



# USER'S GUIDE

SECURE SITE FOR HOMESCHOOL  
PROVIDERS

Coordination and content

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[Direction générale des ressources et encadrements pédagogiques](#)

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# USER'S GUIDE


## HOMESCHOOLING SECURE SITE

### 1. Accessing the Secure site


Upon accessing the Secure Site for Homeschool Providers, the **login** page will be displayed.


Enter login information to access an existing profile or select **Create an account** to create a new account.

 Secure site for homeschool providers Français


 **Please log in**

For technical support, please contact us at 514-787-3583, extension 5410, or at 1-877-787-3583 (toll free). You can also send us a message at [DEM-espacesecurise@education.gouv.qc.ca](mailto:DEM-espacesecurise@education.gouv.qc.ca).



 Parents' access

 Employee access

**Username \***



**Password \***

Login

[I've forgotten my username](#)

[I've forgotten my password](#)

Don't have an account? [Create an account](#)

## 2. Creating an account

Read the instructions and click **Next page**. Complete the required fields to create a new account.

### Create an account ✕

The Ministère de l'Éducation collects your email to create a secure account for you, to send you the acknowledgment of receipt of the homeschooling notice, as provided under section 3 of the Homeschooling Regulation (CQLR, c. I-13.3, r. 6.01), and to ensure the follow-up of the education received by your child(ren) at home. As this email is intended as a secure communication, it is required that it be restricted in order to protect the confidentiality of your process. Only duly authorized persons will have access to the information collected. These will be kept by the Direction de l'enseignement à la maison, as long as the Ministère is responsible for monitoring the education received by your child(ren) at home.

Parents who choose homeschooling for their child must send a written notice to the Minister no later than July 1 of each year. In the event that the child ceases to attend an educational institution during a school year, the notice must be sent within ten days of which school attendance ceases. To this end, the Ministry makes the secure site for homeschool providers available to parent-educators. Make sure to complete the annual declaration notice for each child, in this platform. If the Ministère does not receive any notice(s) from you, your child(ren) will have to attend a school, because the exemption from the obligation to attend a school to receive education at home will cease to apply under the Education Act (CQLR, c. I-13.3). **Please note that you must also send the notice(s) to the school board or school service centre that has jurisdiction.**

Finally, we remind you that you can consult the personal information held by the Ministère or request its rectification within the legal limits provided under the *Act: Respecting Access to Documents Held By Public Bodies and the Protection of Personal Information* (CQLR, c. A-2.1).

Page 1 of 2

**Next page**

Choose a username and a password and fill out the form. Then, click on the **Submit** button at the bottom of the page to receive an email to finalize the account creation.

Please note that it may take a few minutes to receive the activation email. Check your junk mail box if you do not receive the message. Click on the hyperlink in the email to activate the access code.

### Account Activation - Secure site for homeschool providers



no-reply-em@education.gouv.qc.ca

Hello,

Here is the link to activate the access to your account.

<https://accp-enseignementmaison.education.gouv.qc.ca/em/utilisateurs/fr/a/activate/220174gylmbr68kt2>

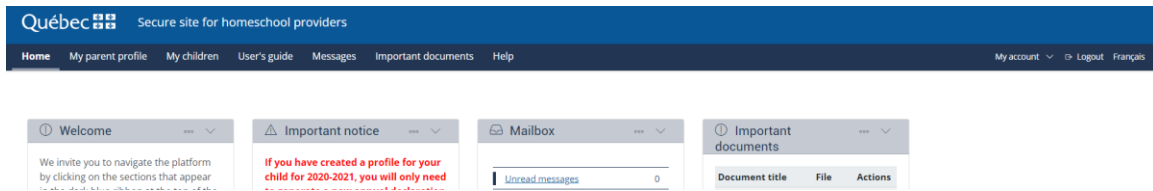
When you click on the link provided in the email, a message will confirm that your account is now active.

