



REGISTRATION GUIDE

This guide will walk you through the new student registration system-MAC SIS

BEFORE YOU BEGIN

Make sure to have the following before you start the registration process:


1. Email account to verify your identity
2. Copy of the child's birth certificate to upload
3. Banking Information
4. Credit card to pay the registration fee (Registration after Jan. 14)

QUICK STEPS- Use the “Quick Steps” to get started and/or continue to next slide for “detailed instructions”

Use these quick steps to register your child(ren):

- Visit MACSIS: <https://sis3.macnet.ca> Or scan the QR Code provided.
- Create an account by selecting “Login”
- Click on “sign up now” to sign up with an email and a password.
- Send the verification code to your email.
- Copy code from email and paste. Click on “verify code” and continue.
- Enter your parent/guardian information.
- Click “add child” to register your child for the 2022-2023 school year.
- Repeat last step to add more children.
- Registration after Jan.14th, pay the Registration fee online to complete registration for your child(ren)

STEP 1



MAC | Muslim Association
of Canada

Sign in with your email address

Email Address


Password


[Forgot your password?](#) ☐ Keep me signed in


[Sign in](#)

Don't have an account? [Sign up now](#)

Sign in with your social account

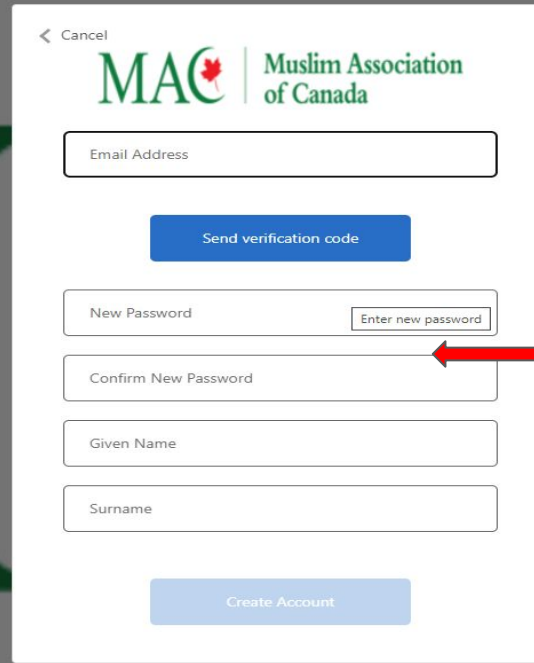
 Facebook

 Google

 Microsoft

Click on “sign up now”.

STEP 2



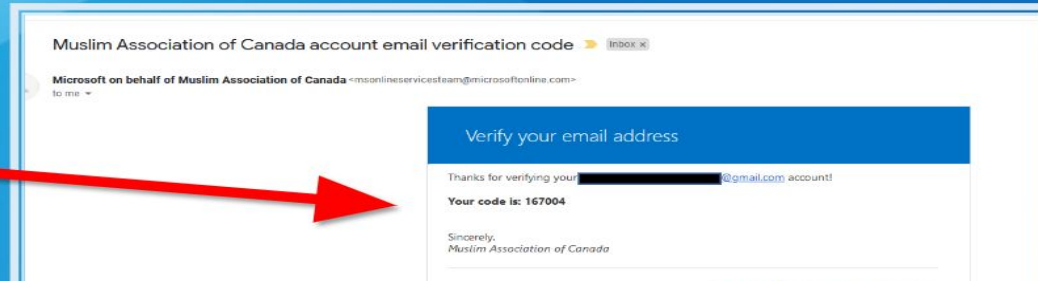
The screenshot shows a web form for creating an account with the Muslim Association of Canada. At the top, there is a 'Cancel' link and the MAC logo. The form contains the following fields: 'Email Address', 'New Password' (with a 'Show/Hide' toggle), 'Confirm New Password', 'Given Name', and 'Surname'. A blue 'Send verification code' button is located below the email field. A light blue 'Create Account' button is at the bottom. A red arrow points from a text box to the 'New Password' field.

Fill out information
and send the
verification code to
your email.

STEP 3

Copy the code sent to your email and paste
where it says “verification code”.

Click “continue” once verified.



The screenshot shows an email interface with a subject line 'Muslim Association of Canada account email verification code'. The body of the email states: 'Microsoft on behalf of Muslim Association of Canada <msonlineserviceteam@microsoftonline.com> to me'. On the right side, there is a blue header 'Verify your email address'. Below it, the text reads: 'Thanks for verifying your [redacted]@gmail.com account!', 'Your code is: 167004', and 'Sincerely, Muslim Association of Canada'. A red arrow points from the 'Continue' button in the previous step to this email verification page.

