

## DSBN Family Portal Setup Instructions

Welcome to the DSBN Family Portal. To set up your account you will need the **Security Code** that was emailed to you. If you did not receive an email with the **Security Code**, please contact your school.

Click on the link in the email and you will be taken to the DSBN login page. Click on the **“Request an account”** link below the Login ID.

DSBN - SB - SIS

Login ID

Request an account

Password

Trouble logging in? I forgot my password

Log On

- [Déclaration de protection des renseignements personnels](#)
- [Privacy Statement](#)

Select the **“I am a parent/guardian new to Aspen”** account type and click on the **Next Step** button.

Account Type

Please choose one of the available account types below.

I am a parent/guardian registering my child online  
Choose this option if you have never created an Aspen SIS account

I am a parent/guardian new to Aspen  
Choose this option if you have a student enrolled and have been sent a security code to create an Aspen account.

I am a student new to Aspen  
Choose this option if you are a student enrolled in the system, but do not yet have an Aspen account.

[Click here](#) to have the account validation email resent

Next Step →

Close

Enter your **Security Code** exactly as it appears in your email and your **last name**. Click on **Next Step**.

**Validation Information**

These fields uniquely identify you within Aspen. The system will link up your new user account with existing family, contact, student information already in the system. The data must match 100% to continue. For issues, contact your district directly.

Security code *	<input type="text" value="SECURITY CODE FROM EMAIL"/>
Last name *	<input type="text" value="Last Name"/>

← Previous Step   Next Step →   × Close

This is the primary phone number we have on file for you. Click on **Next Step**.

**Create Your Aspen Account**

Please review the existing information below. For fields which can be updated, please change the information if it is incorrect.

First name	<input type="text" value="First"/>
Last name	<input type="text" value="Last"/>
Phone 1 *	<input type="text" value="999-999-9999"/>

← Previous Step   Next Step →   × Close

Complete the form below.

Password Requirements:

- Minimum length is 12
- At least one number
- At least one capital and one lowercase letter
- Can not contain “password”, login name, first name, middle name, last name, date of birth, personal id, or only sequential letters or numbers

Request an account

## Account Information

Please fill in your user account information below.

Primary email *	<input type="text"/>
Confirm email *	<input type="text"/>
Password *	<input type="password"/> <a href="#">Requirements</a>
Confirm Password *	<input type="password"/>
Security question *	<input type="text" value="What are the last 4 digits of your SIN?"/>
Security answer *	<input type="text"/>
Confirm answer *	<input type="text"/>

← Previous Step    Create My Account    ✕ Close

Click on **Create My Account**.

You will now receive an email with a verification link. Check your email and click on the link to verify your account.

Congratulations! You can now log into the DSBN Family Portal with your email and the password you provided.

Once you have logged in, verify your students by entering their **First Name** and **Birthdate** to access your students registered at DSBN.

### Request for Student Access

I would like to view my student's portal information.

Verify student information:

First name \*

Date of birth \*     Age

Submit

Once your account has been created and verified go to <https://dsbn.myontarioedu.ca/> to log into the Family Portal with your username and password.