



GUIDE TO REGISTRATION

Website: [Home Page - Child Care Waitlist \(onehsn.com\)](https://onehsn.com)

Choose **Login** (if you already have an account) or **Create an Account**. You will require an email account to register. Once registered, a link will be sent to your email.

1. Account Setup

Go to your email and click on the link. You will be asked to create a passphrase.

It will let you know if the phrase is good when it turns **green**. If it does not change to green, your passphrase will not be accepted. It should be 8 characters and include capitals, symbols and numbers.

Click "Set Passphrase". Remember to record this somewhere for future log in access.

Once you have created the passphrase, you will need to select "Begin Application".

Input all of your parental information. Any fields in **RED** are mandatory.

Click "Next Step" to continue

Select "Save and Add Child"

2. Child Information

Input child information, using the drop down to select the school board.

In the School field, enter the first letter of your city and school options will appear. Select the name of the school your child attends

3. Financial Assistance

Choose the Financial Assistance selection that best indicates your situation.

Select "Save and Apply to Programs"

You'll be able to add more children if necessary after you've completed this

4. Programs

Your preferred start date must be Sept 5, 2023

- Unselect any **days of the week** where care is not required.
- Under **Program Times**, unclick "Select All" and check any box that apply to your care needs.
- Under **Provider Type** select School **AND** Centre-based
- A list of centres/schools will come up. The school site will begin with "School Board – School Name"
Ex. DSBN – Port Weller or
NCDSB – St. Mark
- Click on **Apply**, then **Apply** to the program times you require.
- If you've selected more than 1 program, you must **prioritize** your selections.
- **Save and Return to Home Screen** to add children if necessary.

If you require technical support, please contact RBB Support line at 1-888-722-1540 or support@onehsn.com
For all other questions, please contact: Sarah Glenney, Supervisor – Early Years and Child Care at sarah.glenney@niagararegion.ca