Welcome to Alliance
Renee & Meyer Luskin
Academy High School
Luskin Academy
How to create an account on Schoolmint

- Go to browser
- Type in browser: [laalliance.schoolmint.net/signin](https://laalliance.schoolmint.net/signin)
Selecting your Language

- Select your English or Spanish by clicking on the drop-down menu in the upper right corner.
Creating a Schoolmint Account

*If you already have an account but you don’t know your login information please skip this slide and follow the next steps on the following slide*

**Log In**

Username
Email Address or Mobile Number
Forgot Username?

Password
Forgot Password?

Ready, Set, Go!

**Sign Up**

Username
Email Address or Mobile Number

Confirm Username
Confirm Email Address or Mobile Number

Password
Password

Confirm Password
Confirm Password

By signing up, you agree to the Terms of Service and Privacy Policy.

Let’s Do This

1. If you don’t have an account, please Sign Up first.
2. If you already have an account, please Log In.
Adding your student to your Schoolmint Account

*If you already have an account but you don’t know your login information please skip this slide and follow the next steps on the following slide*

**Student Dashboard**

<table>
<thead>
<tr>
<th>Important and Active</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>NAME</strong></td>
<td><strong>SCHOOL</strong></td>
</tr>
<tr>
<td><img src="image.png" alt="Image of the dashboard with steps 1 to 4 indicated" /></td>
<td></td>
</tr>
</tbody>
</table>

1. Click on **Add/Edit New Student Application**
2. Select the school year you would like to apply to
3. Click on your student's name
4. Select the current grade and grade applying to
Add Student

*If you already have an account but you don’t know your login information please skip this slide and follow the next steps on the following slide*

<table>
<thead>
<tr>
<th>Applicant Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Personal Information</strong></td>
</tr>
<tr>
<td><strong>First Name</strong> *</td>
</tr>
<tr>
<td>First Name</td>
</tr>
<tr>
<td><strong>Middle Name</strong></td>
</tr>
<tr>
<td>Middle Name</td>
</tr>
<tr>
<td><strong>Last Name</strong> *</td>
</tr>
<tr>
<td>Last Name</td>
</tr>
<tr>
<td><strong>Birth Date</strong> *</td>
</tr>
<tr>
<td>Month  ▲  Day  ▲  Year  ▲</td>
</tr>
<tr>
<td><strong>Gender</strong></td>
</tr>
<tr>
<td>Select Gender  ▲</td>
</tr>
<tr>
<td><strong>Address Information</strong></td>
</tr>
<tr>
<td>2941 W 70th St, Los Angeles, CA, 90043</td>
</tr>
<tr>
<td>New Address</td>
</tr>
</tbody>
</table>

[Options: Cancel | Save]
Username

- In the username field enter your Username (this should be a phone number or email that you provided)
- If you forgot your username please reach out via phone or email
  - Phone: (650) 667-6858
  - Email: mmunoz@laalliance.org
If it’s not your first time logging into Schoolmint, type in your password and click the green “Ready, Set, Go” button.
Creating a Password

1. If you have not yet created a password or you do not remember your password, click on: Forgot Password?"

2. Enter your username and a temporary password will be sent you to your mobile number or email address.

3. Click “return to Login” and enter your Username and temporary password that was sent to your mobile number or email address.
Viewing Your Student’s Profile

- You will now be logged into your student’s profile where you can reset your password, manage your student’s status, and begin registering.
Accepting an Offer

- If you have not yet accepted your offer, click on the green “Accept” button

- You will then get a pop up screen. Please check the box and select “Submit” to officially accept the offer.
Opening the New Student Registration Form

- Click on the “Student Information Form” to begin filling out the form
Filling out the Registration Form

- Type in your information into the boxes
- All fields with a blue * are required
- Please raise your hand if you have any questions
Filling out Additional Forms

- After completing “New student Information” form, click on the “Parent/Guardian/Caregiver” row and fill out the information that appears
Filling out Additional Forms

- Continue clicking on each blue row and filling out the information that appears until you have completed all forms.
Submitting the Registration Form

● After you have completed the forms, click the green “Submit Forms” button at the bottom.
Submitting the Registration Form

- If there are any fields that are incomplete, you will be directed back to those fields to complete them (they will be outlined in a red box).

- After fixing those boxes, please click “Submit Forms” again.
Confirmation

- Once you have completed the registration forms, your application status will change to “Registration Complete”