

REG Online, admin

REG-Online! - Household

Parents/Guardians

Your school website has a link to start the process in REG-Online! Click on the website link and you will be redirected to the below screen

- **Step 1.** Create an Account: Enter your email and click Start. You will be sent an email link to create a password

Welcome to REG-Online!

For assistance call 555-555-5555, Mon-Fri 8am-3:30pm or email enrollmentassistance@mailinator.com

- ▶ To Create an Account - Enter your email under "Create Account" and click START
- ▶ You will be sent an email with a link to create a password
- ▶ Once you have created a password you will be able to continue with the registration
- ▶ In the future, in order to access your account, you will use your **Email address as the User Name and the password that you created**
- ▶ Your email will be used as the primary address for all school communications

LOGIN SECURELY

Username

Password

LOG IN

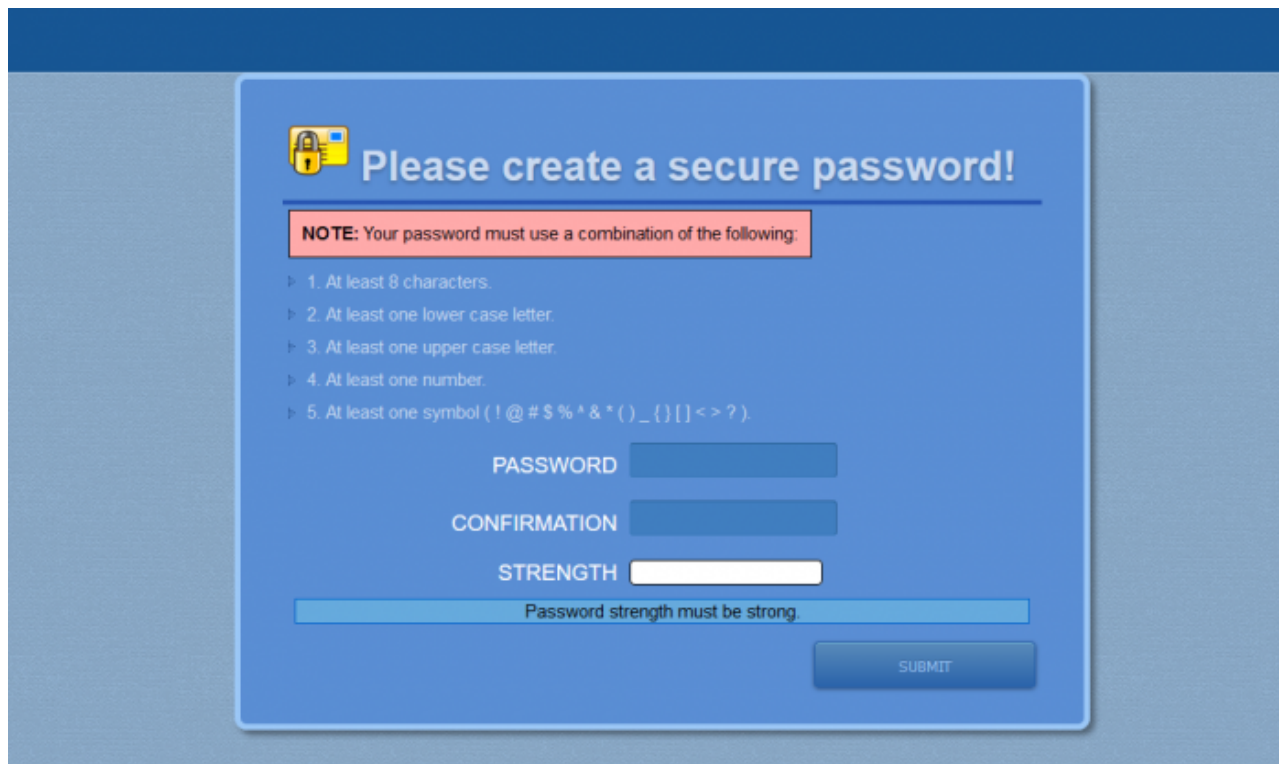
CREATE ACCOUNT

Email

START!

