

Back-To-School Online Registration

Available **August 1st!**

Save time and fill out forms online!

If you do not have internet access: Computers will be available at each building on or after August 5th during normal business hours. You must have a parent portal account to access the forms.

If you do not have a parent portal account please contact your student's school office on or after August 5th. You will need a valid email address to set up a parent portal account.

1. Login to the Parent Portal.

- a. Go to: <https://sisk12.camdentonschools.org/am360x3/login>
- b. Click on the Parent tab.

The screenshot shows the login interface for Tyler SIS. At the top, it says 'Tyler SIS' and 'Camden County Public School District'. There are three tabs: 'Staff', 'Parent', and 'Student'. The 'Parent' tab is circled in red. Below the tabs are input fields for 'User Name' and 'Password', a 'Forgot your parent password?' link, and a 'Login' button.

i.

2. Select the 2019-2020 school year. (Use the year drop down menu to select the correct year.)

The screenshot shows the 'Student Summary' page. At the top, there is a blue navigation bar with icons for a link, printer, help, and user profile. Below this, the text 'Student Summary' is displayed. Underneath, there is a dropdown menu labeled 'Academic Year -' with '2019-2020' selected. This dropdown menu is circled in red.

a.

3. Select Online Registration.

The screenshot shows the navigation menu for Tyler SIS. The menu items are: 'Current Academics' (Assessments, Assignments, Grades), 'Daily Student Activity' (Attendance, Student Schedule), 'School Life' (Announcements, Calendar, Fees & Billing), and 'Online Registration'. The 'Online Registration' item is circled in red.

a.

*You will notice the forms are listed as household or under the student's name. Household forms change the information for all students listed in your family. Student forms will only change data for the individual student. The students will be listed separately. Only students who are enrolled will show. **Contact the school office if a student is missing. DO NOT select submit.***

4. Select EDIT to start working on the forms.

Actions Form

Household of Joe Barker	
Edit	Welcome and Instructions
Edit	Household Parents (System)

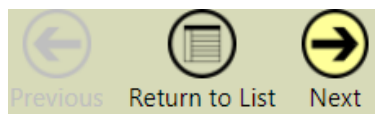
a.

5. Select “I have completed this form” before moving to the next form.

I have completed this form and understand that checking this box is considered to be my electronic signature of the form, certifying that the information above is true and accurate.

a.

b. Use the arrow buttons on the form to move to the next screen.



i.

Do not use the internet arrow buttons. Using the internet arrow buttons may kick you off the portal.

6. You can see the status of each form on the main registration page

Actions	Form	Status	Last Updated
Household of Joe Barker			
Edit	Welcome and Instructions	Complete	03/21/18
Edit	Household Parents (System)	Complete	02/07/18
Edit	Household Addresses (System)	Incomplete	

a.

7. Once all the forms have been completed, the “Submit Forms?” option will appear. Choose ‘OK’ if finished. **DO NOT** submit if a student is missing on the registration list. Contact the students building office to have the student added to the list.

a.

Submit Forms?

All forms are marked complete but have not yet been submitted to the schools.

Do you want to submit the forms now?

b.

OK Cancel

8. After you submit the following will appear if the submission was successfully completed.

Congratulations!

Your forms have been successfully submitted.

The forms will now be reviewed by the school district. If any changes need to be made, you will receive an email letting you know. Otherwise, you will receive an email telling you the forms have been accepted and the process is complete.

Thank you for using Online Registration.

a.

OK

Please contact your student's school office for assistance.