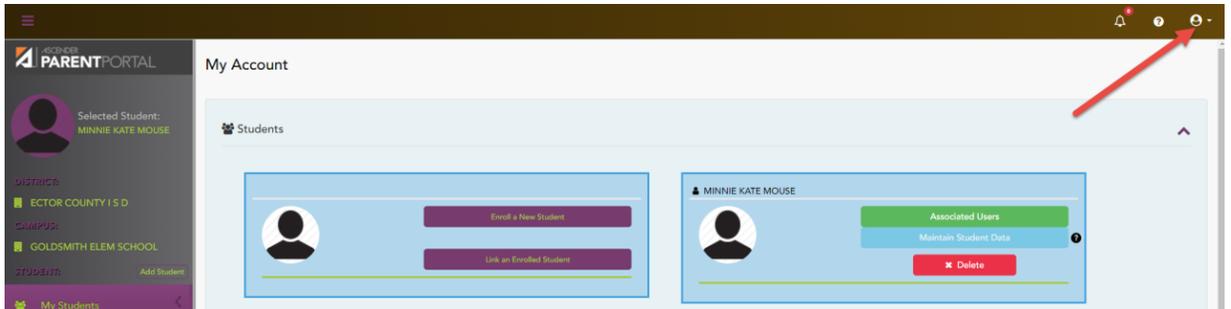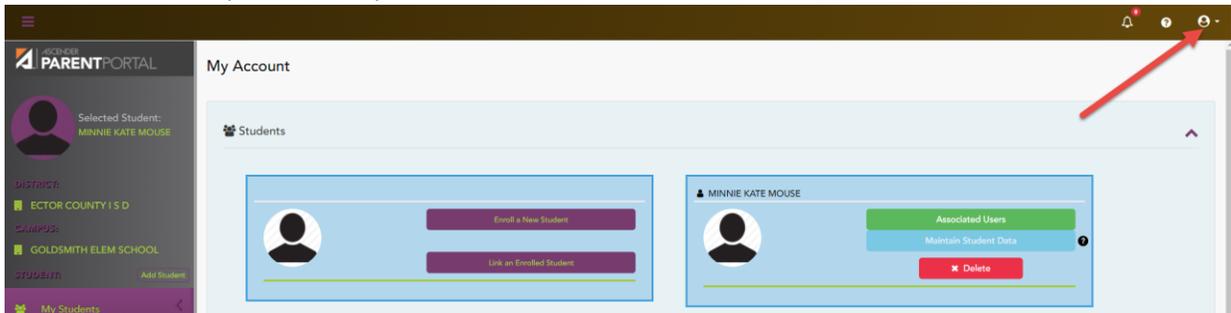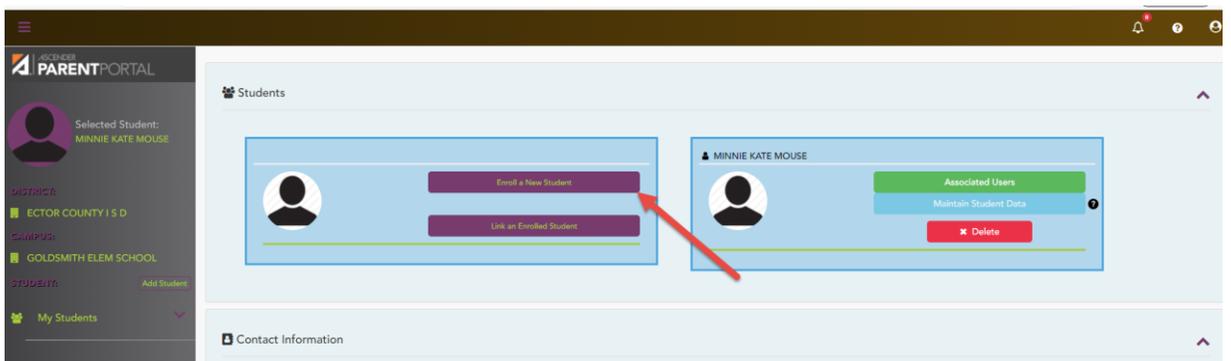# Enrolling a New to District Student

1. Go to the My Account section of your portal account. Located in the top right-hand corner of the portal and click the icon of the person



2. In the menu that opens click My Account



3. Click on Enroll a New Student



4. On screen 1 enter student's first name, middle name, last name and generation. And click continue.

5. Screen 2 will allow you to request an enrollment key. Click on the blue "Request Enrollment Key" button and a code will be emailed to you. It is recommended that you copy and past this code into the space provided and click verify. You will get a green message if done correctly.



