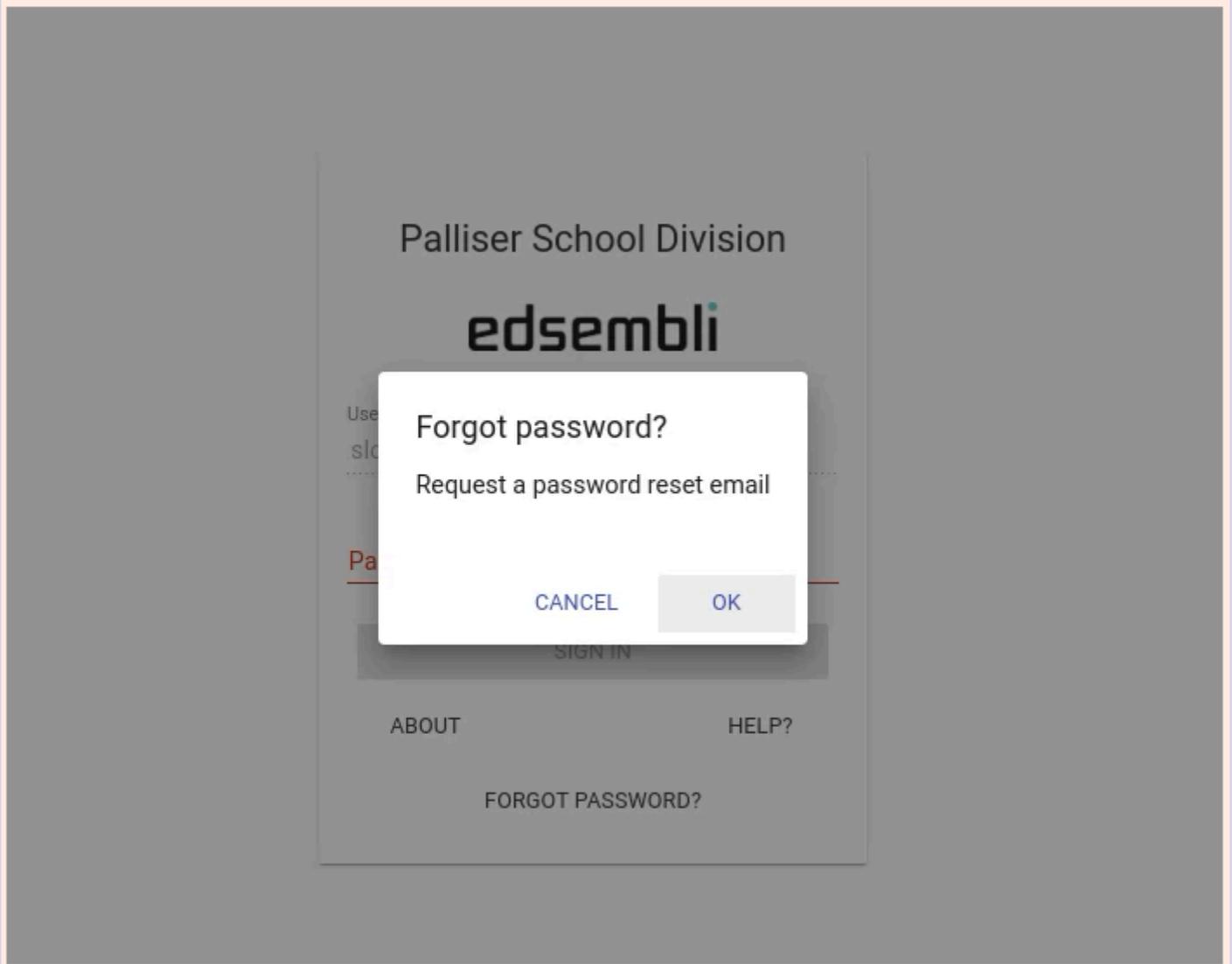
Password *

SIGN IN

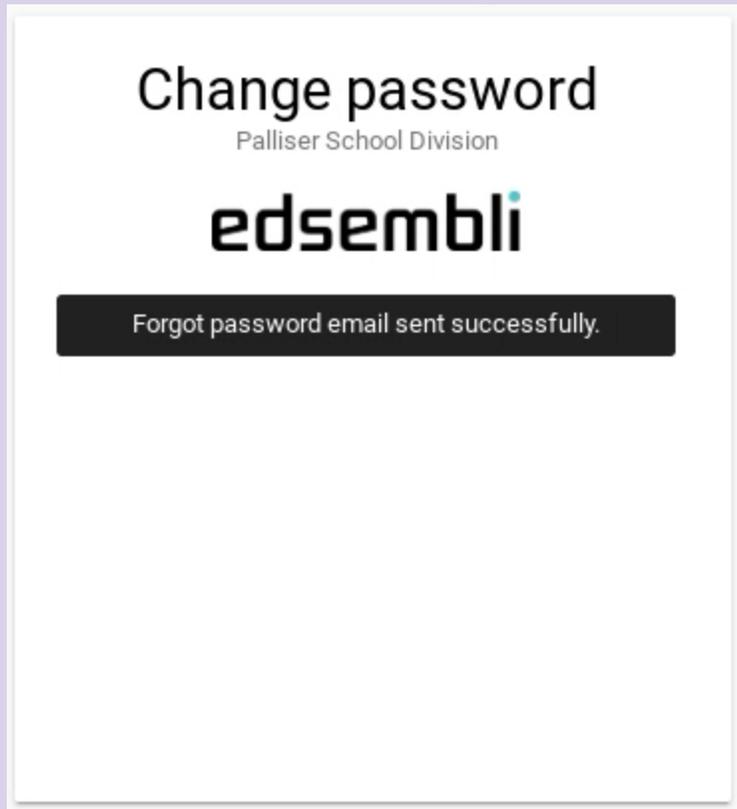
ABOUT HELP?

