

Instructions on How to Access SchoolEngage to Create an Application for an Sibling of a current Westmount Student

[Step 1: Add your new student to the system](#)

[Step 2: Open and Complete an Application](#)

If you are a current Westmount parent/guardian wanting to submit an application for a sibling of a student already attending Westmount, **you do not need to create a SchoolEngage account.** You may access SchoolEngage from the left-side menu of your **PowerSchool Parent Portal**. If you need assistance logging into PowerSchool, please contact the school. **Make sure you have all required documents scanned in pdf format and ready to upload BEFORE you begin your application.**

[Click here to view the documents that must be prepared.](#)

[Learn how to PDF your files](#)

Step 1: Add your new student to the system

1. Log into your PowerSchool Parent account. In the left side menu of PowerSchool, click on SchoolEngage. SchoolEngage is the new program we have implemented within PowerSchool to replace the Family Zone program.

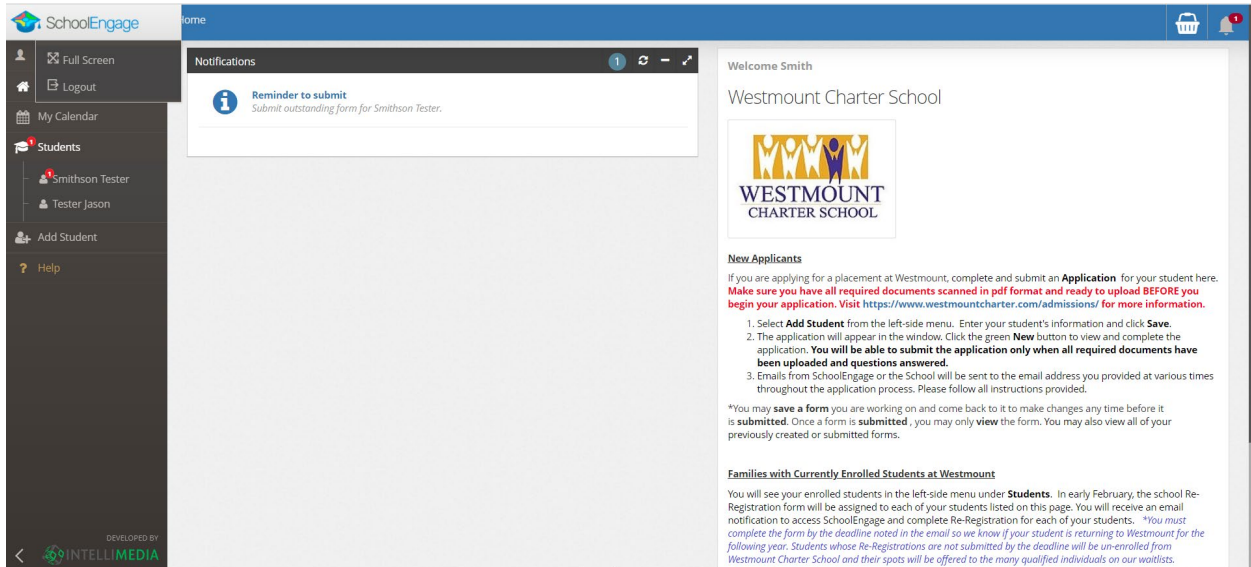
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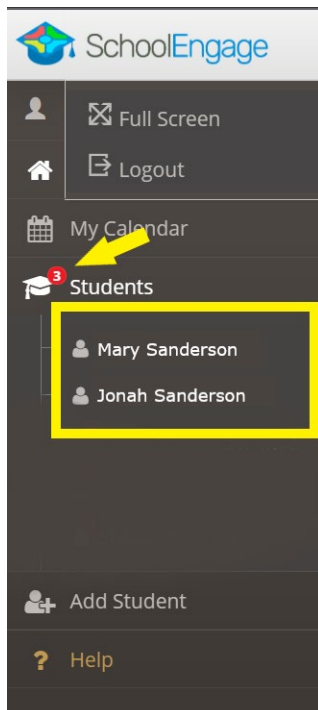
Legend

Attendance Codes: Blank=Present | P=Parent Excused Absence | L=Late | A=Abser

Your SchoolEngage Home page will open. This is your 'dashboard' where you will complete new applications (if applicable), register your newly accepted students and re-register your currently enrolled students each year. You will also see your currently enrolled students listed under **Student** in the left-side menu. This replaces the Family Zone.

