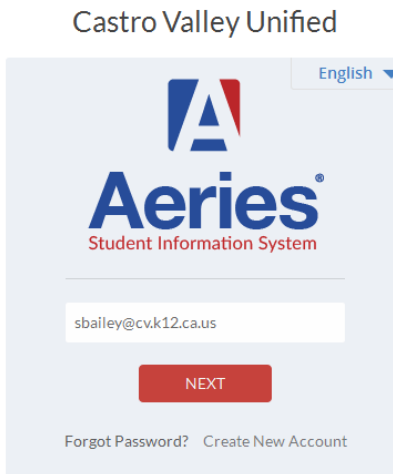


REGISTRATION THROUGH THE PARENT PORTAL BEFORE THE WALK-THROUGH

Every year before the start of school, parents are required to re-register their student to update the school with any changes that have occurred. Included in this process are documents that will be necessary to take to the Walk-Through-Registration at your student's school site. Registration through the Parent Portal will open up on August 1, 2017, at 9:00 AM.

NOTE: Before starting the registration process, you will need to have **ADOBE Reader**. If you do not currently have Adobe Reader, click on the following link to download.

<https://get.adobe.com/reader/>



1. To start the re-registration process, log into your Parent Portal account. **NOTE: If you do not have a parent portal account yet, please contact your school site to obtain the necessary information needed to create your account.**
2. Once you have logged in, you will see a message in yellow, that you have not completed the *Student Data Confirmation process*. Click the link to start the process.

You have not yet completed the Student Data Confirmation Process.
[Click Here](#) to confirm the information about your student.

3. The first page will be the Family Information page. This page contains a question about whether the student has a parent/guardian in the United States Armed Forces. The second question on this page is regarding the student's residence type. Please read the descriptions of the different types of residency and select the option that best fits your circumstances. Click **Confirm and Continue** (to the left hand side of your screen) to move to the next step.
4. The next page is the Student page. This is where you can make any changes to the student demographics, such as phone numbers. To do this you will click on the **CHANGE** button to make any necessary changes, then **SAVE**. Click **Confirm and Continue** to move to the next step after each area is completed.
5. This next page is the Contacts page. To make changes to the emergency contacts, click on the **CHANGE, ADD, or DELETE** buttons, enter or change your information and then click on **SAVE**.

6. The next page is the Documents page. Click on the name of the document. The document will open in Adobe Reader. (If you do not have Adobe reader, go to the top of this document and click on the link to download it to your computer.) You will then want to **Download** and **SAVE** the document to your computer for future reference. Do this for each of the documents listed. Complete and print out all mandatory documents needed for Walk-through-registration. To complete this step, you must also check the box to the right of the document link.
7. On the Authorizations page you will need to read each authorization description and check **allow/deny** or **yes/no** for each line. Please choose whichever option best applies to your student. Once you have answered each line, click on **SAVE**. Then click on **Confirm and Continue**
8. The Final Data Confirmation page is the last step. You will see check marks next to each of the steps that you have finished. You will also see a message thanking you for completing the re-registration process, then you just need to click **Finish and Submit** and your done!

NOTE: If you have forgotten to download and complete the mandatory forms for walk-through registration, you can access this by going back into your portal account to the **Student Info** tab and then click on **Data Confirmation**. You can then click on the Documents link and download, fill out and print the necessary document for walk-through registration.