

Hello,

The parent portal is a way for you to complete forms, track your children's absences and update your contact information. Each school year, you will need to log on to the Parent Portal to update this information. Please see the instructions below if you need help logging in and/or completing the required forms. Since Preregistered JK students won't begin school until September, you may not have access before August 28<sup>th</sup>, 2023.

Please make sure to follow each step and do not skip ahead. If you skip ahead or try to access in another way it will reset the process and you will not be able to gain access until your password has been reset again at our end.

Your username and temporary password that you need to access the Password Reset should be sent to you by email. You may write it below for reference if you like.

username :  
(temporary) password :

Please go to [www.hwdsb.on.ca/parent](http://www.hwdsb.on.ca/parent)

## 1. From here you will click on Parent Portal Log-in

The screenshot shows the HWDSB website's parent portal. At the top, there is a dark blue header with the HWDSB logo on the left, and 'Translate' and 'Contact' links in the center. To the right of the header is a search bar. Below the header is a navigation menu with links for Kindergarten, Elementary, Secondary, Adult Learning, Community, and About HWDSB. The main content area is titled 'Parent Portal' and includes a breadcrumb 'Home / Parent'. The heading 'Parent' is followed by a welcome message: 'Welcome to the enhanced Parent Portal' and 'An important tool for school reopening 2020-21'. A prominent yellow circle highlights the 'Parent Portal LOG-IN' button. Below this button are links for 'Trouble Logging In?' and 'Temporary password resets'. To the right of the login button is a 'Parent Portal Support' link. At the bottom of the page, there is a footer with a cookie notice: 'We use cookies on our website to give you the most relevant experience by remembering your preferences and repeat visits. By clicking "Accept" you agree to our use of cookies.'

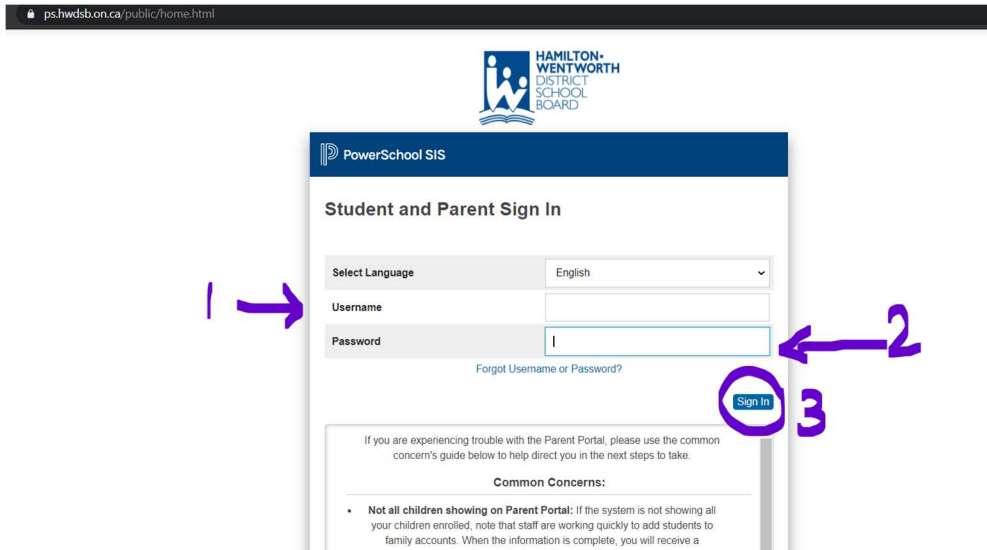
2. **DO NOT CLICK FORGOT USERNAME OR PASSWORD?**

**You will enter the above information**

**username:**

**temp pswd:**

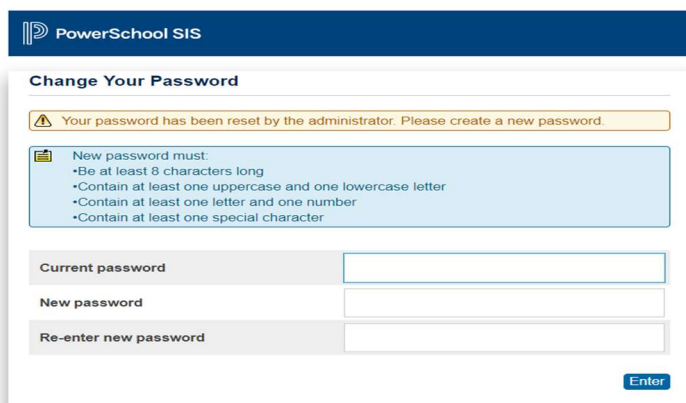
**then click Sign in**



3. **You will then see this page. You need to enter the temp password as your Current Password.**

