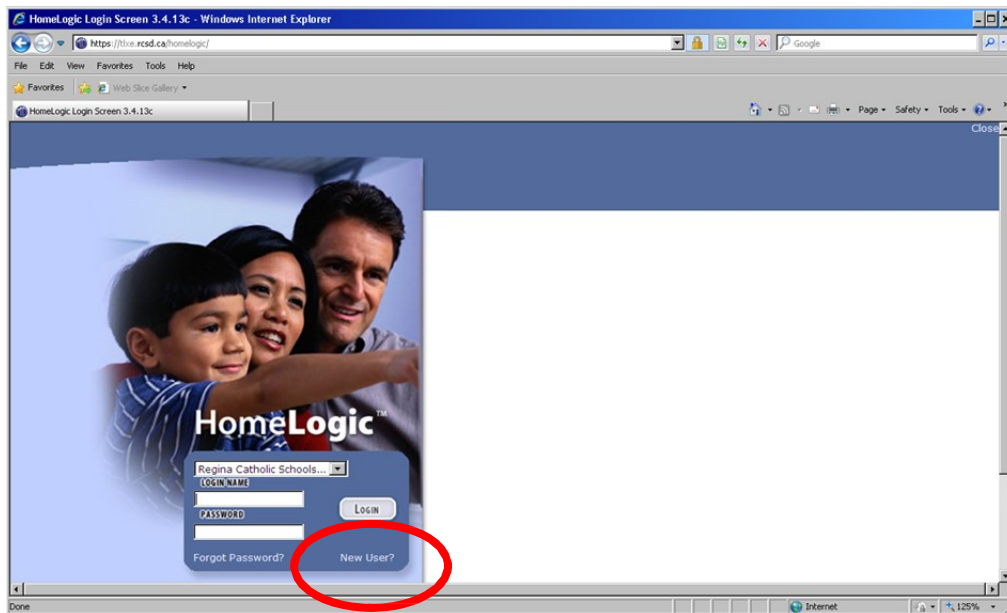


Home Logic Parent/Guardian Online Access

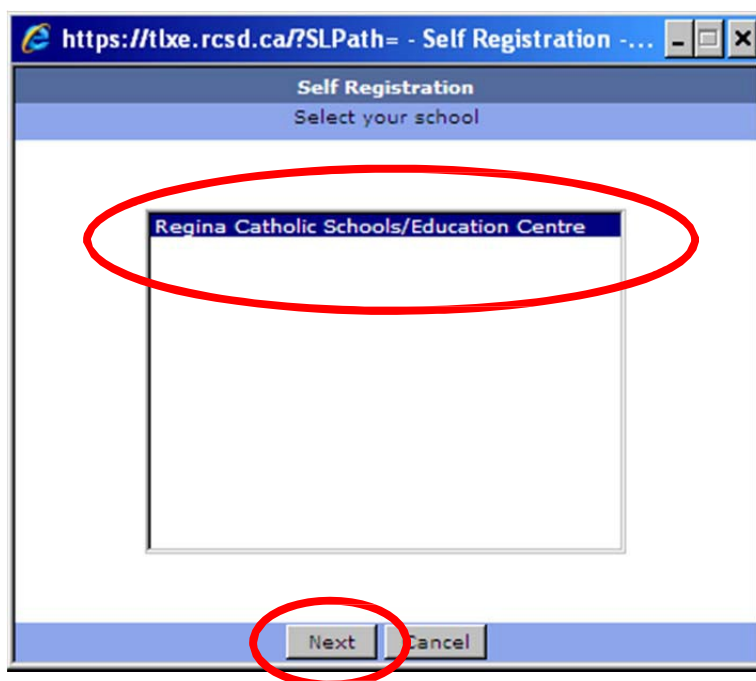
We are pleased to announce that we will be utilizing an excellent communication tool for parents and guardians – Homelogic. This web-based program will provide 24/7 access to a student’s timetable, attendance profile, fees, graduation requirements, grade history, current/past assignments and exams (with due date information). Best of all, a student’s up-to-date Gradebook information (assignment marks, exam marks, and his/her current average in the class) can be viewed anytime. We recommend that you register for the program and establish a username and password. Follow the directions below to register as a Parent/Guardian.

Step 1: Go to the following website: <https://tlxe.rcsd.ca/homelogic/> (shown below). Click “New User?”.