MAC Islamic School - Edmonton

MAC Islamic School -Edmonton

**Congratulations! You have
successfully signed into the
MACSIS system.**

STEP 4

**Click on “apply” to register
your child for the next
academic year.**



Apply

Ages: 0 - 0 Years

Program fee: \$3000

Timing: 8:00 AM - 3:10 PM

Occurrence: Monday, Tuesday, Wednesday, Thursday,
Friday

Date: Sep 1, 2023-Jun 28, 2024

Contact information

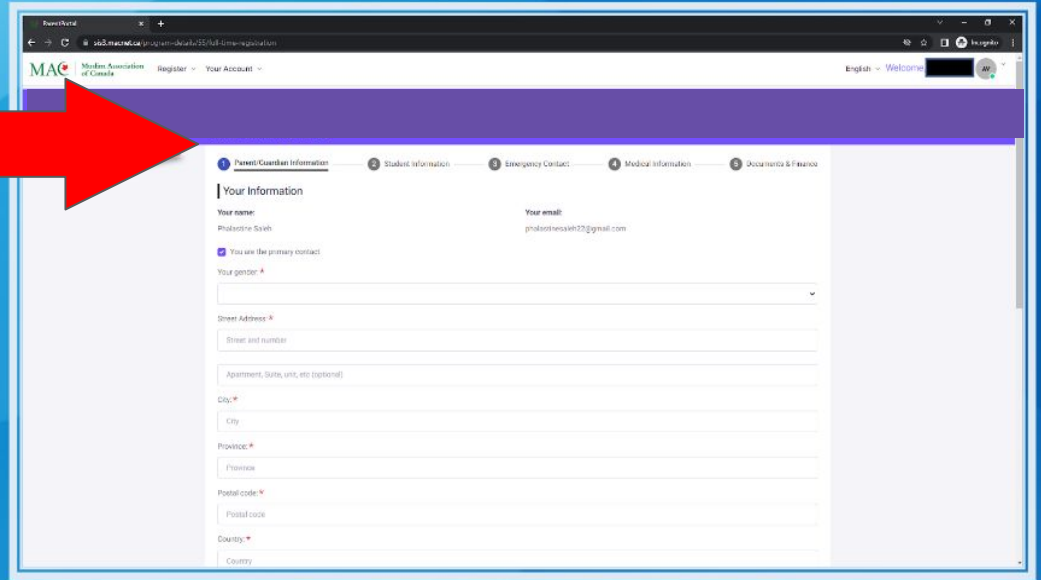
office@macislamicschool.com

Yasmin

780-453-2220

STEP 5

1. Enter the
Parent/Guardian
Information



The screenshot shows a web browser window displaying the MAC (Medical Association of Canada) registration form. The URL in the address bar is <https://sbs.macsociety.ca/programdev/step5/submit-registration>. The page has a purple header with the MAC logo and navigation links for 'Register' and 'Your Account'. A progress bar at the top indicates the current step: 1. Parent/Guardian Information (active), 2. Student Information, 3. Emergency Contact, 4. Medical Information, and 5. Documents & Finance.

The form is titled 'Your Information' and contains the following fields:

- Your name:** A text input field with the value 'Phalotine Saibh'.
- Your email:** A text input field with the value 'phalotinesaibh2@gmail.com'.
- ☒ **You are the primary contact**
- Your gender:** A dropdown menu.
- Street Address:** A text input field with the value 'Street and number'.
- Apartment, Suite, unit, etc (optional):** A text input field.
- City:** A text input field with the value 'City'.
- Province:** A dropdown menu with the value 'Province'.
- Postal code:** A text input field with the value 'Postal code'.
- Country:** A dropdown menu with the value 'Country'.

STEP 6

1. Click on “Add new child” or “Select child” if already added.

The screenshot shows the MAC registration form at the URL <https://macnet.ca/program-analysis/step-6-registration>. The form is titled "Student Information" and is part of a multi-step process. A red arrow points from the instruction box to the "Add New Child" button.

MAC Muslim Association of Canada Register - Your Account - English - Welcome [User Name]

1 Parent/Guardian Information 2 **Student Information** 3 Emergency Contact 4 Medical Information 5 Documents & Finance

Select child:
Select child: [Dropdown menu] OR
Click on Add New Child to add a child to your profile
Add New Child

Does the student live with both parents?
Yes [Dropdown menu]

Are there any custody issues?
☒ No ☐ Yes

Language spoken at home:
Select [Dropdown menu]

Back Next

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STEP 7

1. Add child details.
Required fields are
marked with an “*”

Make sure to enter
the correct date of
birth of the child!