6. Enter the home address as well as any family members contacts you wish to add to the student file. Click the blue Add Address button to bring up the required fields. Click the blue Add Contact button to add contacts.
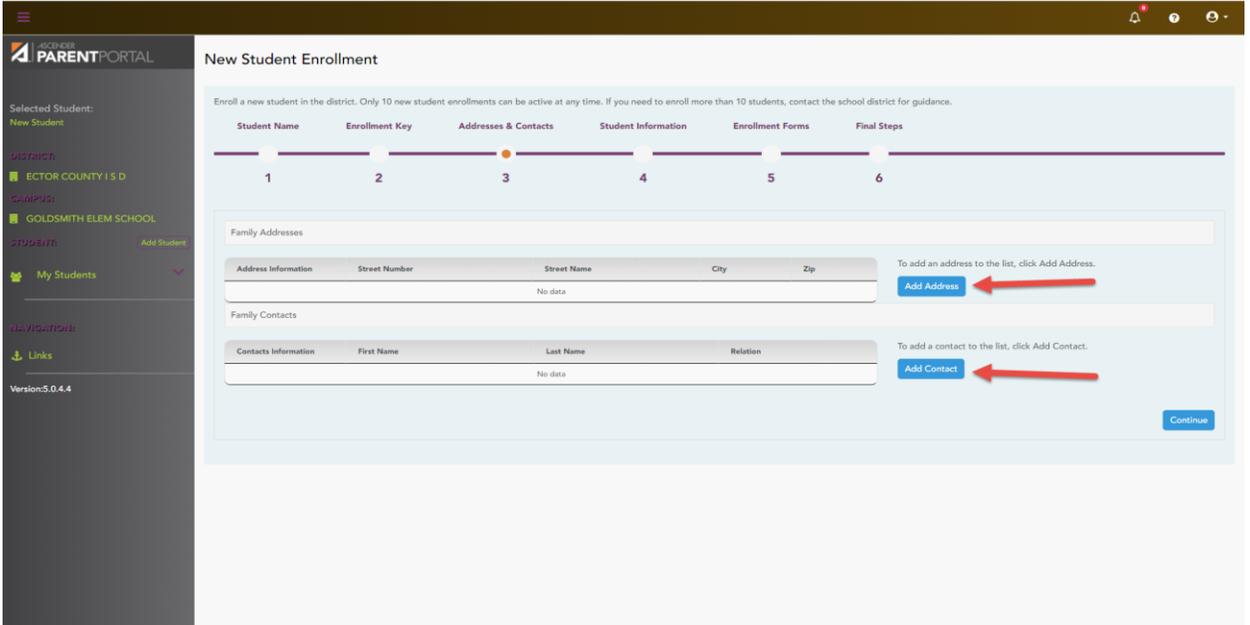
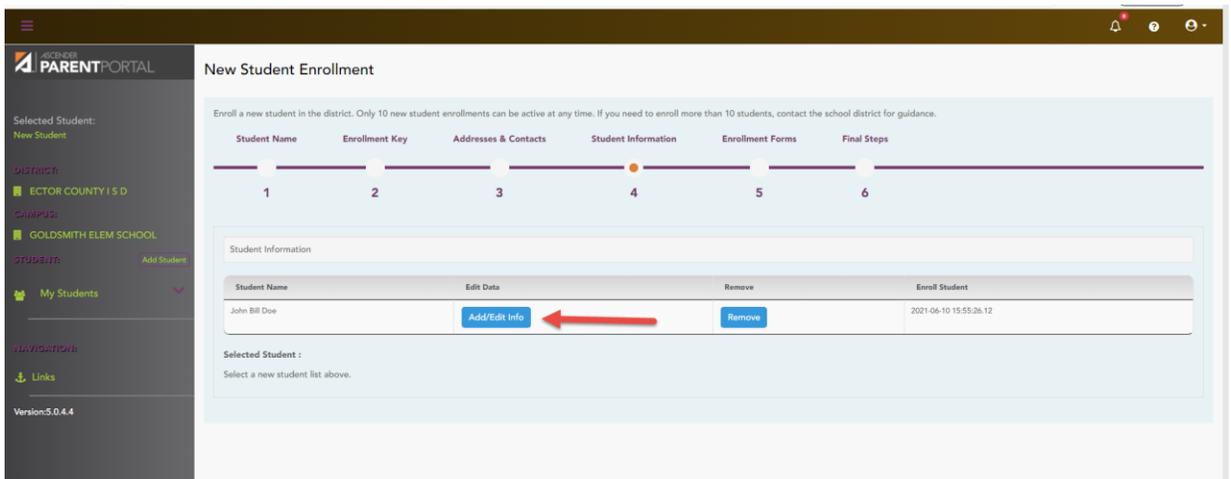At this point in the registration if you need to step away from the process and finish at a later time. When logging back into finish, go back to My Account. Again, select Enroll a New Student. You will see an option that says if you have previously enrolled students you can kip to step 4. Click the blue Skip to Step 4 button then click the blue Add/Edit Info Button.
