

# Niagara Region Child Care Registry

One application. One list.



## INSTRUCTIONS TO REGISTER ON THE NIAGARA REGION CHILD CARE REGISTRY:

WEBSITE: <https://niagara.onehsn.com>.

1. The registration and login section is displayed at the top/right portion of the screen. If you do not currently have an account click "Create an Account";
2. You will then be asked to input your email...you MUST have an email account to do this. Once you have done this a link will be sent to your email address. Click on this link to continue;
3. You will then be asked to create a passphrase. It will let you know if the phrase is good by changing to a green colour. If it does not change to green, your password will not be accepted. It should be 8 characters and include capitals, symbols and numbers. Click "Set PassPhrase".
4. Click Begin Application;
5. Input your address and click "next step";
6. If you are not employed by an agency you can simply click "Next Step" to continue;
7. Once you have confirmed the information is correct, click "Save and Add Child"
8. Input your child's information. You can put part of the school name and it should give you a drop down box...for the viability test please input "DSBN – school name";
9. If you are not being referred by an agency, you can simply click "Next Step"
10. The next screen asks if you are in need of financial assistance, you have three choices, you must pick one and click "Next Step"
11. Confirm everything is correct and click "Continue and Apply to Programs"
12. Your preferred start date for this year MUST BE September 8, 2015, this is the first day of school; Complete the full screen and click "Next Step"; If you wish to click the other boxes you must click "select all" first in order to remove the check marks from all boxes, you can then choose...it is not mandatory to choose these however;
13. A list of schools/centres will now come up, your school will start with DSBN – "school name"; Click "Next Step"
14. You will then be asked to review the application; If everything is correct you can click "Save and return to home screen";
15. You can add more children at this point;