



## EMA Account Creation & Login | Parent/Guardian Reference Guide

### Access to the Excursion Management Application (EMA)

To start the account creation process, open a browser and navigate to:

URL: <https://parent.ema.tdsb.on.ca/>

Click the purple “Login” button at the bottom of the page to access the Login page.

TDSB Excursion Management Application

The TDSB is committed to and values the full and equitable inclusion of all students in safe, curriculum-based excursions. The TDSB recognizes and encourages educational value, learning experiences, the world beyond the classroom, and acknowledges that excursions should be an integral part of every student's program of study

Login

### Access the Login Page

TDSB Parent/Guardian Login

Email Address

Password [Forgot your password?](#)

Sign in

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

On the “TDSB Parent/Guardian Login” page click on the “[Sign up now](#)” link at the bottom of the page to access the “Create a New Account” page.



## EMA Account Creation & Login | Parent/Guardian Reference Guide

### Enter your Email Address

TDSB Parent/Guardian Login  
Create a New Account

Please enter the email address on file at your child's school. \*

xxxxxxxx@gmail.com

Send verification code

At the top of the create account page, enter the email address that is registered on file at your child's school.

Click on the “[Send Verification Code](#)” button.

A verification code will be sent to your email account.

Login to your email account and find the email to retrieve the code.

Wait for an email from:

“[Microsoft on behalf of Toronto District School Board <msonlineservicesteam@microsoftonline.com>](#)”

If it does not appear in your “inbox”, look in your “junk email” folder.

### Enter the Verification Code

Once you have retrieved the 6-digit code, type the code in the “[Verification code](#)” field and click the “[Verify code](#)” button to verify your email.

You will have 5 minutes to complete this step before the verification code expires.

If you were not able to retrieve the email verification code in 5 minutes, you can request a new code by clicking on the “[Send New Code](#)” button.

Reset your password

Verification code has been sent to your inbox. Please copy it to the input box below.

Email Address

Verification code

Verify code Send new code

Continue Cancel



## EMA Account Creation & Login | Parent/Guardian Reference Guide

### Create a Password

Create Password \*

  
  
Confirm New Password \*

Enter a password between 8-16 characters in the “[Create Password](#)” field.

Your password should contain 3 or 4 of the following criteria: lowercase letters, uppercase letters, numbers (0-9), and one or more special symbols: @ # \$ % ^ & \*

Re-enter the same password in the “[Confirm New Password](#)” field.

### Confirm your Child

Student Number \*

  
Please enter the 9 digit TDSB student number for one of your children  
  
Postal Code \*

Enter the 9-digit Trillium “[Student Number](#)” for one of your children.

To find your child’s student number, you can ask your child, or contact your child’s teacher or school.

Enter the “[Postal Code](#)” on file at your child’s school.

### Read the Terms of Use

**Toronto District School Board**

Policy P088

Title: **ACCEPTABLE USE OF INFORMATION TECHNOLOGY RESOURCES**

Adopted: April 15, 2015  
Revised: March 22, 2017  
Reviewed: March 22, 2017  
Authorization: Board of Trustees

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**1.0 OBJECTIVE**

1.1. To provide users with Information Technology Resources for educational and business purposes dedicated to improving student success, achievement, and well-being.

Click on the “[Terms of Use](#)” link to review TDSB’s “Acceptable Use of Information Technology Resources” document.

When you click on this link, you will be taken to a new page in your browser. On this page, click on the “[PDF document](#)” link. Once you finish reading the document, close the browser tab to go back to the create account form to complete the account creation process.



## EMA Account Creation & Login | Parent/Guardian Reference Guide

### Agree to the Terms of Use

Click on the “[I agree to the Terms of Use](#)” checkbox.

Click on the green “[Create](#)” button to finish creating your TDSB Parent/Guardian Login Account.

I agree to the [Terms of Use](#) \*

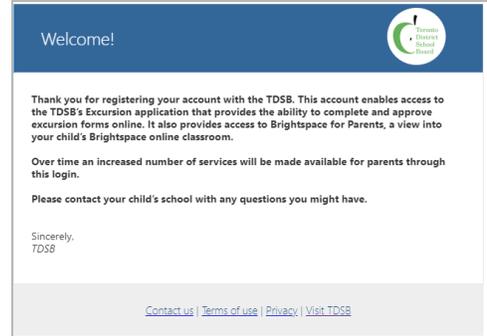
[Create](#) [Cancel](#)

If there are any issues with the data on the screen, you will receive a warning message. After correcting the issues, click on the “[Create](#)” button again.

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### View the Welcome Message

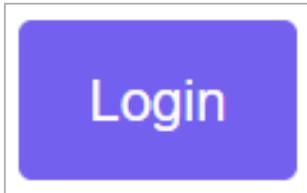
You should receive a welcome message in your email account from “[TDSB <tdsb@tdsb.on.ca>](mailto:tdsb@tdsb.on.ca)” that you have successfully completed the registration process.





## EMA Account Creation & Login | Parent/Guardian Reference Guide

### Access to EMA



Go back to the EMA page by typing to the following

URL: <https://parent.ema.tdsb.on.ca/>

Click the purple “Login” button at the bottom of the page to access the Login page.

### Access the Login Page

Enter the email address that is registered on file at your child’s school and was used during the account creation process.

Enter your “Password” which you created during the account creation process.

Click the “Sign In” button.

TDSB Parent/Guardian Login

Email Address

Password [Forgot your password?](#)

[Sign in](#)

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

### Login to EMA

Once logged into the Excursion Management Application, you will have access to all children associated with that email address.

