

2014

Westmount Charter School

Family Zone Reference

[[SECURE ZONE REG1.WESTMOUNTCHARTER.COM](https://securezone.reg1.westmountcharter.com)]

The Family Zone was launched on March 6, 2008 to all families of Westmount Charter School. This reference is mainly to help new users quickly see the steps to perform simple tasks. It is meant as a quick reference and is not a complete authority on the functionality of the Family Zone Area.

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Security

The Family Zone of the Westmount Charter School website is designed to allow for administrative functions required by parents. The site holds information we need to work with students. The information is in a highly secure building and governed by our privacy policy which can be read online at:

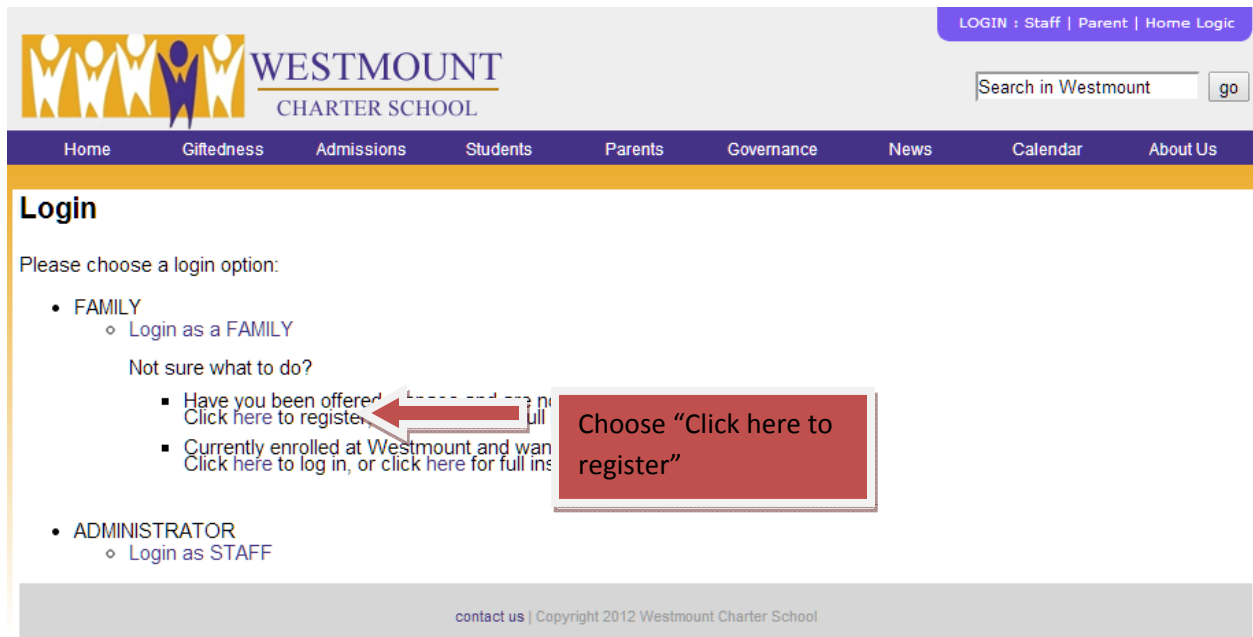
<http://www.westmountcharter.com/myhome/privacy.asp>


Additionally, we allow families to pay fees through our secure payment page. This page is hosted by Moneris (<http://www.moneris.com>) which performs thousands of secure payment transactions every day. This company takes care of all the security requirements needed to ensure your banking safety. Westmount Charter School does not store any of your confidential banking information (including card and account numbers) nor do we have access to this information. We simply transfer you to the Moneris site when it comes time to enter this information and store whether the transaction was successful along with some base information sent back from Moneris such as the transaction number) when the transaction is complete. The Moneris site is encrypted and is as safe as using your credit card in a retail store (which uses the same technologies for payments).