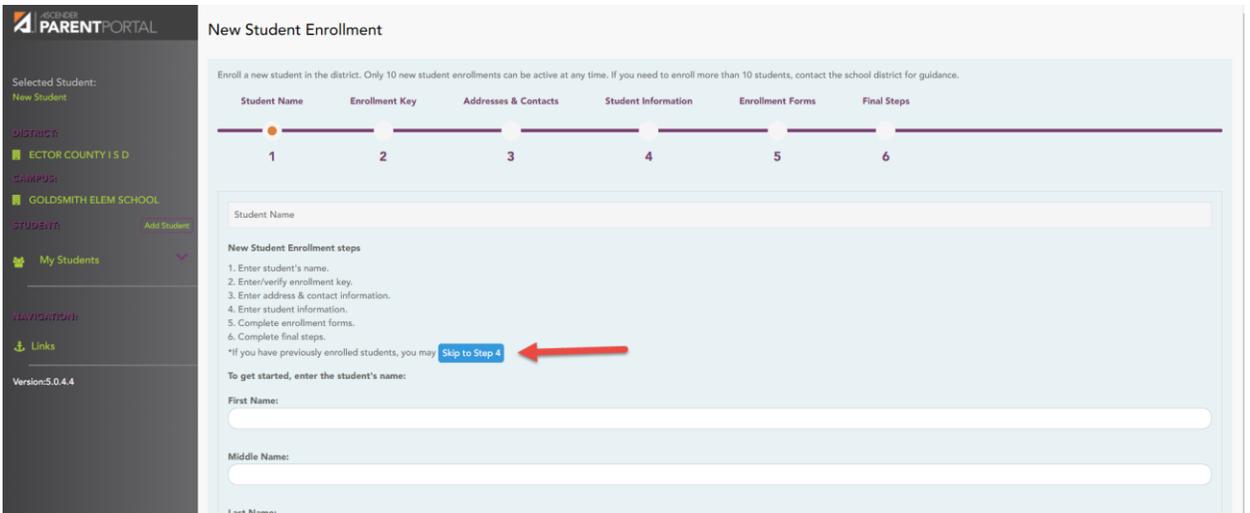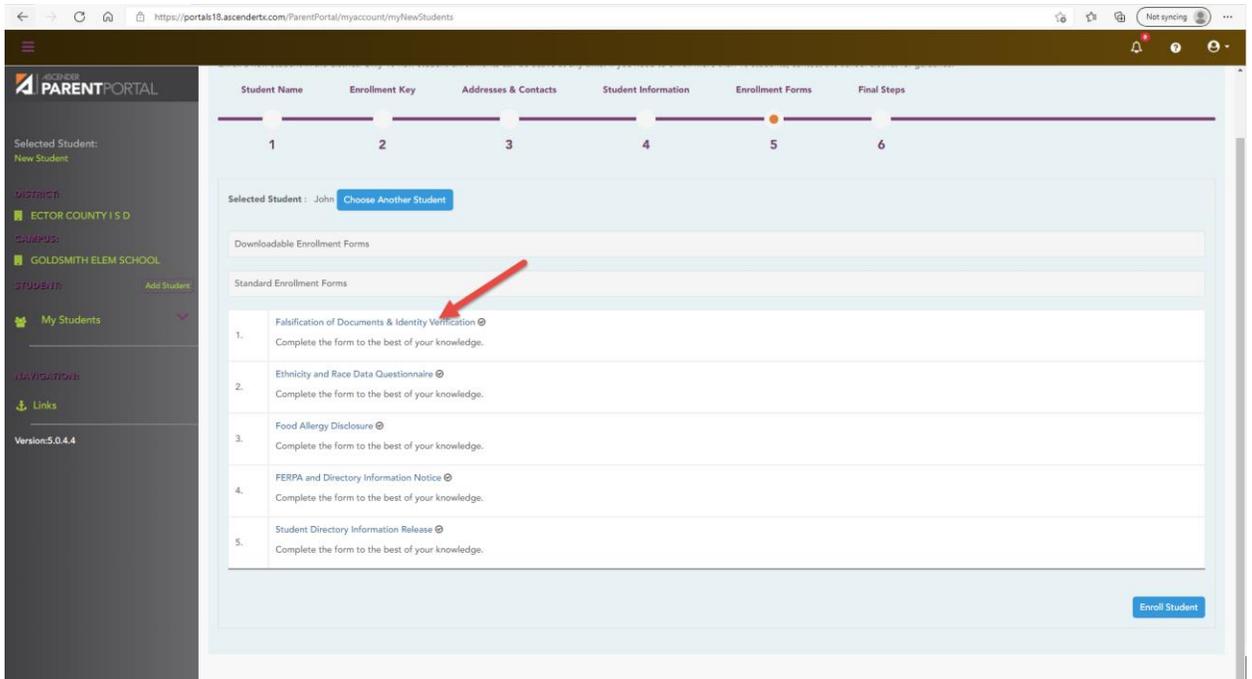
7. Enter all the Student Information on the following screen. Once all the student information has been added you will see a section called Forms Uploads. Click on the blue Document button. A new screen will pop up allowing you to select the document you want to upload. This document will need to be scanned or you can take a picture of it and should be saved on the device you are using for registration.
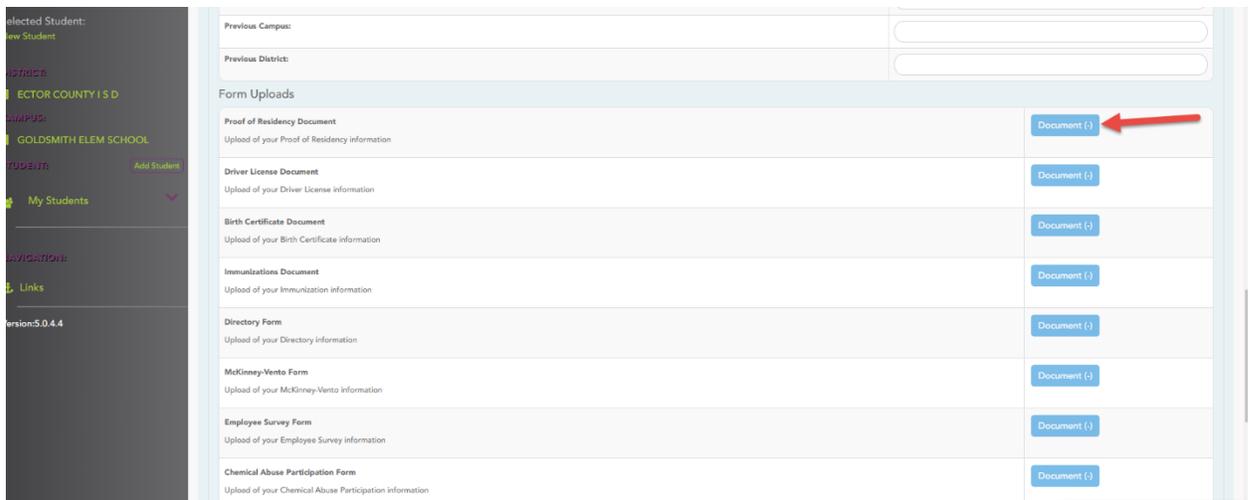


