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## HOW TO REGISTER A STUDENT USING THE ONLINE REGISTRATION FORM

### HOW TO SIGN IN

Click on the link below. If the link below doesn't open when you select it, open Google Chrome your web browser and Copy and paste the link in that browser.



as

<https://registration.limestone.on.ca>

This is how the page should look when it opens.





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Click on SIGN IN in the top right-hand corner.

## CREATE AN ACCOUNT

Sign In

Username/Email:

Password:

Log On

[Forgot your credentials?](#)

Don't have an account?

[Parents/Guardians](#)

This process is new to the Limestone District School Board, so every person will need to create an account. You will only need to create an account once.



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Don't have an account?

Parents/Guardians

Under "DON'T HAVE AN ACCOUNT", click on PARENTS/GUARDIANS.

Don't have an account?

Parents/Guardians



I would like to register a student with the Limestone District School Board

The "I WOULD LIKE TO REGISTER A STUDENT WITH THE LIMESTONE DISTRICT SCHOOL BOARD" statement will

Create an account

open. Click on the arrow and will open below. Click on "CREATE AN ACCOUNT".



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Limestone District School Board

## Create Your Account

First Name:

1

Last Name:

2

Email:

3

Password:

4

Create

5

[Already have an account but forgot your credentials?](#)

- 1 Type the first name of the person **completing** the Online Registration Application Form.
- 2 Type the last name of the person **completing** the Online Registration Application Form.
- 3 Enter an Email address. This email will be used in the Online Registration Application process to notify parent/guardians as to the stage of the application and to inform you of the next steps.

**NOTE:** A Limestone District School Board Employee **CANNOT** use their LDSB email address to register a student. Only a non-Limestone account can be used.



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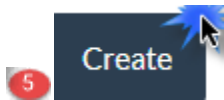


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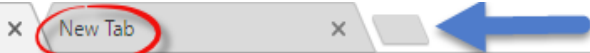


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4 Create a password that is easy for you to remember.



5 Select CREATE



<https://registration.limestone.on.ca/Fusion/Account/EmailAddressConfirmationRequired>



Limestone District School Board

## Your account is waiting for you!

A confirmation email has been sent to your inbox.

Please click the link found in this email to confirm your address and gain access to this site.

### FINDING YOUR EMAILS

A NEW TAB opens telling you that your account is waiting and you have to confirm that you have received this email. To check this, you will need to check your email. To do this, you will need to open a NEW TAB and log in to your email. To open a NEW TAB, click on the tab beside the word NEW TAB and type in the search bar the name of your email provider with the word sign in. Example, "Hotmail sign in" and click ENTER on the keyboard.



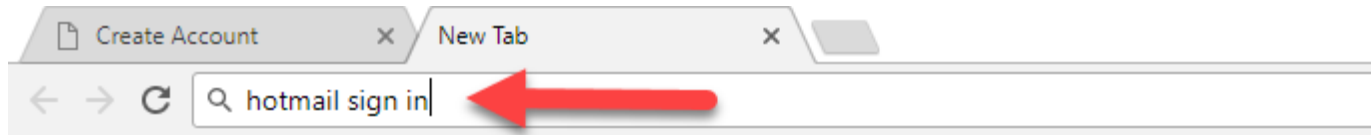
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### Outlook.com - Microsoft free personal email

<https://outlook.live.com/> ▼

Organize your world. Outlook's email and calendar tools help you communicate, stay on top of what matters, and get things done. Get premium. **Sign in.** Focus on what matters. Outlook prioritizes your most important email into a Focused Inbox. And saves everything else so you can see it when you're ready. web page that ...

[Sign in to your Microsoft account](#) · [Create account](#) · [Microsoft Word](#) · [Microsoft Excel](#)



### Sign In

<https://mail.live.com/> ▼

Outlook.com is a free, personal email service from Microsoft. Keep your inbox clutter-free with powerful organizational tools, and collaborate easily with OneDrive and Office Online integration.