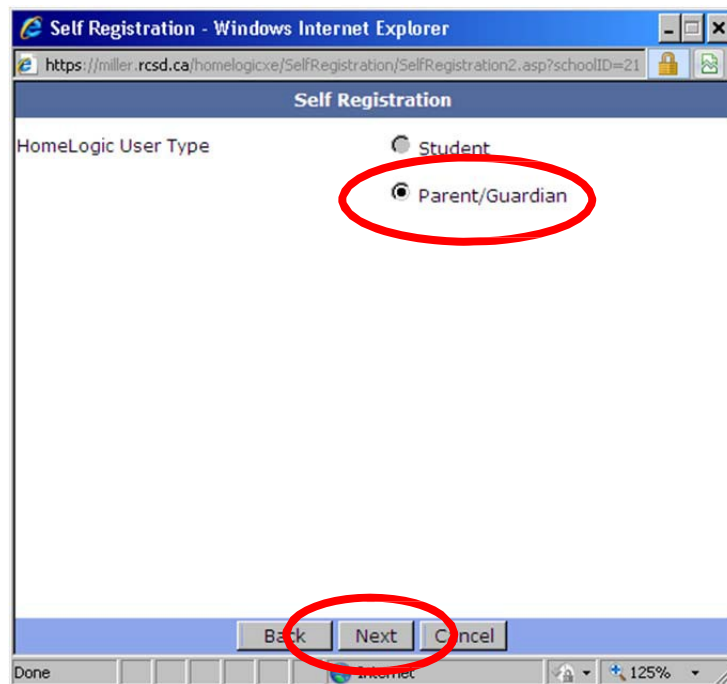
Please **bookmark this site** (add it to your favourites). You will want to access it again in the future.



Step 2: Highlight “Regina Catholic Schools/Education Centre” and click “Next”.

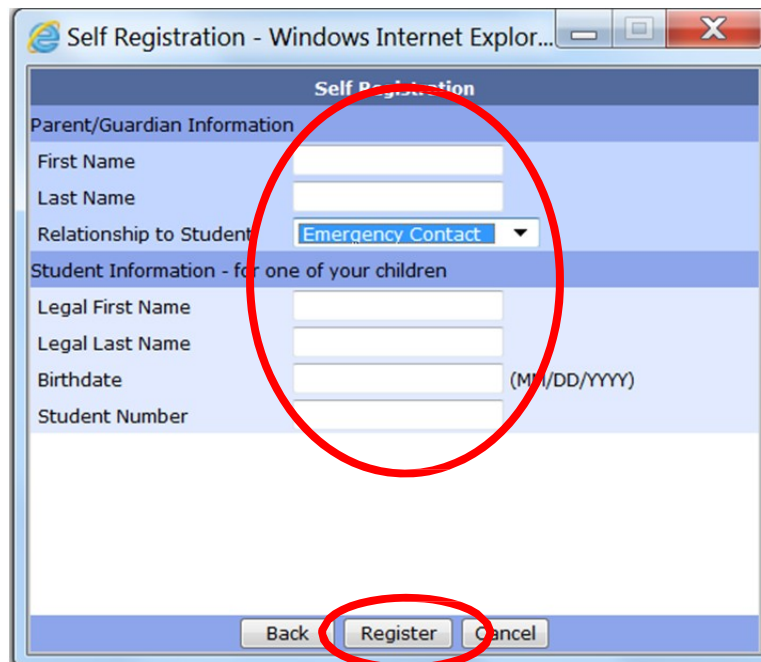


Step 3: Select “Parent/Guardian” and click “Next”.



The screenshot shows a web browser window titled "Self Registration - Windows Internet Explorer". The address bar shows the URL: <https://miller.rcsd.ca/homelogicxe/SelfRegistration/SelfRegistration2.asp?schoolID=21>. The page title is "Self Registration". Under the heading "HomeLogic User Type", there are two radio buttons: "Student" and "Parent/Guardian". The "Parent/Guardian" option is selected and circled in red. At the bottom of the form, there are three buttons: "Back", "Next", and "Cancel". The "Next" button is circled in red.

Step 4: Fill in all fields shown below. You will need your Regina Catholic School Division **Student Number** which has been emailed to you. Please use “**Emergency Contact**” from the drop down list as Relationship to Student.



The screenshot shows the "Self Registration" form in Internet Explorer. The form is divided into two main sections: "Parent/Guardian Information" and "Student Information - for one of your children". The "Parent/Guardian Information" section includes fields for "First Name", "Last Name", and "Relationship to Student". The "Relationship to Student" dropdown menu is set to "Emergency Contact" and is circled in red. The "Student Information" section includes fields for "Legal First Name", "Legal Last Name", "Birthdate" (with a format hint "(MM/DD/YYYY)"), and "Student Number". At the bottom of the form, there are three buttons: "Back", "Register", and "Cancel". The "Register" button is circled in red.

The Homelogic system will send you your login username and password via email. Simply return to the original website that you bookmarked and use the provided *username* and *password* to login (you are able to change your password at this time so that it is something easier to remember – also, if you forget your password, the system has a “*forgot my password*” process in place).

Please contact Angie Lockert if you need assistance at 791-7260 or a.lockert@rcsd.ca.