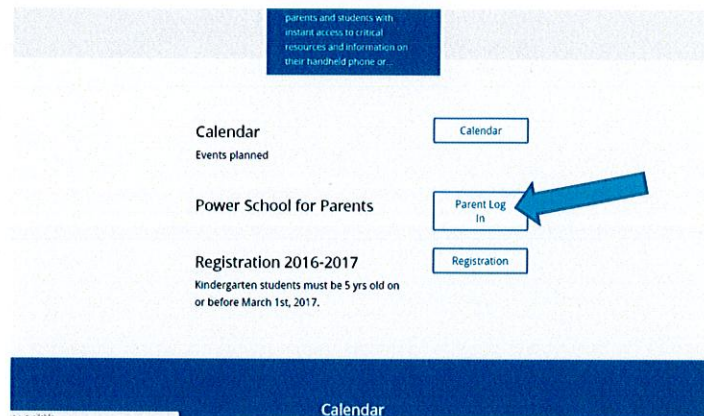


How to Complete Student Forms in the Parent Portal

1. Begin by logging into the Parent Portal by going to the Madonna Catholic School web page at

<https://mcs.eics.ab.ca/>

2. Scroll down the page until you see this near the bottom then click on the “Parent Log In” box



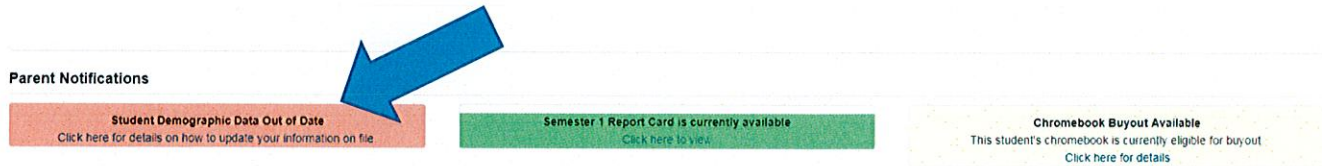
3. The Parent Sign In screen will show. Enter your Username and password. Not sure what it is? Click on the blue words “Forgot Username or Password?”

A screenshot of the PowerSchool "Student and Parent Sign In" screen. The page has a black header with the PowerSchool logo. Below the header, there are two tabs: "Sign In" (selected) and "Create Account". The "Sign In" section contains a "Username" field with the placeholder text "yourusername" and a "Password" field with masked characters ".....". Below the password field is a blue link that says "Forgot Username or Password?". At the bottom right of the sign-in area is a "Sign In" button. A blue arrow points to the "Forgot Username or Password?" link.

If you are still unable to log in, please call the school to have your Username and Password reset.

Once you have logged in, check the tabs at the top of the page to ensure you are on the correct student. If you have more than one child attached to your account each child will have their own tab at the top.

This is what your screen will look like under your child's name. If you have forms incomplete, the message highlighted in salmon will appear as below.



The following will display:


Submitting Data Verification for Elk Island Catholic Schools

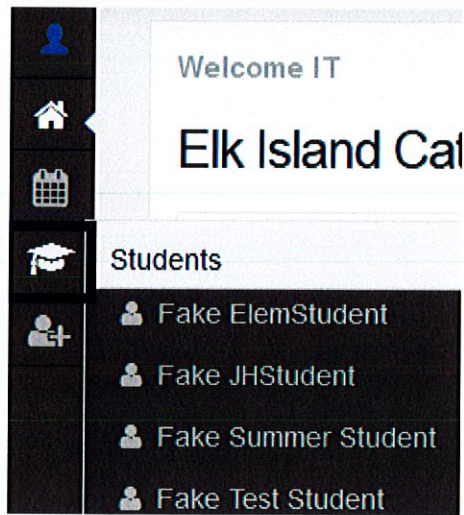
Elk Island Catholic Schools is required by Alberta Education to collect a valid Data Verification form for each of its students on a yearly basis. We begin collecting Data Verification forms for the upcoming school year in March/April of the preceding year.

These forms are available through SchoolEngage. Once a form has been filled out, it is routed to the school secretary for processing. When it is processed, the alert will go away in PowerSchool until the next form is due. To complete a Data Verification Form for a student do the following (requires a Parent account, not a Student account to complete and submit):

- 1) Click the SchoolEngage link on the left to open SchoolEngage in a separate window.



- 2) Choose the student whose form you wish to complete (or click the  icon to see all forms awaiting action)



3) Click on the Data Verification Form and click the link icon beside it to access the form

✓ **2017-2018 EICS Student Data Verification** | **1** *form requires attention*

This form is assigned to parents by the schools and is submitted in lieu of a registration form for existing E
It updates the school on information that will be on file during the 2017-2018 school year.

Edit or Submit Incomplete Forms **1**

🔗	Created	Status
🔗	04/12/2017 03:39 PM	Incomplete

At this point the form will load, pre-populated with most of the existing information from PowerSchool. Fields that are new, or that require validation each year, will be empty awaiting your response.

Please complete all forms and click submit.

If you encounter any issues, please contact regsupport@eics.ab.ca for assistance.