You can select either of these options to get to the Hotmail sign in.



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Sign in

Next

No account? [Create one!](#)

Enter your email address follow the instructions to sign in to your email account.

All the emails you will receive will come from [donotreplydsb@limestone.on.ca](mailto:donotreplydsb@limestone.on.ca). The first one you will receive will be "Email Address Confirmation". This email may get filtered to your junk/spam email. Open this email.



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Outlook

donotreplydsb@limestone.on.ca

+ New message Delete all Mark all as read

Archive

Folders

Inbox 2238

**Junk E... 311**

Drafts 3

Sent Items

donotreplydsb@limestone...  
donotreplydsb@limestone.on.ca

Email Favorite

All results

**donotreplydsb@limestone.on.ca**  
Email Address Confirmation... Tue 10:04 AM  
Please visit the following link to confirm y...





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## Email Address Confirmation | Confirmation de courriel

 This message was identified as spam. We'll delete it after 8 days. [It's not spam](#)



[donotreplylds@limestone.on.ca](mailto:donotreplylds@limestone.on.ca)



Tue 2018-02-06, 10:04 AM

You; 

Please visit the following link to confirm your email address:

<https://registration.limestone.on.ca/Fusion/Account/EmailAddressConfirmation?account=3a4a871e-949e-4b56-97f7-8df3e4c68ffa&token=02098a07-1321-4622-bbc5-90c7068ac919>

S'il vous plaît visitez le lien suivant pour confirmer votre courriel:

<https://registration.limestone.on.ca/Fusion/Account/EmailAddressConfirmation?account=3a4a871e-949e-4b56-97f7-8df3e4c68ffa&token=02098a07-1321-4622-bbc5-90c7068ac919>

Click on the link. You will be directed back to the Online Registration Application.

\*If you are confirming your email address from a mobile device such as a SmartPhone or tablet, you may need to refresh the Online Registration Application, or open it in a new tab.



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## VERIFY YOUR EMAIL ADDRESS



Limestone District School Board

Sign in

### Email Address Confirmation

Click here to verify your email address.



## BEGIN ONLINE REGISTRATION APPLICATION PROCESS



Limestone District School Board

Sign in

### Your Email Address Has Been Confirmed!

Please click [here](#) to Log On.





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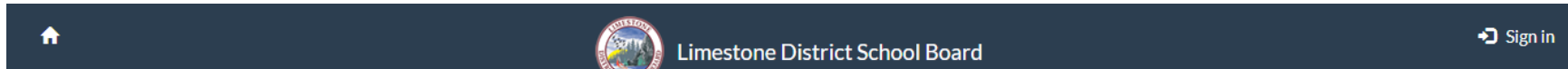


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## SIGN IN TO THE ONLINE REGISTRATION APPLICATION



**Sign In**

1 Username/Email:

2 Password:

3

[Forgot your credentials?](#)

Don't have an account?

[Parents/Guardians](#)

This brings you back to the SIGN IN page.

- 1 Enter the email address that was just confirmed.
- 2 Enter the password you used to create the account.
- 3



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## **FORGOT YOUR PASSWORD**

If you forget your password, click on "FORGOT YOUR CREDENTIALS" during SIGN IN.

### Sign In

Username/Email:

Password:

Log On

[Forgot your credentials?](#)



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## I am a student, parent or contact

Email\*

This must be an address that is on file with your school or schoolboard or the email used when signing up for an account.

First Name\*

Last Name\*

Send account recovery e-mail

An email will only be sent if the above information is correct.

## I am a teacher or a member of the school People

Automatic username retrieval and password reset is not currently available for teachers and other school People. Please contact your IT support team directly.



