

To Create a SchoolEngage Account and Apply to Westmount Charter School

If you are applying for a placement at Westmount, complete and submit an **Application** for your student using Westmount's **SchoolEngage** System. **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: Create Your Parent Account in SchoolEngage

1. Go to <https://westmount.schoolengage.ca/#/login>.
2. Select **Create New Account** and click on the **Sign in** button.

SchoolEngage

WESTMOUNT
CHARTER SCHOOL

Sign In

EMAIL

Email

Please enter your email address

PASSWORD

Password

Please enter your password

[Forgot password?](#)

[Create new account?](#) [Sign In](#)

SchoolEngage Service Announcements

3. Enter your information on the Registration page. Make note of the password you chose.
4. Click on **Register** when you are done.

Registration

Prior to logging in for the first time you will be required to activate your account through the notification sent to the email address provided.

bsmith@gmail.com

bsmith@gmail.com

.....

I am registering as a:

Parent / Guardian / Representative

Mature / Independent Student

Bob

Smith

123 4th St SW

Calgary

Alberta

T3H 2M4

Canada

403-999-9999

403-876-5566

Already registered?

Register

5. Check your email and confirm account creation.

SchoolEngage Account

Greetings Bob Smith,

To confirm creation of your SchoolEngage account please click [here](https://westmount.schoolengage.ca/api/users/961545/confirm-email?key=132780600993678456).
If you cannot open the link, please copy and paste into the browser.

<https://westmount.schoolengage.ca/api/users/961545/confirm-email?key=132780600993678456>

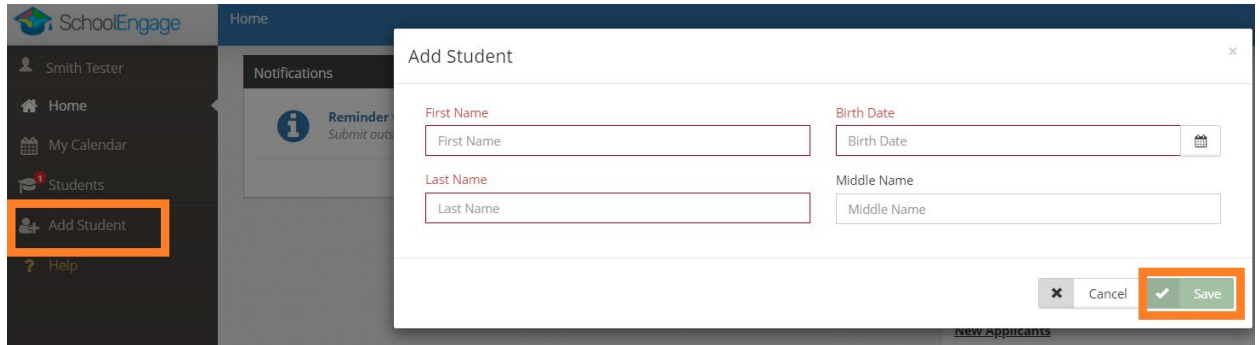
Once your account is confirmed you will be able to access district forms and events.

Sincerely,
SchoolEngage System Administration

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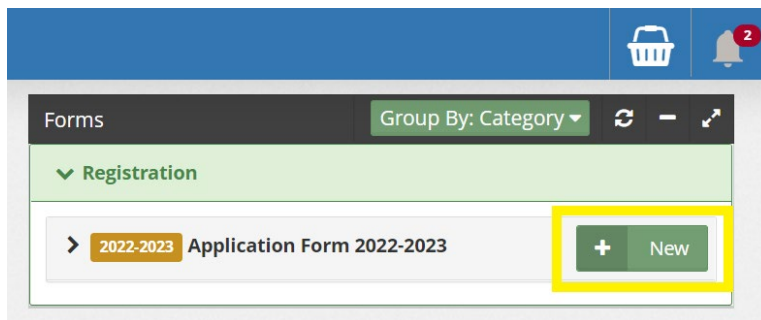
Step 2: Add your student to the system

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

A screenshot of the SchoolEngage interface. On the left is a dark sidebar with navigation options: 'Smith Tester', 'Home', 'My Calendar', 'Students', 'Add Student' (highlighted with an orange box), and 'Help'. The main area shows a 'Notifications' section with a 'Reminder' card. A white 'Add Student' modal window is open, containing four input fields: 'First Name', 'Last Name', 'Birth Date', and 'Middle Name'. The 'Save' button at the bottom right of the modal is highlighted with an orange box. A URL 'new/applicants' is visible at the bottom right of the page.

Step 3: Open and Complete the Application

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

A screenshot of the 'Forms' section in the SchoolEngage interface. The top bar is blue with a trash icon and a notification bell with a '2' badge. Below the bar, there's a 'Forms' header with a 'Group By: Category' dropdown. A green 'Registration' section is expanded, showing a list item for '2022-2023 Application Form 2022-2023'. A yellow box highlights a green '+ New' button next to the list item.

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 about your application.