

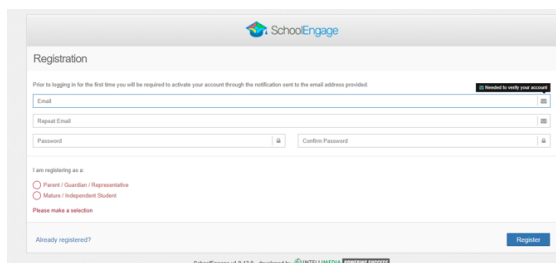
## Student Registration Portal Instructions

To register, please click on this link:

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

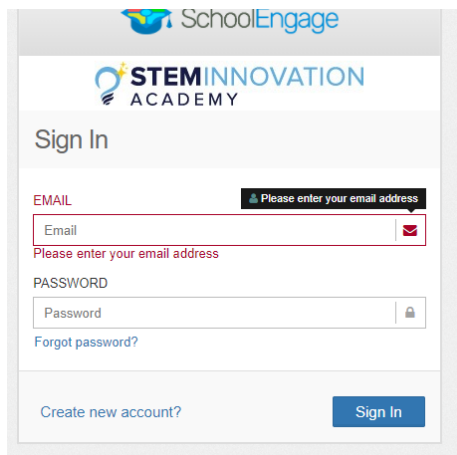
This will take you to our registration form which collects information required for Alberta Education, in a format acceptable to them, and assists us in planning for the 2022-23 school year.

1. Create a new account with your email and password. Be sure to remember which email address you use to create the account.



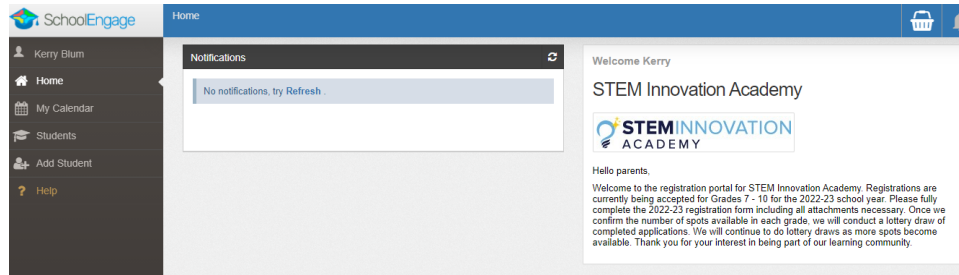
The screenshot shows the 'Registration' page on the SchoolEngage portal. It includes a header with the SchoolEngage logo and a note: 'Prior to logging in for the first time you will be required to activate your account through the notification sent to the email address provided.' Below this are input fields for 'Email', 'Repeat Email', 'Password', and 'Confirm Password'. There are radio buttons for 'I am registering as a' with options for 'Parent / Guardian / Representative' and 'Mature / Independent Student'. A 'Register' button is at the bottom right.

2. You will receive an email asking you to confirm you have set up this account. Click on the link provided to continue account set up.

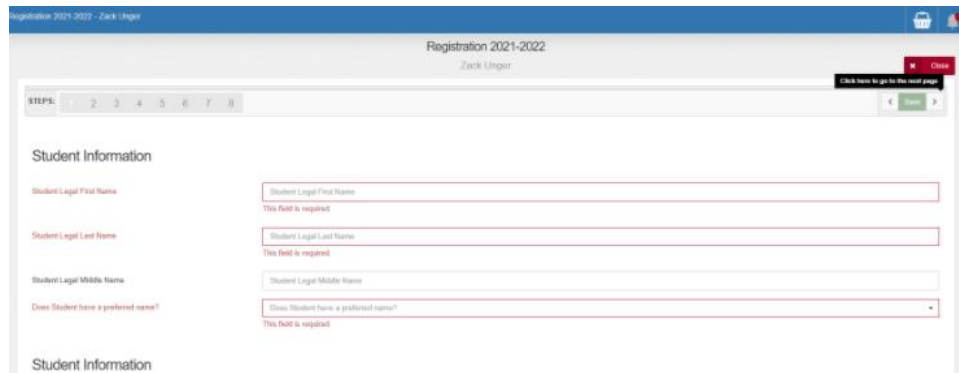


The screenshot shows the 'Sign In' page on the SchoolEngage portal. It features the SchoolEngage logo and the STEM INNOVATION ACADEMY logo. The page has input fields for 'EMAIL' and 'PASSWORD'. The email field has a red border and a message: 'Please enter your email address'. There is a 'Forgot password?' link below the password field. At the bottom, there is a 'Create new account?' link and a 'Sign In' button.

2. Once signed in, you will see a home page. Click on "Add Student" on the left to register your child.



3. Proceed to completing the registration form. Please note it will ask you to upload the documents required. Screenshots/pictures of documents and report card marks are sufficient. Please label all uploads for easier access.



4. Once completed, you may check the information on your registration by clicking on "Students" on the left-hand side. Please note, incomplete forms will not be considered in the lottery draw.

If you would like to review the video on how to complete your registration, click here

<https://www.youtube.com/watch?v=HwI9UPzuC9Q>

If you have any questions, please email our administrative secretary, Lisa Cormier – [l.cormier@stemia.ca](mailto:l.cormier@stemia.ca)