- ✓ L'activation de votre compte est complétée. Vous pouvez maintenant accéder à l'Espace sécurisé relatif à l'enseignement à la maison.
- ✓ The activation of your account is complete. You can now access the [Secure site for homeschool providers](#).

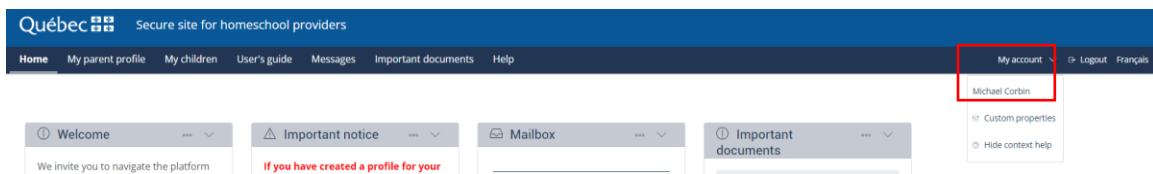
You can then click on the link in the message to be redirected to the verification page. Please enter your username and password and click the **Login** button.

### 3. Home panorama

Once your verification is validated, you will be automatically redirected to the **Home** tab.

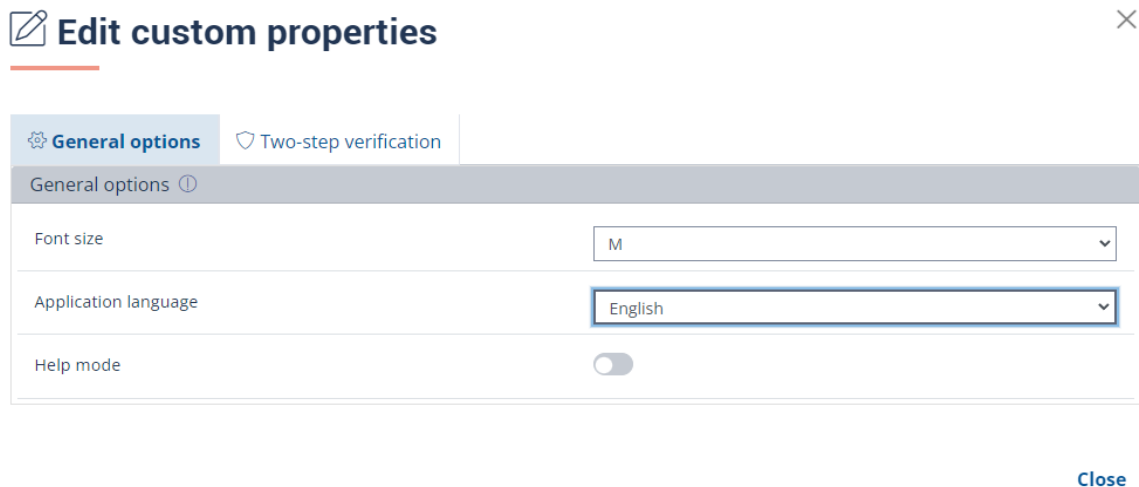


Several options are permanently located at the top right of your screen. Users can change their profile and password by clicking on the **My account** tab and then on their name.



It is also possible to access the custom properties by clicking on the options that appear under your name.

In the custom properties, you can adjust the font size, hide or show the contextual help and change the language.



The **Two-step verification** tab in the custom properties' panorama allows you to add a security check step when you connect to the Secure site. By activating the **Two-step verification**, every time you verify your identity on the Secure site, an additional step will ask you to retype a code that will be sent to you according to the verification method you previously chose, thus reinforcing the security of your account.