8. The next screen will have 5 enrollment forms that can be filled out in the registration process. Click on the blue text hyperlink to pull up he form that is required, and fill out the required steps in each form.

Once all forms are done there will be a check mark next to each form name.
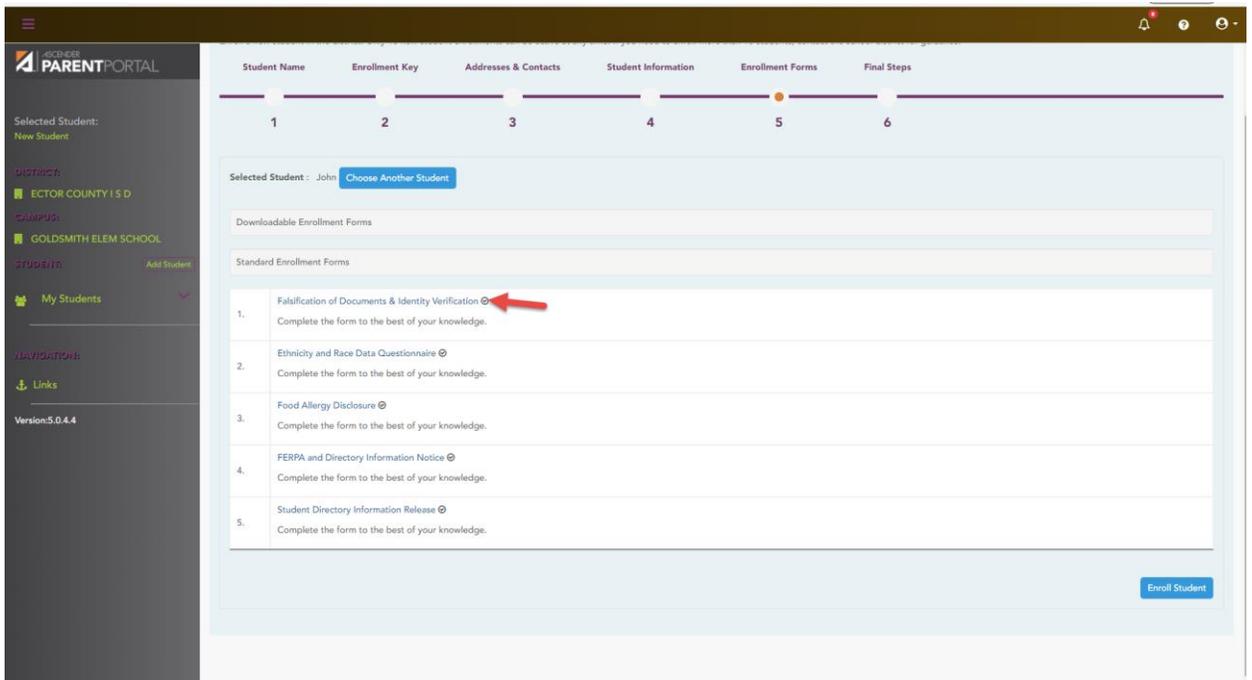