The screenshot shows the MAC (Muslims Association of Canada) website. The main content area displays the 'Add Child Details' form. The form includes the following fields and options:

- First Name ***: Text input field.
- Last Name ***: Text input field.
- Date Of Birth ***: Text input field, highlighted with a red arrow.
- Gender**: Dropdown menu with 'Male' selected.
- ☐ Child address is different from your address
- Email Address**: Text input field.
- Save** and **Cancel** buttons.

The left sidebar shows the 'Children' link under the 'ACCOUNT SETTINGS' section, highlighted with a red arrow.

STEP 8

1. Enter “Emergency contacts” other than parents.

2. Enter name of individual (other than parent) who is authorized to pick up your child from school.

The screenshot shows the MAC (Muslim Association of Canada) online registration form, specifically the 'Emergency Contact' step. The form is titled 'Emergency Contact' and includes the following sections:

- Emergency contacts:**
 - Other than parent Name*
 - Phone Number*
 - Relationship to student*
- Authorized pick-ups:**
 - Name*
 - Phone Number*

At the bottom of the form, there are 'Back' and 'Next' buttons. The footer includes the copyright notice '© Copyright 2021, Muslim Association of Canada' and links for 'Privacy' and 'Support'.

STEP 9

1. Complete your child's "Medical Information"

The screenshot shows the MACS (Muslims Association of Canada) registration form. The browser address bar shows the URL: <https://macs.ca/registration>. The page has a purple header with the MACS logo and navigation links. The main content area is white and contains a series of tabs: "Parent/Guardian Information", "Student Information", "Medical Information", and "Documents & Finance". The "Medical Information" tab is currently selected and highlighted with a red arrow. Below the tabs, the form asks the user to indicate if their child experiences or has experienced any of the following conditions, with "No" or "Yes" radio button options:

- Does your child have any physical conditions that we should be made aware of? (If yes, please explain)
☒ No ☐ Yes
- Does your child have any allergies to insect bites, medication or food? (If yes, indicate all allergy types)
☒ No ☐ Yes
- Epilepsy
☒ No ☐ Yes
- Medical: (e.g. Vision/Hearing/Sensory/Chronic/Mobility)
☒ No ☐ Yes
- Asthma
☒ No ☐ Yes
- Is your child immunized (yellow card)?
☒ No ☐ Yes
- Any dietary or exercise restrictions?
☒ No ☐ Yes
- Has your child been diagnosed with behavioral, cognitive, or other disorders affecting their ability to learn?
☒ No ☐ Yes
- Does your child have a cognitive delay, speech delay?
☒ No ☐ Yes

At the bottom of the form, there is a link: [View your child's record with ADNET](#).

STEP 10

1. Upload the child's birth certificate and health card.

2. Complete the "Financial Agreement" and the "Parental Agreement"

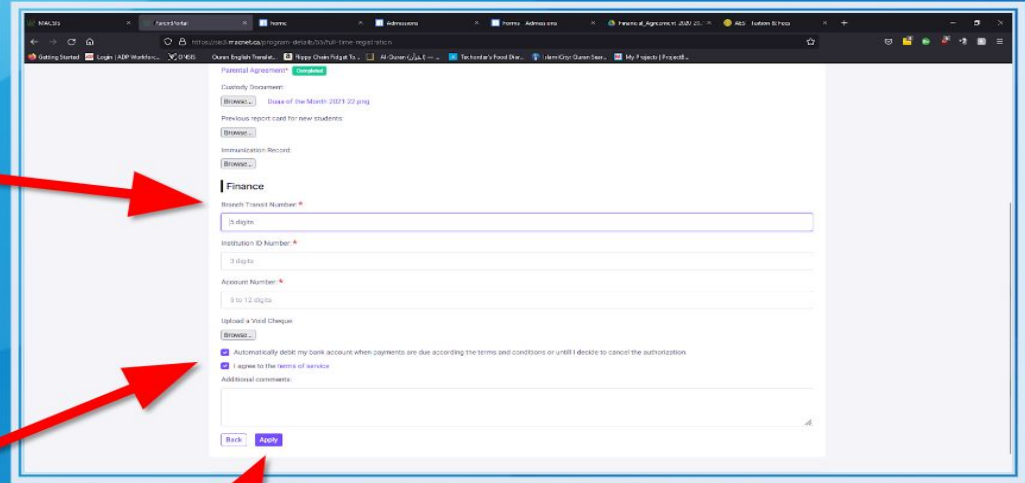
The screenshot shows a web portal interface with a navigation bar at the top containing tabs: Parent/Guardian Information, Student Information, Emergency Contact, Medical Information, and Documents & Finance. The 'Documents & Finance' tab is active. Below the navigation bar, the 'Documents' section lists several items: 'Birth Certificate or Immigration status/proof of residency, if not born in Canada' (with a 'Browse...' button and a file named 'Date of the Month 2021-22.png'), 'Health Card' (with a 'Browse...' button and a file named 'Date of the Month 2021-22.png'), 'Financial Agreement' (with a 'Browse...' button and a status of 'Incomplete'), and 'Parental Agreement' (with a 'Browse...' button and a status of 'Incomplete'). Below the 'Documents' section, the 'Finance' section contains fields for 'Branch Transit Number' (5 digits), 'Institution ID Number' (3 digits), and 'Account Number' (5 to 12 digits). At the bottom of the 'Finance' section, there is a link to 'Upload a Void Cheque' with a 'Browse...' button. Two red arrows originate from the instruction boxes: one points to the 'Documents' section and the other points to the 'Finance' section.

