

Step by Step School-Day Account

- Parents/Guardians must create an account and then link their child(ren) to their account
- Multiple parents/guardians can be linked to the same student
- Multiple students can be linked to one parent

Process:

On the WCI website (www.wci.wrdsb.ca), go to the School-Day tab on the left side of the page

If NO School-Day Parent Account

- Click “REGISTER” to create a **School-Day** account
- Complete information and click “**Create Account**”

If currently using School-Day for another student

- Click “SIGN IN ” to access your **School-Day** account
- Enter your Username/email and password and click “**Sign In**”

To Add your WCI Student to your Parent Account:

- Click “**Add a Child to Your Account**”
- Then select “**Electronic Authentication**”
- Link to your child using the following information:
 - School Board (Waterloo Region District School Board)
 - School Name (Waterloo CI)
 - Student’s Full Name (First Name/Last Name)
 - Student’s Date Of Birth
 - OEN (on top right corner of student report card)
 - Current Grade
- Click “**Register**”
- Repeat above steps for each of your children

Once you have registered for a School-Day Account and added your students, you will be able to:

- Access announcements for your child
- Pay for trips, events, or merchandise (products)