

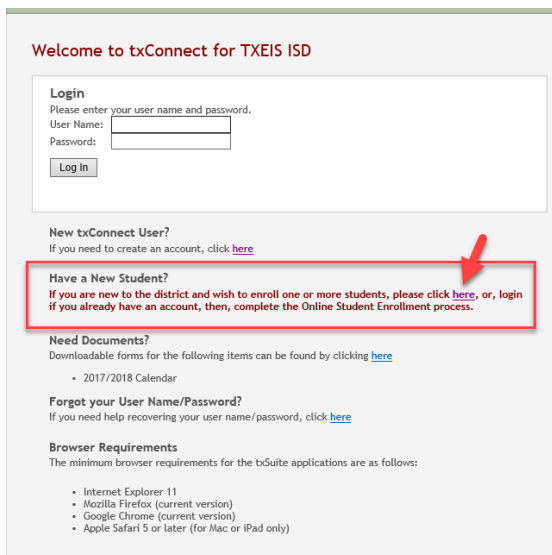
Create a New Parent Portal Account for Brand New to the District Parent

Create Parent Portal account.

1. Pull up your e-mail account and have minimized. You will need it later in the process
2. Retrieve the Parent Portal home page:

On the Parent Portal homepage locate “Have a New Student?”

Click the word here



3. Create a **User Name**.
4. Create a **Password**.
5. Retype your password exactly as it was typed to **Confirm Password**.
6. Enter your current **Email** address.
7. Confirm e-mail address
8. Click **Next**.
9. Select a **Hint Question**.
10. Type the **Answer** to your hint question.
11. Click **Next**.

An email with a verification code will be sent to the email address provided; you will need this verification code to enroll your child.

12. Copy-Paste or type the verification code that was sent to your e-mail address & click verify code.

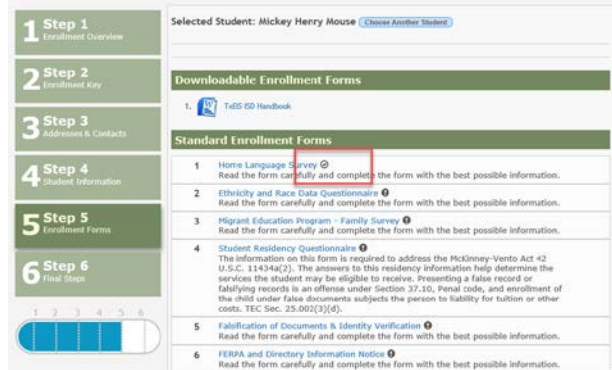
13. Please click on the **Complete** Button to continue.



A message box “What are my next steps?” will be displayed.

14. Click the “Enroll a New Student”
Follow the 6 steps:

- Step 1 – Enter the student First, Middle and Last Name and click Continue.
- Step 2 - Enter the Captcha Code or email if your district does not use Captcha. Click continue.
- Step 3 – Enter Addresses and Contacts. You may enter more than one contact.
- Step 4 – Click on the Enter Student Info button to enter the student’s information.
- Step 5 – Click on each Registration Form and fill out the info. Once the correct information is entered the form will show a check mark.



Once all forms are completed Click Submit to District.

Step 6 – Final step – Parent can print Enrollment Confirmation.