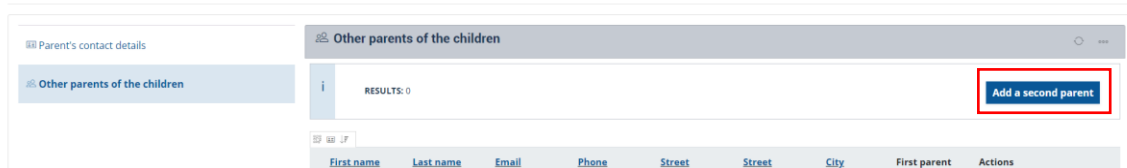
## 4. My parent profile

The **My parent profile** tab allows the user to view and edit their personal information.



\* In the event that you are not able to modify your personal information, please advise your resource-person, who will be able to make the desired changes.

The **Other parents of the children** tab, on the left of your screen, allows you to add details about the other parent of the child. Simply click on the **Add a second parent** button to create this profile.





## 5. My children

The **My children** tab allows you to add or edit information about your homeschooled children.

Québec Secure site for homeschool providers

Home My parent profile **My children** User's guide Messages Important documents Help

My account Logout Français

This section allows parents to submit documents for each child who is homeschooled.

To add a child to your account, simply click on the "Add a child" button and enter the information requested in the next window. The child will then be registered on the site under your account.

To consult the information concerning one of your children, click on the "View" button to the right of the child's name.

RESULTS: 0

Add a child

To add a child, click on the **Add a child** button. This step ensures that your children are linked to your (parent's) account. Fill out the form and click on the **Next page** button.

\* Please note that a child who turned 6-years-old after July 1<sup>st</sup> of the current school year or who turned 16-years-old before July 1<sup>st</sup> of the current school year cannot be registered in the Secure site. An error message will instantly appear:

2018-12-27

The child must be at least 6 years old or less than 16 years old as of July 1st of the current school year to be homeschooled.

On the second page of the form, after completing the question about the child's address, you must add your child's annual declaration notice for the applicable school year. Your child's homeschool registration will not be officially completed without this step. To do so, click on the **+ Subscription** button.

Fill out the form and click on the **Submit** button.

Then, you can click the **Annual notice of intent** button to generate a completed form that you can send to the school service centre or the school board responsible for your child. Once the form has been downloaded, click on the **Submit** button.

You must add the annual homeschooling notice for the relevant school year.

Status	School year	Actions
Ongoing	2021-2022	Modify Annual notice of intent

Page 2 of 2

Previous page Submit

Then click on the **Back** button to return to the list of children.

Back

Your child has been added to your account. You may now click on the "Back" button to consult their profile in the child's profile. You should be able to submit the learning project and other documents subsequently.

At any time, to view specific information on each child, use the **View** button to the right of the child's name.

Québec Secure site for homeschool providers

Home My parent profile **My children** User's guide Messages Important documents Help My account Logout Français

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To consult the information concerning one of your children, click on the "View" button to the right of the child's name.

RESULTS: 1

Add a child

First Name	Last Name	School year	Actions
Thomas	Corbin	✓ 2021-2022	<a href="#">View</a>

In the **Personal information** tab, on the left of the screen, you have access to a summary of your child's information since registration.

### / Thomas Corbin / English

[Modify](#) [Back to the list](#)

**Personal information**

Annual notice of intent

**Sommaire**

First parent Michael Corbin

Second parent

In the **Annual notice of intent** tab, you have access to every notices of intent for your child. For the upcoming school years, once the registration period is open, a + **Annual homeschooling notice** button will then be available, allowing you to create a new notice of intent.

### / Thomas Corbin / English

[Modify](#) [Back to the list](#)

**Annual notice of intent**

If you have created a profile for your child for 2020-2021, you will only need to generate a new annual declaration notice per child for 2021-2022. To do this, click on the "+ Annual homeschooling notice" button in the section named "Annual notice of intent" in the profile for your child.

Status	School year	Actions
Ongoing	2021-2022	<a href="#">View</a> <a href="#">Modify</a> <a href="#">Annual notice of intent</a>

The **Homeschooling documents** tab will allow you to file the various documents required by the Homeschooling Regulation. The **Add documents** button allows you to upload required files (learning project, status report, mid-term report, etc.)