STEP 11

1. Enter the banking information to setup automatic withdrawals from your bank account

2. Check both "Check boxes"

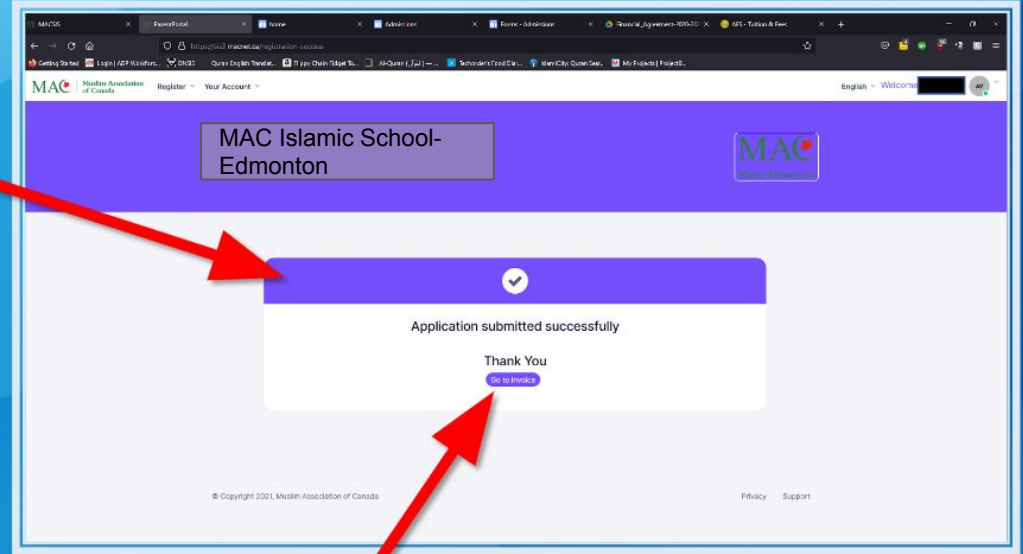
3. Click on "Apply"



The screenshot shows a web browser window displaying a form titled "Parental Agreement" with a green "Completed" status. The form includes sections for "Currently Document", "Previous report card for new students", and "Immunization Record", each with a "Browse..." button. The "Finance" section contains three input fields: "Branch Transit Number" (3 digits), "Institution ID Number" (3 digits), and "Account Number" (8 to 12 digits). Below these is a link "Upload a Void Cheque" with a "Browse..." button. Two checkboxes are present: "I automatically debit my bank account when payments are due according to the terms and conditions or until I decide to cancel the authorization" and "I agree to the terms of service". An "Additional comments" text area is at the bottom. At the very bottom of the form are "Back" and "Apply" buttons. Red arrows point from the instructional text boxes to the "Finance" section, the checkboxes, and the "Apply" button.



1. Congratulations, you've successfully registered your child! You should also receive emails confirming a. Payment received, b. Successful student registration, c. Invoices created. If you did not receive these emails, then please confirm that you have successfully submitted the application and the payment and contact us. Repeat these steps to register additional children.



2. You can view all your invoices. The invoice for the “Ancillary Fees” will be added later and is due on **Aug. 1st**. Please visit “Tuition & Fees” page for more information.