

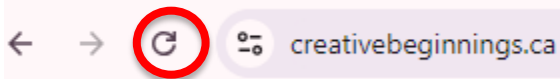
Steps to register for Screening and Early Intervention

We have a **new website**. To register your child, follow these steps. It works best on a computer.

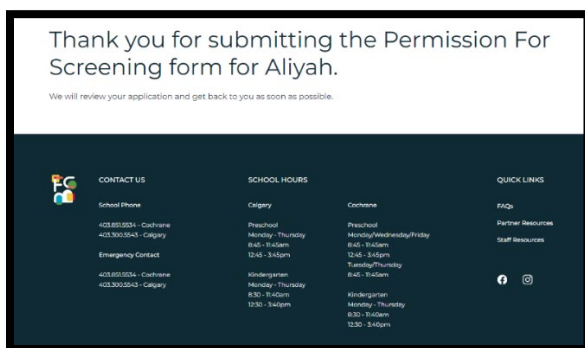
- ✓ The link below will take you to our **new** website. Click the orange button **LOGIN/CREATE AN ACCOUNT**. You will create a parent account in the forms portal.
<https://creativebeginnings.ca/forms-portal/>
- ✓ **Be sure to write down your username and password** as you will need them to login after you create your account.
- ✓ To **translate** information on the website to another language, right click on the page
 - Choose Translate to English
 - Click on the 3 dots
 - Click - Choose another language
 - Click your language
 - Click translate

To give permission for screening or to register your child follow these steps.

1. Once the parent account is completed, you will receive **an email with a link** to verify your account.
2. Click the verification link, and you will be taken back to the website homepage.
3. Refresh the homepage by clicking the arrow as shown in the red circle below.



4. Click the orange **LOGIN/CREATE AN ACCOUNT** button.
5. You will login with the username and password you created.
6. Once you login, you will be taken to the Forms Portal. Scroll down the page to find **Early Intervention Forms**.
7. Complete the form called **STEP 1 – Permission for Screening** and click submit.
8. If you click submit and the form doesn't process, check to see if you made mistakes on the form. Look for red markings to indicate a mistake.
9. Fix the mistake and click submit again.
10. If the form is submitted correctly, you will see the message below with **your** child's name



Foothills Creative Beginnings

Calgary Preschool, Kindergarten & Office – 129 - 2640 52 Street NE Calgary, AB T1Y 3R6
Cochrane Preschool, Kindergarten – 2208 - 120 Fifth Ave Cochrane, AB T4C 0A4

11. **After screening**, if the therapists determine your child would benefit from assessment and/or early intervention, you will be asked to log back into your parent portal on the website and follow steps 4 and 5 above. At step 6 you will choose the form that says **Early Intervention (PUF/MM) Registration**.
12. To complete the Early Intervention Registration, you must upload a PDF to show Canadian Citizenship status (birth certificate, Alberta Health Care Card, Permanent resident card etc.)
13. After submitting your **Early Intervention (PUF/MM) Registration** form you will receive another message saying, thank you for submitting the **Early Intervention (PUF/MM) Registration**.

Please let us know if you have any questions. Email Office@foothillscreative.org or call 403-300-5543