**Enter your new password x2, remember to follow what is indicated in the blue box or your password will not work.**

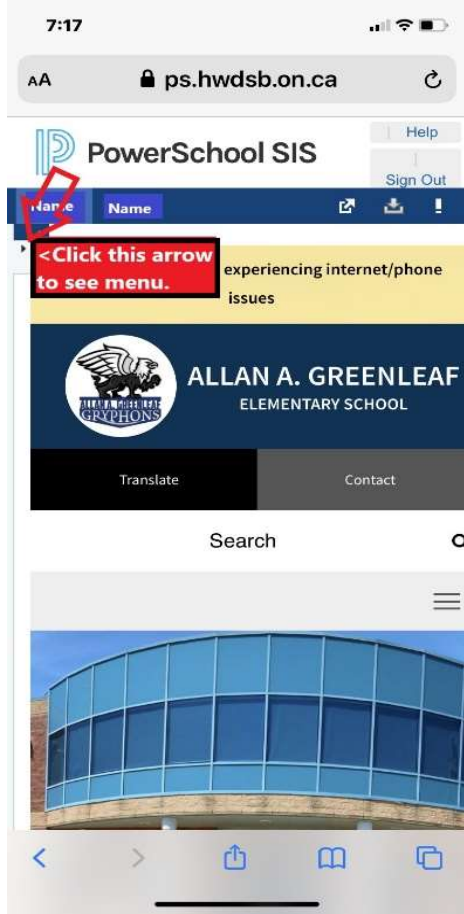
**Click Enter and you should now have access to the Parent Portal. We suggest that you make note of your User/password in a password protected phone so that you do not forget.**



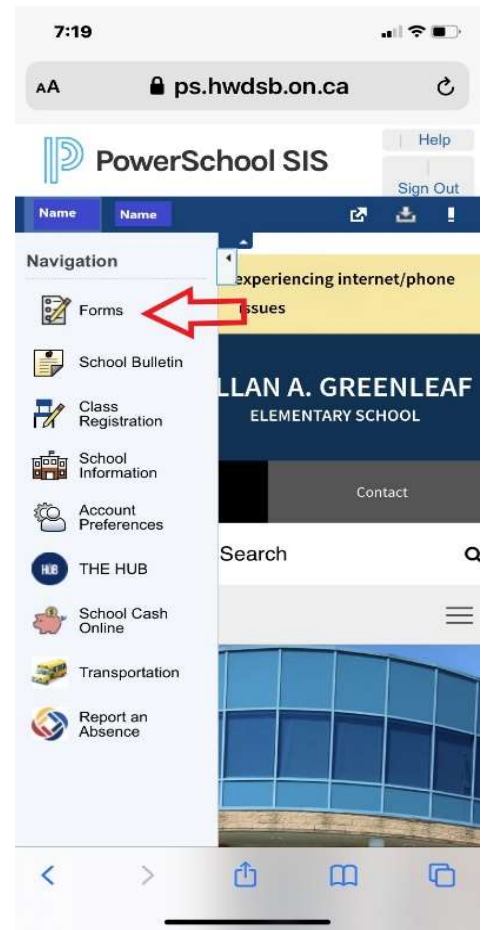
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**If you are still not able to access the parent portal, please contact the school by email or phone.**

## Step 1: After logging in, click the arrow at the top left to see menu



## Step 2: Click Forms



## Step 3: Complete the forms

| Entry |   |   |              |
|-------|---|---|--------------|
| Empty | Attestation for Return to School/Child Care Following Illness or Self-Isolation | Parents and families please complete this form to document that it is safe for your child to return to child care or school (elementary and secondary). | Registration |
| Empty | Remote Learning Survey (Sept 2021)  |   | Registration |
| Empty | Return to School Attestation  |   | Registration |
| Empty | Student Information Verification  |   | Registration |

## Step 4: These forms too (Nutrition Break form does not apply to JK/SK)

| Status | Form Name  | Form Description  | Category    | Last Entry |
|--------|--|---|-------------|------------|
| Empty  | Nutrition Break Program                            |   | Other       |            |
| Empty  | Early Closure and Emergency Evacuation Information | <i>You will be notified of closure or evacuation via school website and school messenger.</i> | Permissions |            |
| Empty  | Permissions/Agreements (2021-2022)                 |   | Permissions |            |