

## **ursa Parent Directed Program Registration Instructions**

ursa Parent Directed is the new name for Willow Home Ed.

You will be using SchoolCloud to register your student in a parent directed program at **ursa**.

### **Step 1. Obtain SchoolCloud Parent Account;**

We recommend using a computer as opposed to cell phone to set up your SchoolCloud account and register your students at **ursa** Parent Directed.

Go to: <https://schoolcloud.ca/CreateUrsaAccount/>

and enter the name of the primary parent responsible for home based education and that person's email address.

You will receive an email from SchoolCloud with a link to set your SchoolCloud password. If you do not receive it within a few minutes, check your junk mail.

Click on the link in the email. This will take you to SchoolCloud and you will be asked to set your SchoolCloud password. Once your password is entered, you will be able to submit an application for your first child.

Please note: after your first session, use <https://schoolcloud.ca> to access SchoolCloud. The emailed link is for one time use only.

**Important: If your student is new to ursa, you must upload a copy of your child's birth certificate. Scan or take a picture of this document and have it available on your computer to upload.**

## ursa Parent Directed Program General Application Notes

All fields with red asterisks are required fields.

Green bars are drop down menus. Click and scroll up or down to choose your selection

Scroll down to the bottom of each page and click the green “Save & Continue” button to go to the next page.

### Page 1: Create New Application

1. Include Legal Names
2. Use the Calendars box to select the date of birth

### Page 2: Student Part 1

The screenshot shows a form titled "Physical Address" with the following fields: "Street \*", "City / Community \*", "Province \*", and "Postal Code \*". The "Province \*" field is a green dropdown menu with a right-pointing arrow, circled in yellow. Below the fields is a checkbox labeled "Mailing Address is same as Physical", which is checked and also circled in yellow.

1. Green bars are drop down menus. Click and scroll up or down to choose your selection.
2. If your mailing address is the same as your residence’s physical address, leave the blue box checked. If you have a different mailing address, uncheck the box and enter your mailing address below your physical address.

### Page 3: Student Part 1

1. If you know your student’s Alberta Student Number (ASN), please include it. Otherwise, we will look it up.
2. Be sure to use the drop down menu to select the grade your student will be entering for the 2021-2022 School Year.
3. The Residence Board is the local school board in your geographic area. If you are a Catholic School Supporter, include the name of the Catholic Board. If you do not know the name of your Residence Board, indicate if you are a public or Catholic school Supporter.
4. The rest of the information on this page may not be applicable.

#### **Page 4: Parent**

1. Be sure to select the relationship of each parent or guardian to the student using the drop down menu.
2. The Home Phone Number does not have to be a landline. This is the number that should be called to reach the student's residence. It may be a cell phone.
3. In the case of single parents, click on the "Remove this Parent" icon for Parent/Guardian 2.
4. If more than 2 individual has responsibility for the student, you may add additional Parents/Guardians by selecting the Yellow "Add New Parent/Guardian" button.
5. If a Parent/Guardian does not live in the same residence as the child, click the blue box and enter the parent/guardian's address.

#### **Page 4: Questionnaire**

1. You answer to these questions assists us with the placement process and all but the requested Home Education Manager are required fields.
2. You are again asked to indicate the grade your child is entering using the drop down message.
3. If you have a request for a specific Home Education Manager, at the bottom of the page use the drop down menu to indicate your selection.

#### **Page 5 Declaration**

1. You must select whether the student's program will follow the Alberta Program of Study (APS) or the outcomes in the Home Education Regulation (HER). Most home education families choose the HER because the program is not 100 percent APS. Subjects and/or courses in a program following the HER may include APS material and credits.
2. The first box must be checked to submit your application. The second box (Specific Consent for Use of Student Images and Names...) is optional.
3. If your school has attended a school or been registered in a home education program, complete the section "Previous School Board/Associate Board" and check the box.

#### **Uploading Student's Birth Certificate**

1. Clicking on the head icon on the block bar at the top will return you to the main login screen.
2. Click on the student's "2021-2022 Application" button.
3. All information is presented in read only format.
4. Click on the "Forms" tab on the top.
5. Drag and drop a copy of the student's birth certificate in the Attachment box and click on the green "Start" button to upload.

#### **To Add an Additional Student**

1. From the first student application, click on the "plus" icon with a circle around it in the upper right corner to create a new application.
2. Repeat the process above.
3. You may add as many additional students as required.

**Logoff**

At the end of your SchoolCloud session, always log off. This is done by selecting the “Gear” symbol in the upper right of the screen and selecting “Log Off”