Registration

The following screen shots explain the registration process:




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[Home](#) | [Giftedness](#) | [Admissions](#) | [Students](#) | [Parents](#) | [Governance](#) | [News](#) | [Calendar](#) | [About Us](#)

[LOGIN : Staff | Parent | Home Logic](#)

Register Family Step 1 of 2

Please provide some family details to see if we can find you in the database.


You only need to search for one of your children if you have more than one attending WCS.

Student Last Name: *
 Student WCS Number: *
(example: 00020####)
 Student Postal Code: *
Format: T1T 1T1
 Student Birthdate: *

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Enter the requested information. You only need to do this for one of your children if you have more than one student.

Click "Register" when done.


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[LOGIN : Staff | Parent | Home Logic](#)

Register Family Step 2 of 2

Please provide an email address and password. Your email address will work as your username and will be mailed if you forget it. Your password must be at least 6 characters long and may contain letters, numbers, and special characters.

Family Email Address: *
 Family Password: *
 Confirm Family Password: *

[Don't have an email address?](#)
[Advice on choosing a password](#)

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Enter an email address where we can send your password if you forget it! Then enter the password you will use as a family (you can change it later).

Click "Register" when done.

Password Retrieval

The following screen shot explains how to retrieve your password:

LOGIN : Staff | Parent | Home Logic

WESTMOUNT CHARTER SCHOOL

Search in Westmount go

Home Giftedness Admissions Students Parents Governance News Calendar About Us

Family Login

Please provide your login details.

Username:
(usually your email address)


Password:

Login

This area is protected by encryption!

SECURED BY
Entrust
SSL
VERIFY

Your information is secure!

Forgot your password?  Choose "Forgot your password" clicking here!

Forgotten Username? Send your student's name

Not registered to log in to this site? Get your user

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LOGIN : Staff | Parent | Home Logic

WESTMOUNT CHARTER SCHOOL

Search in Westmount go


Home Giftedness Admissions Students Parents Governance News Calendar About Us

Retrieve Password

Please provide your email address below - you must provide the email address you registered with

Email:

Login Type:

Request 

Forgotten Username? Send your student's name to our Communications Coordinator by clicking here!

Enter the email you registered with and click "Request". An email will be sent with your password

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Password Change

The following screen shot explains how to change your password:

WESTMOUNT CHARTER SCHOOL

Home Giftedness Admissions Performance News Calendar About Us

LOGIN : Staff | Parent | Home Logic

Search in Westmount go

Family Password Change

Passwords must:

- Be a miinimum of 6 characters long
- Contain 1 lower case letter
- Contain 1 UPPER case letter
- Contain 1 number
- Contain 1 special letter like \$%^&#@!*()+-
- NOT contain a sequence of number longer than 3

Please MAKE NOTE OF THIS PASSWORD for future use!

Existing Family Password: *

Family Password: *

Confirm Family Password: *

Change

Your 2014-2015 registration is complete!

2014-2015 Transportation Choices: Sarah - AMPM

Family Zone

- [Home](#)
- [Password Change](#)
- [Student Directory](#)
- [Family Information](#)
- [Student Information](#)
- [Contact Information](#)
- [Pay Fees](#)
- [Payment History](#)
- [Food Order Transactions](#)
- [WCS T-shirt Order Trans.](#)
- [Create Food Order](#)
- [Bus Subscriptions](#)

Information Review and Update

The following screen shot explains a basic information update (area marked with a * must be completed before you are considered "registered"). You can choose the "Not Registering" quick link to indicate your student will not be returning in the coming school year. On each of the Family, Student and Contact pages you will need to verify the accuracy of the information we have on file each year at registration time:

The screenshot shows the Westmount Charter School website's Family Zone. At the top, there is a navigation bar with links for Home, Giftedness, Admissions, Students, Parents, Governance, News, Calendar, and About Us. A search bar is located on the right. Below the navigation bar, the main content area is titled "Welcome to the Family Zone!".

