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.

Access the Login Page

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.

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

Create a 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

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

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.

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.

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.

View the Welcome Message

You should receive a welcome message in your email account from "TDSB <tdsb@tdsb.on.ca>" that you have successfully completed the registration process.
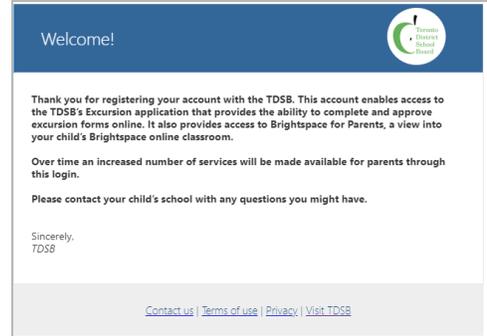
Access to EMA
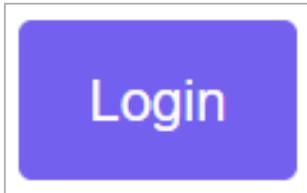
Go back to the EMA page by typing to the following

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.

Login to EMA

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