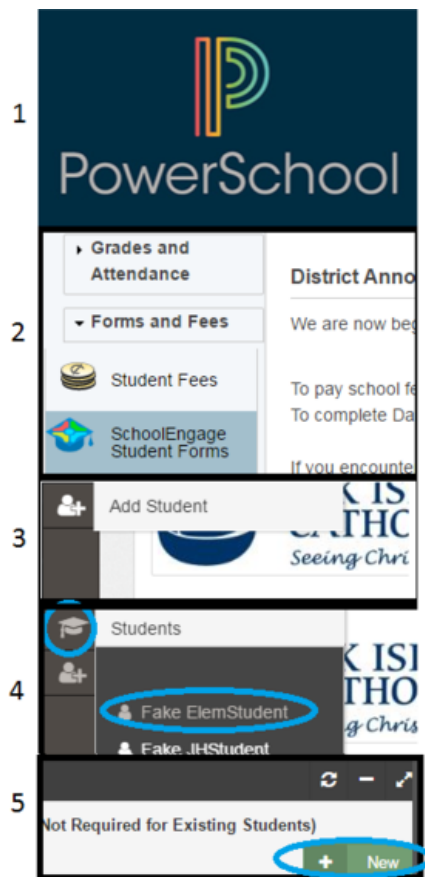# Registration Steps for Families Who Are Already with EICS

If you already have access to PowerSchool with EICS (e.g. because a sibling of the student is already attending a school in our district), you can log into PowerSchool and register a new student using the following steps:

1. Log into https://powerschool.eics.ab.ca (contact your school if you do not know your Parent Portal Login Information).

2. Click "SchoolEngage Student Forms".

3. From the menu to the left, choose the icon to Add Student, then fill out the student's information.

   Important: all fields other than the ASN are required. The school will fill in the ASN itself after registration is complete.

4. Click the Graduation Hat icon and click on the student you just created to see a list of available forms.

5. Click "New" beside the registration form.

Note: Once you add a new student, you will have access to register a child for Kindergarten using the "A.2) EICS Pre-K to 12 Registration Form - In Person Learning" form.

To complete the form successfully, you'll also need to ensure that you have a copy of the child's citizenship documentation (e.g. Canadian Birth Certificate, Permanent Residence Card, Student Study Permit, etc.). For students who are not Canadian citizens, we are also required to maintain parent documentation on file (e.g. Permanent Residence Card, Work Permit, etc.)

Once your child is registered with the district, they will automatically be added to your PowerSchool account.

Jan 31, 2025