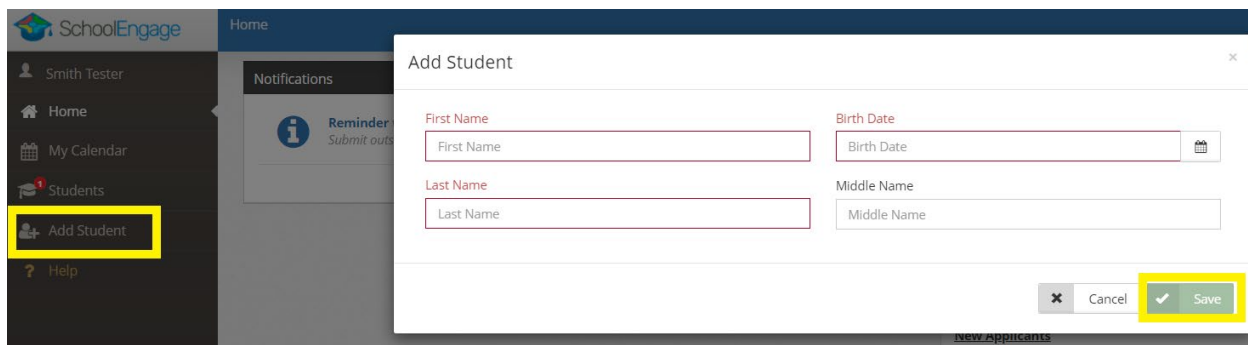


2. On the left side menu, click on **Students** and your student name list will expand. You will see your currently enrolled students listed here.



If there are any important messages for you regarding forms that must be completed, you will see a red circle with a number in it. In the example below, there are three messages for these students. Hover over the red circle to view the message(s). You will also receive emails from SchoolMessenger (the school) advising if there are actions you need to take in SchoolEngage and there will be Notifications on your SchoolEngage Dashboard.

3. Click on **Add Student** and enter your student's **legal first, last and middle names and birthdate**. Click on **Save** when you are done.

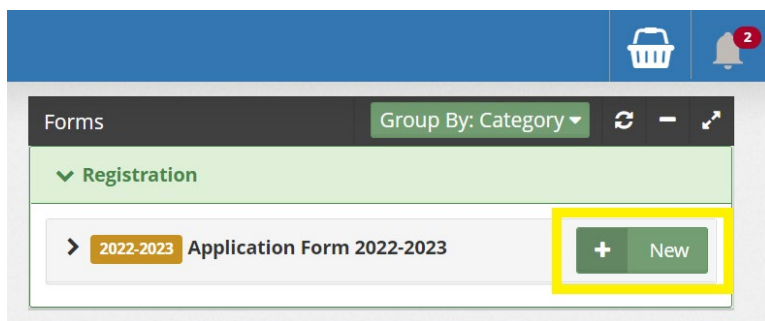


The screenshot shows the SchoolEngage interface. On the left, a sidebar contains navigation options: Home, My Calendar, Students, Add Student (highlighted in yellow), and Help. The main content area shows a 'Notifications' section with a 'Reminder' card. Overlaid on this is a modal window titled 'Add Student'. The modal contains four input fields: 'First Name', 'Birth Date', 'Last Name', and 'Middle Name'. At the bottom right of the modal, there are 'Cancel' and 'Save' buttons, with the 'Save' button highlighted in yellow.

Your student will now appear in your student list.

Step 2: Open and Complete an Application

1. An application form will appear in the **Forms** window. Click the green, **New** button to view and complete the application. Respond to all of the questions and upload documents where required. **You will be able to submit the application only when all required documents have been uploaded and questions answered.**



The screenshot shows the 'Forms' window in SchoolEngage. The window has a header with a shopping cart icon and a notification bell with a '2' badge. Below the header, there's a 'Forms' section with a 'Group By: Category' dropdown. Underneath, there's a 'Registration' category expanded to show a list of forms. One form is visible: '2022-2023 Application Form 2022-2023'. To the right of this form, there is a green '+ New' button, which is highlighted in yellow.

2. Emails from SchoolEngage/the School will be sent to the email address you provided at various times throughout the application process. Please follow all instructions provided.

*You may **save a form** you are working on and come back to it to make changes any time before it is **submitted**. Once a form is **submitted**, you may only **view** the form. You may also view all of your previously created or submitted forms.

We ask that you do not call the school to inquire about the status of your application. You will be contacted via email when we have updates to share with you.