Personal information
Annual notice of intent
**Homeschooling documents 2021-2022**
Other documents

Homeschooling documents 2021-2022

School year	Type of document	Assessment status	Date of last submission	Number of files submitted	Actions
2021-2022	Learning project	New			<a href="#">Add documents</a>
2021-2022	Status report	New			<a href="#">Add documents</a>

To upload files, click on the **Add** button under the list of files.

Then click in the attach a document area, which will open a window allowing you to select the file you wish to send, or manually move the file on that area. You can also add a comment if needed and click on the **Submit** button.

**Homeschooling documents 2021-2022**
Other documents
Messages

We accept common files for the creation of these documents (word processing files, tables, PDFs and images). There is no document limit, but each individual document must not exceed 10 Mb.

Attachment \*

Try dropping some files here, or click to select files to upload.

Comments

Note: The Ministère will assess the uploaded documents only after you have checked the "I confirm the submission" box on the next page.

[Submit](#)

\* Please note that the files are not yet submitted to the Direction de l'enseignement à la maison after this step.

You will be redirected to the **List of files** page. If you need to upload another document, repeat the previous procedure by clicking **Add**. When all files have been uploaded, you must then check the **"I confirm the submission"** checkbox and click the **Submit** button, which will ensure that your files are duly submitted to the Direction de l'enseignement à la maison.

List of files

Attachment	Comments	Date	First parent	Actions
<a href="#">canevas_projet_apprentissage_secondaire.pdf</a>		2022-01-27 18:18	Michael Corbin (felix.mercier@hotmail.com)	<a href="#">Modify</a> <a href="#">Delete</a>

[+ Add](#)

Number of files submitted

0

Number of new files

1

Check the box to confirm that new files have been submitted to the Ministère for assessment.
☒ I confirm the submission

[Cancel](#)
[Submit](#)

The **Other documents** tab allows you to upload various documents that you feel would be useful or that may be requested by your resource-person. Click on the **+Add** button to upload a document.



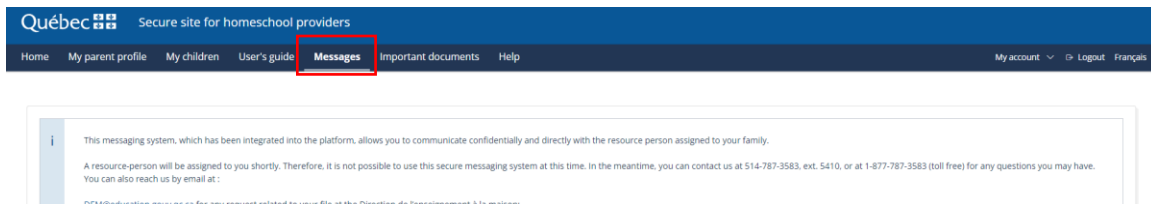
Click on **Send a message** in the **Messages** tab to send any information or questions regarding the child's case.



When writing the message, it should be noted that the recipient will always be the resource-person assigned to your child. Thus, the messaging system will not be accessible until a resource-person has been assigned to your child.

## 6. Messages

All messages sent or received in the Secure *site* will be accessible in the **Messages** tab. You will therefore find messages that concern each of your children as well as messages addressed to the parent, but that do not concern a specific child.



When writing the message, it should be noted that the recipient will always be the resource-person who has been assigned to your child. If you do not have one yet, you can contact the Direction de l'enseignement à la maison for any questions related to your file at [dem@education.gouv.qc.ca](mailto:dem@education.gouv.qc.ca) or for any technical question related to the Secure site at [dem-espacesecurise@education.gouv.qc.ca](mailto:dem-espacesecurise@education.gouv.qc.ca).

EDUCATION.GOUV.QC.CA