



ONLINE HOMESTAY APPLICATION INSTRUCTIONS

The information below outlines the steps for creating an online Host Family Application in True North, which is a secure, web-based database used by RMISP.

Step 1:

Navigate to the *Secure Homestay Portal* page by clicking on this link:

<https://mytruenorth.ca/appindex.php?db=rockymountain>

ROCKY MOUNTAIN INTERNATIONAL STUDENT PROGRAM

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Secure Portal - Rocky Mountain International Student Program

[Agents Start Here](#)
For active agents. Create and submit online student applications.

[Parents Start Here](#)
For parent contacts of enrolled students or parents who are not working with an agency and wish to create and submit online student applications.

[Homestay Families Start Here](#)
For families interested in hosting students or currently hosting students

Step 2:

Click on the **Homestay Families Start Here** link.

Step 3:

Before you start your online application, you need to create an account, so click on the **Create Account** link.

Email: *

Password: *

☐ REMEMBER MY EMAIL

[Reset Password](#)

[Create Account](#)

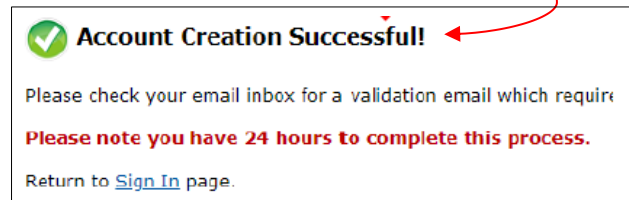
[Homestay Portal Guide](#)

[Portal Home](#)

Step 4:

Enter the required information in the **Account Details** screen. Then click on the **Create Account** button.

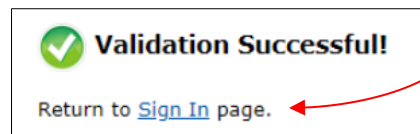
An **Account Creation Successful** message will appear, notifying you that an email has been sent.



The form is titled "Account Details". It has three input fields: "First Name: * Morticia" (marked with a red 1), "Last Name: * Addams" (marked with a red 2), and "Email: * addams@email.com" (marked with a green checkmark and a red 3). Below these is a section titled "Password Requirements:" with four bullet points: "minimum of 8 characters in length", "contain at least one lower case letter (a-z)", "contain at least one upper case letter (A-Z)", and "contain at least one number (0-9)". There is also a note "contain at least one of the following symbols: !@#S&". Below the requirements are two password fields: "Password: * " (marked with a red 4) and "Retype Password: * " (marked with a red 5). At the bottom right is a "Create Account" button (marked with a red 6).

Step 5:

Check your Inbox for a message with "User Account Verification" in the subject heading. (If you can't find an email with this subject heading within 15 minutes, check your junk/spam folders.) Click on the link in this email to complete the account creation. You will get the following message: **Validation Successful!** Then click on the **Sign In** link to return to the Sign In page of the Homestay Portal.



Step 6:

Enter the email and password that you used to create your account and click on the **Sign In** button.

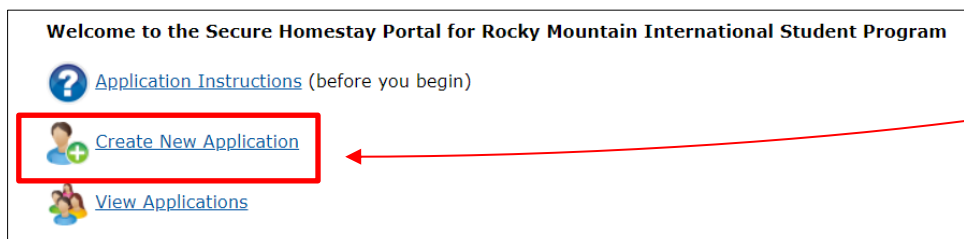
The form has two input fields: "Email: * addams@email.com" (marked with a red 1 and a green checkmark) and "Password: * " (marked with a red 2). To the right of the password field is a "Sign In" button (marked with a red 3). Below the fields is a checkbox labeled "REMEMBER MY EMAIL".

Step 7:

Read the True North Privacy Policy and click **I Accept and Agree** to proceed to the Homestay Portal.

Step 8:

Once you've gathered all the necessary information and documents (see Required Documents below), click on the **Homestay Families Start Here** link; this will take you to the next page where you will enter your email and password from Step 6; click on the **Sign In** button; then click on the **Create New Application** link.



BEFORE YOU BEGIN THE ONLINE APPLICATION PROCESS

Before you begin the online application process, please make sure you have collected all the Required Documents below in the correct format.

You have **15 days** in which to complete the online application. If you need more time, contact an RMISP staff member:

If you live in Kimberley, Cranbrook, Fernie or Sparwood, email Ulli Murtagh at ulli.murtagh@sd6.bc.ca.