On the right side of the page, there are two informational boxes:

- Your 2014-2015 registration is complete!** (with a checkered flag icon)
- 2014-2015 Transportation Choices:** Sarah - AMPM (with a bus icon)

Below these boxes is a "Family Zone" menu with the following links: Home, Password Change, Student Directory, Family Information, Student Information, Contact Information, Pay Fees, Payment History, Food Order Transactions, WCS T-shirt Order Trans., Create Food Order, Bus Subscriptions, and Your Directory Info.

A red arrow points from the text "Update any information with these links" to the "Family Information" link in the menu.

The main text area contains the following information:

- A paragraph explaining that the area is for families to access resources and password-protected zones.
- A note that updated information will be emailed to the WCS office.
- A reminder to "Remember to logout when you are done!".
- A section titled "WESTMOUNT WEB" SECURE ZONE - PAGE LINKS:" with links to:
 - Student Accident Insurance Standard Claim Form
 - Student Accident Policy Wordings With Endorsement
 - Westmount Emergency and Urgent message page - if there are any Emergency and/or Urgent messages will be an email to parents and a posting on this page! (Stay tuned!)

"Annual Verification" of the above information is required.

I confirm the above information is correct

Pay a Fee

The following screen shots show the process for fee payment. You cannot make payments until Family, Student and Contact Information is verified. As well the registration form must be filled completed:

WESTMOUNT CHARTER SCHOOL

Home Giftedness Admissions Students Parents

Family Fees Pay

Step 1 of 3 - Select Fees to Pay

Sarah [REDACTED]

- G131433 - G1-2 Instructional Resource Fee~ (\$250.00)
- G131456 - Grades 1-12 Registration Deposit Credit~ (\$-100.00)
- R141501 - Grades 1-12 Non-refundable Registration Deposit~ (\$100.00)
- T141501 - Grades 1-12 Non-refundable School Bus Deposit~ (\$100.00)

CURRENT CHOICES FOR TRANSPORTATION :
Sarah - AMPM

[RESET CHOICES](#)

A list of fees that applies to each student will show on this page. Check the one(s) you wish to pay.

Click "Calculate Total" when done.

W : Staff | Parent | Home Logic

Search in Westmount go

Calendar About Us

Areas marked with "*" (below) are required in order for registration to be completed for the coming year!

YOU ARE NOT REGISTERED AT THIS POINT FOR THE COMING YEAR!

2014-2015 Transportation Choices:
Sarah - AMPM

Not intending to register student(s)? [Click here.](#)

Family Zone
[Home](#)

WESTMOUNT CHARTER SCHOOL

Home Giftedness Admissions Students Parents Governance News Calendar About Us

Family Fees Pay

Step 2 of 3 - Confirm Selections

Student	Id	Code	Description	Amount	To Be Paid
[REDACTED]	963852741	G131433	G1-2 Instructional Resource Fee~	250.00	250.00
[REDACTED]	963852741	G131456	Grades 1-12 Registration Deposit Credit~		
[REDACTED]	963852741	R141501	Grades 1-12 Non-refundable Registration Deposit~		
[REDACTED]	963852741	T141501	Grades 1-12 Non-refundable School Bus Deposit~		
Total (Canadian Dollars)					

Review the chosen fees and either click "Pay Above" to proceed or "Go Back" to change selections

Areas marked with "*" (below) are required in order for registration to be completed for the coming year!

YOU ARE NOT REGISTERED AT THIS POINT FOR THE COMING YEAR!

2014-2015 Transportation Choices:
Sarah - AMPM

ing to register ? [Click here.](#)

[Change](#)
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LOGIN : Staff | Parent | Home Logic

Search in Westmount

- Home
- Giftedness
- Admissions
- Students
- Parents
- Governance
- News
- Calendar
- About Us

Family Fees Payment Submission

We now have all the information we need! You will now need to make a payment with our bank. You will be taken to the Moneris Site to do this and, after you make your payment you will be returned to this site. All transactions are completely secure!