FORGOT PASSWORD?

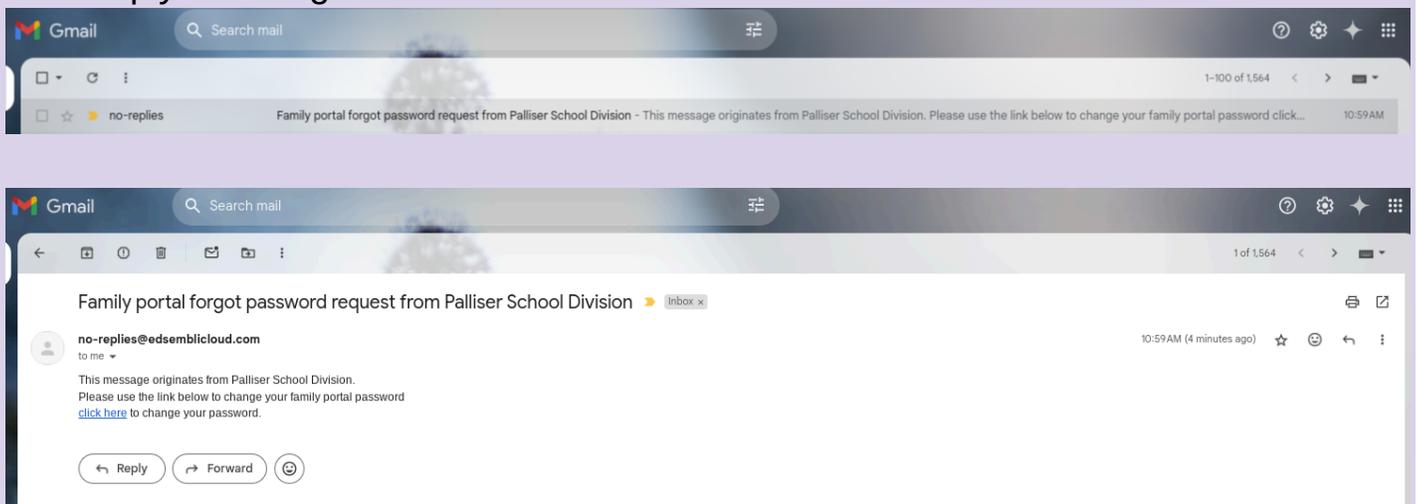
- Click “OK” to agree to “Request a password reset email”



- You will receive confirmation that the email was sent:



- Check your email for the account that you used above. You will see a “no reply” message like the one below:



- Click on the link that says “click here”
- You will be prompted to set a new password. Enter a new password (2x) and click “Change Password”

Change password
Palliser School Division

edsembli

New password
..... I

Confirm password
.....

CHANGE PASSWORD

- Now return to the login page
<https://sis.edsembli.com/WebAdmin/AB/PALLSD/UI/Account/SignIn>
- (DO NOT re-click the link in the email) and log into the portal using your email and the new password you just created.

On the landing page, you will be provided with access, based on Board/Division/District defined security settings, to all students associated with your account. Easily access students in different schools from the same landing page!

In order to complete and submit the Return Student Registration for your currently enrolled students, click the “**SUBMIT FORM**” link.
There is a link for each child associated with your account.

If you wish to create a registration for a new child who is not currently registered in a Palliser school, you can use the “**Register New Student**” link to open a blank registration form to complete and submit to the school.

Once you click on the “Submit Form” link for the student you select, you will have the choice to choose the “New” or “Return” form.

The “New” form will give you a blank form which you will need to complete all fields. The “Return” form will pre-populate the form with the information that is currently in the student information for the selected student’s record. **This is the form that is suggested to use.** Just correct any information that has changed and complete the permissions for the current school year.

Please make sure that the school you are choosing when editing your child’s form is the correct school they are attending. And please ensure the grade they are currently enrolled in is correct as well and **make sure to enter the “Date of Registration” as the first day of school for the school year of the form you are completing.**

*Note: If the form is being created in the spring of a specific school year, you may see four forms in this portal. There will be a new and return form for the current school year and a new and return form for the upcoming school year. It is very

important that you are selecting the form for the correct school year. Choosing the wrong school year will mean having to re-complete the form for the correct year. Once all information has been correctly entered into the form, hit the SUBMIT button to complete the process and send the form to the school.

Repeat the steps for all students associated with your account.

If you have any issues logging into your account, please contact your child's school.

Thank you for keeping your child's information current and correct.