If you live in Invermere, Golden or Revelstoke, email Monica De at monica.de@sd6.bc.ca

REQUIRED DOCUMENTS

- ☐ **Host Family Letter**
Write a letter to your prospective student(s). Tell them about your family and what life is like in your home and in your community. Describe your expectations and goals for your student(s) and explain your reasons for wanting to host an international student. Save your letter in PDF or JPG and in a file size less than 3MB.
- ☐ **A minimum of 3 photos in JPG format and less than 3MB**
You'll need a photo of each of the following: 1) the front of your home; 2) your family; 3) the student's bedroom. Additional photos are encouraged if they add important information regarding what your family likes to do and where you live.
- ☐ **Homestay Participation Form**
Ensure the form is complete and that it includes all required signatures/initials. The Homestay Participation Form is included at the end of this document and can also be access on the Secure Homestay Portal (Click on "**Application Instructions**"; then scroll to the bottom of the page and click on the link for the Homestay Participation Form.)

TIPS FOR CREATING AN ONLINE HOMESTAY APPLICATION

CREATE APPLICATION BUTTON: After you click on **Create New Application** from Step 8 in the instructions above, you will get to the screen shown below. Enter the required information and then click on the **Create Application** button at the bottom.

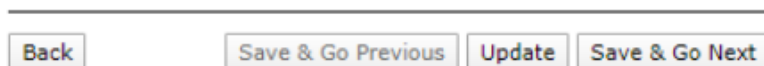
IMPORTANT: Do not enter names in UPPERCASE. Please use correct capitalization:

The screenshot displays the online homestay application interface. At the top, a red-bordered box contains the text: "IMPORTANT: Do not enter names in UPPERCASE. Please use correct capitalization:". Below this, a list shows a correction: "SAMANTHA TABITHA JOHNSTON" (with a red X icon) is replaced by "Samantha Tabitha Johnston" (with a green checkmark icon). The main section is titled "Required Information" and contains several fields:

- Application:** A dropdown menu set to "Host Family". To its right is a red circle with the letter "a" and the text "DESCRIPTION OF APPLICATION TYPE".
- Mother or Father:** A dropdown menu set to "Homestay Mother". To its right is a red circle with the letter "b" and the text "PRIMARY PARENT CONTACT".
- Parent Last Name:** A text field containing "Addams". To its right is a red circle with the letter "c" and the text "PRIMARY PARENT CONTACT".
- Parent First Name:** A text field containing "Morticie". To its right is a red circle with the letter "d" and the text "PRIMARY PARENT CONTACT".

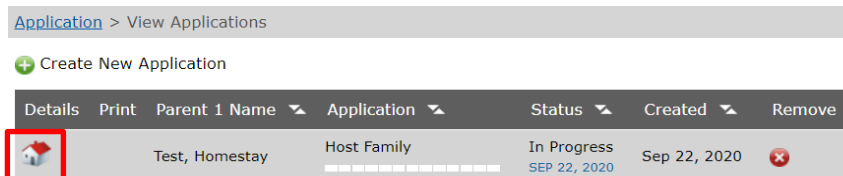
At the bottom of the form, there are two buttons: "Back" and "Create Application". The "Create Application" button is highlighted with a red border and a red circle with the letter "e" next to it.

THE FUNCTIONS OF BUTTONS: When you get to Section 1, you'll notice the following buttons at the bottom of the page. These buttons will appear at the bottom of each section:



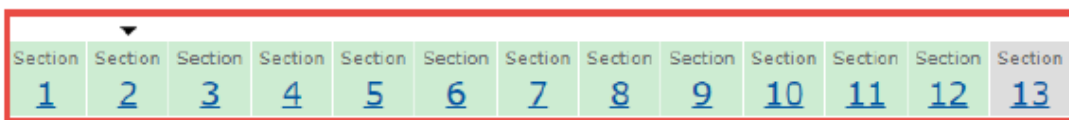
Here's what they do:

- **Back:** Takes you to the **View Applications** page. If you click on the house icon under the Details column, you can access and continue working on your application.



- **Save & Go Previous:** Saves the information entered in the current section and returns to the previous section.
- **Update:** Saves updated information in the current section.
- **Save and Go Next:** Saves the information in the current section and moves forward to the next section.

HOW TO MOVE TO THE NEXT SECTION: Enter information in each section and then click on the **Save & Go Next** button to move to the next section. Completed Section numbers will turn green to show that they are complete.

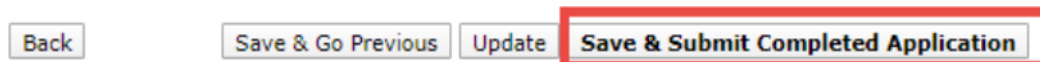


CONTINUE WORKING ON YOUR APPLICATION AT A LATER TIME: If you want to continue working on your application at a later time, click on the **Update** button before exiting the Portal. When you want to start working on the application again, use the same link as in Step 1

<https://mytruenorth.ca/appindex.php?db=rockymountain> to get to the Secure Homestay Portal and click on **View Applications**. Then click on the house icon to access your application. You can click on the green Section you last worked on to go directly to that page.

REQUIRED INFORMATION: An information box that has a blue star on the left of it means that you are required to enter information in that box. You will not be able to move to the next section unless you enter information in that box.

COMPLETING YOUR APPLICATION: A **Save & Submit Completed Application** button will appear at the bottom of the final Section. After clicking on this button, you will not be able to make any more changes to your application.



Once your application has been submitted, an RMISP staff member will contact you about your application.