After all the steps are done click Enroll Student to finish the new student enrollment.
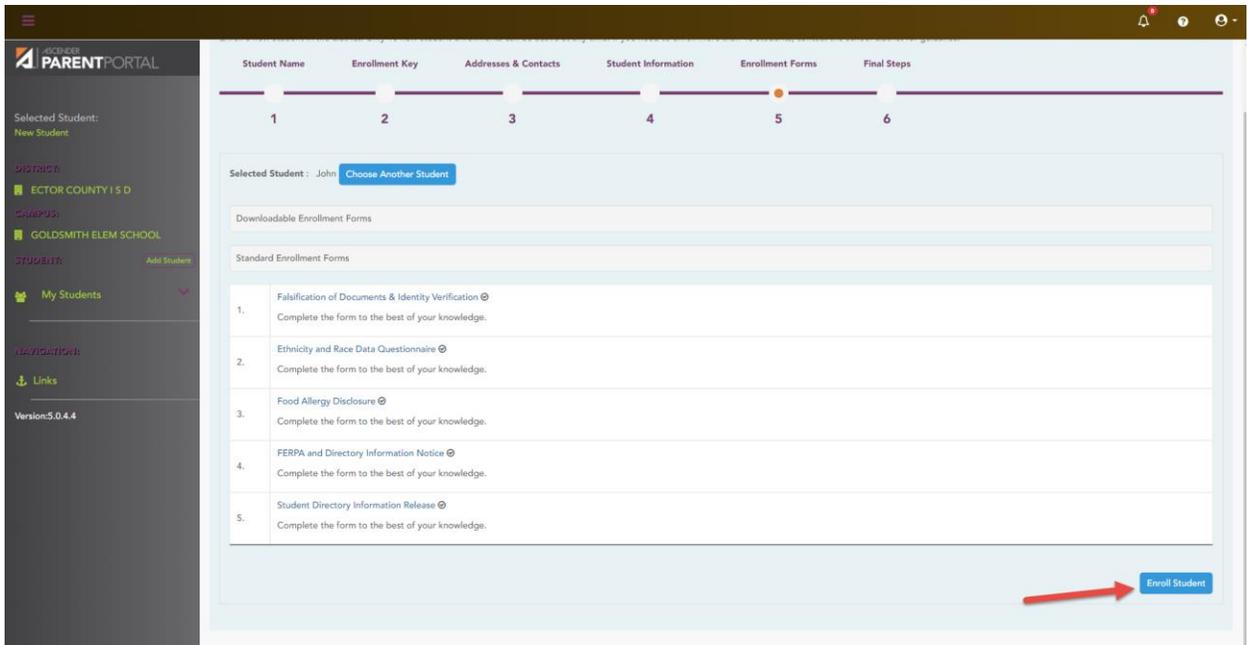
9. You will get the option to print the enrollment confirmation on the next screen. You will also get an option to enroll another new to district student.