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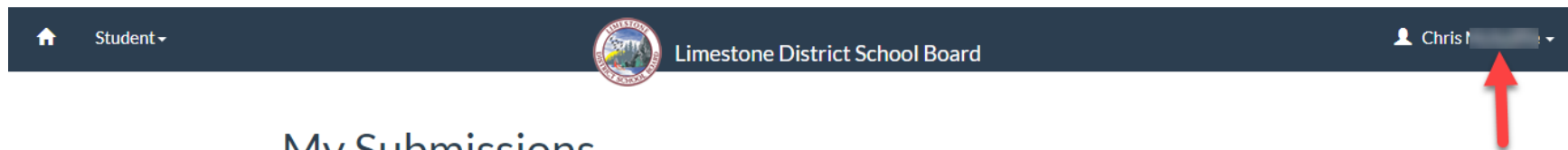
A new screen will open and you will have to enter the email you used to CREATE your account as well as first and last name of the person who created the account. Go back into your email to find a similar confirmation email that you were sent when you first created the account. See above under emails for information and screenshots.

## STARTING THE REGISTRATION APPLICATION

### NOTES:

You will need to have the following information to fill out this form:

- The name and birthdate of the child as it appears on the legal verification document
- Phone numbers of parents/guardians and Emergency Contacts
- Address for parent/guardian and Emergency Contact



## My Submissions

### Online Registration Application

#### Welcome to your online registration application

We are pleased you have decided to register a student with the Limestone District School Board. To register, the legal parent or guardian (or the student if they are older than age 18) is asked to complete this application. Please ensure you complete all sections and provide the school with original documentation as required. Should you encounter difficulty when completing this application, please contact the school to which you are registering for assistance.

Start



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You are signed in to the Online Registration Application when your name appears in the top right-hand corner of the page. Click on START to start the process.

NOTE: You can only register one student at a time.

Student ▾

Limestone District School Board

Melinda S. [redacted]

## Welcome to your online registration application

We are pleased you have decided to register a student with the Limestone District School Board. To register, the legal parent or guardian (or the student if they are older than age 18) is asked to complete this application. Please ensure you complete all sections and provide the school with original documentation as required. Should you encounter difficulty when completing this application, please contact the school to which you are registering for assistance.

Comment from school administrator

Building form

**IN PROGRESS**

ⓘ If there are any questions with your application, the school will enter comments here and send you an email notification.

The form will open. It will say BUILDING FORM. You will be able to start the application process after this has left the screen. Notice that when you start the form, it says 'IN PROGRESS', in the top right-hand corner of the form.

Please complete the registration application and click on SUBMIT when finished. SUBMIT is located on the bottom right-hand side.



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Student ▾



Limestone District School Board



Melinda ▾

# Welcome to your online registration application

IN PROGRESS

We are pleased you have decided to register a student with the Limestone District School Board. To register, the legal parent or guardian (or the student if they are older than age 18) is asked to complete this application. Please ensure you complete all sections and provide the school with original documentation as required. Should you encounter difficulty when completing this application, please contact the school to which you are registering for assistance.

Comment from school administrator

**i** If there are any questions with your application, the school will enter comments here and send you an email notification.

Comment to school administrator

← My Submissions



ians should enter answers to questions, or comments to the school here.

Submit





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# Welcome to your online registration application

SUBMITTED

Your page will change from "IN PROGRESS" to "SUBMITTED" after you select "SUBMIT".

You will receive another email from donotreplydsb.limestone.on.ca saying the name of the student that the registration application was received as well as the school year.

Thank you for submitting your registration application to the Limestone District School Board



donotreplydsb@limestone.on.ca

Thu 2018-02-08, 1:22 PM

You; ▾



**Thank you for submitting your registration application for Ben SSS for the 20182019 school year.**

As the Online Registration Application is processed, you will receive other emails on the progress of the student's registration application. Check your emails for updates. Please do not bring your required documentation into the school until you have received notification in your email to do so. It is not necessary to print out the registration application.



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If you have questions regarding the Online Registration Application form, please contact the school where you are applying for clarification.

Thank you for choosing the Limestone District School Board!