We have had some difficulties with transactions not being completed on the Moneris site. If you experience any difficulty from this point through to the time when you return to our site from the Moneris; then please make us aware of the problem. Of particular note, if you believe your payment went through but your payment history shows otherwise please check your email for a copy of your receipt from Moneris and forward it along with a description to us so we can ensure your payment is recorded correctly with Westmount Charter School. If you experience any trouble on the Moneris site, you do not get an email from Moneris and we are not showing a transaction in our system, please contact us immediately. If you do not see a transaction in our system, you do not get an email from Moneris and we are not showing a transaction in our system, please contact us immediately. If you do not see a transaction in our system, you do not get an email from Moneris and we are not showing a transaction in our system, please contact us immediately.

[Show Refund Policy](#)

An email will be sent to the following address to confirm receipt. If you would like the confirmation to be sent elsewhere:

An email will be sent with your payment confirmation from the bank. You can change this if you want

Areas marked with "*" (below) are required in order for registration to be completed for the coming year!

YOU ARE NOT REGISTERED AT THIS POINT FOR THE COMING YEAR!





2014-2015 Transportation Choices: Sarah - AMPM

Not intending to register student(s)? [Click here.](#)

- Family Zone**
- [Home](#)
 - [Password Change](#)
 - [Student Directory](#)
 - [Family Information](#)
 - [Student Information](#)
 - [Contact Information](#)
 - [Pay Fees *](#)


WESTMOUNT CHARTER SCHOOL

Item Details

Description	Product Code	Quantity	Price
G131433 G1-2 Instructional Resource Fee	Sarah 	1	\$250.00
G131456 Grades 1-12 Registration Deposit Credit	Sarah 	1	\$-100.00
R141501 Grades 1-12 Non-refundable Registration Deposit	Sarah 	1	\$100.00
T141501 Grades 1-12 Non-refundable School Bus Deposit	Sarah 	1	\$100.00
Total (CAD):			\$350.00

Customer Details

Customer ID: 1689

Email Address: 

Note:

Payment Details

Transaction Amount: \$350.00 (CAD)



Order ID: wcs13991

Please complete the following details exactly as they appear on your credit card.
Do not put spaces or hyphens in the credit card number.

Cardholder Name:

Bank Results

THANK YOU FOR YOUR PAYMENT!

Please see below for the results of your transaction. If the message has the word "APPROVED" then we have recieved your payment!

Authorization Code	064016
Reference Number	660021790018571370
Message	=
Amount	8.00

Review Payments

The following screen shot shows how to see a report of payments:

The screenshot displays the Westmount Charter School website interface. At the top, there is a navigation bar with the school logo and name, a search box, and a login menu (Staff | Parent | Home Logic). Below this is a secondary navigation menu with links for Home, Giftedness, Admissions, Students, Parents, Governance, News, Calendar, and About Us.

The main content area features a "Welcome to the Family Zone!" heading. Below this, there is a paragraph explaining the purpose of the zone and a note about email updates. A "Remember to logout when you are done!" reminder is also present.

On the right side, there are two informational boxes: one for 2014-2015 registration completion and another for transportation choices (Sarah - AM/PM). Below these is a "Family Zone" menu listing various links. A red arrow labeled "Review Here" points to the "Pay Fees" link in this menu.

"WESTMOUNT WEB" SECURE ZONE - PAGE LINKS:

- [Student Accident Insurance Standard Claim Form](#)
- [Student Accident Policy Wordings With Endorsement](#)
- Westmount Emergency and Urgent message page - if there are any Emergency and/or will be an email to parents and a posting on this page! (Stay tuned!)

Family Zone

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- [Food Order Transactions](#)
- [WCS T-shirt Order Trans.](#)
- [Create Food Order](#)
- [Bus Subscriptions](#)
- [Your Directory Info](#)
- [Apple Purchase](#)
- [2012 Parent Survey](#)
- [Terms of Use](#)

Last Accepted: 1/24/2014