[Forgot my Password](#) [Forgot my Username](#)

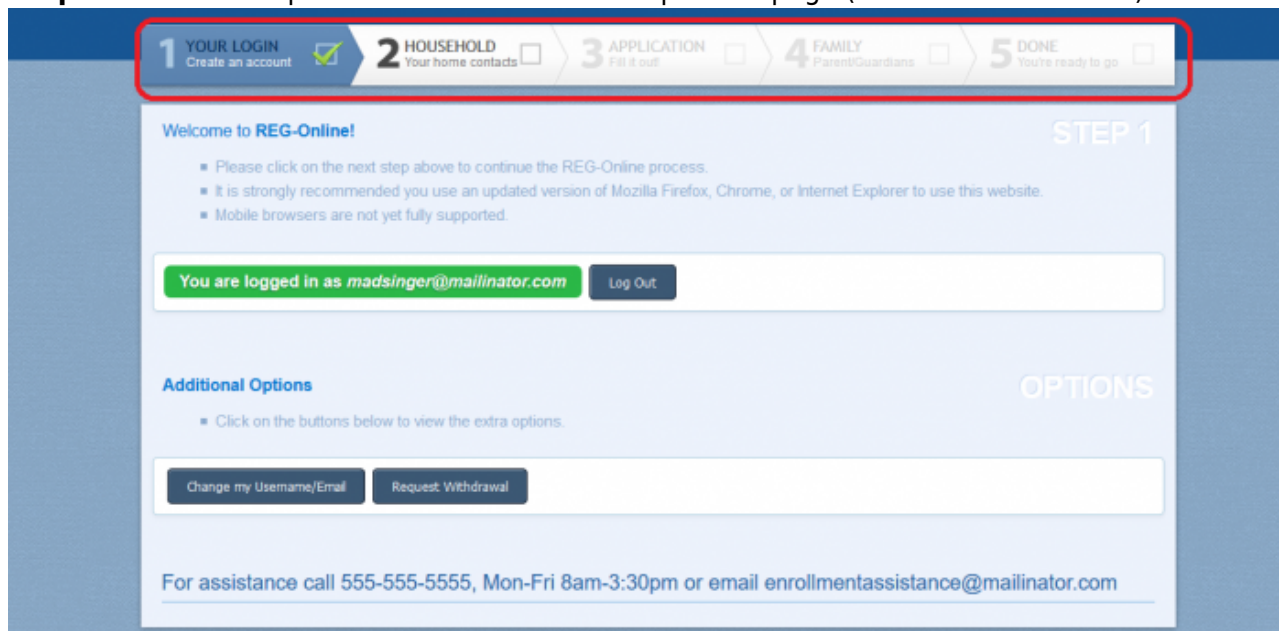
- **Step 2.** Create a password making sure to follow the password requirements on the screen.



Confirm the password by typing it again and click **SUBMIT**

Household Information

- **Step 1.** Click the Step 2- Household tab at the top of the page (outlined in red below)



- **Step 2.** Complete as many fields as possible. Fields marked with a red asterisk * are required before the process can be completed. Give the best answers possible. Click **SAVE**
- ### HOUSEHOLD INFO

Add/Update Student Information

- **Step 1.** Click the step 3- Application tab at the top of the page

Here you need to make a choice about enrollment. Are you entering a new student enrollment or updating and enrollment for an existing student.

If you are re-enrolling your student, you must have your Students ID number

- **Step 2.** Complete both sections Student Information and Student Documents. All fields required and any other fields possible. SAVE.

After saving Student Information, complete Student Documents that must be signed using your computer mouse.

- **Step 3.** Click the Sign button on the right hand side

- **Step 4.** Sign in the box provided and click Submit Agreement button
Continue to review and sign all required acknowledgments. If the school has set requirements for you to upload specific documents such as birth certificate or immunization records upload them as needed
- **Step 5.** Upload Birth Certificate, Immunization Records, Record's Release forms by choosing browse next to the appropriate title and click Upload documents
- **Step 6.** Once all the requirements are marked with a green check mark continue to Step 4 by clicking the Step 4- Family tab at the top of the page
- **Step 7.** Click Add Parent/Guardian button

The screenshot shows the 'STEP 4' registration form titled 'Enter your Parent/Guardian/Caregiver Information below.' The form includes a progress bar at the top with five steps: 1 YOUR LOGIN (Create an account), 2 HOUSEHOLD (Your home contacts), 3 APPLICATION (Fill it out!), 4 FAMILY (Parent/Guardians), and 5 DONE (You're ready to go). The form contains several sections: 'Add Parent/Guardian' button, 'Parent/Guardian Info' with fields for First Name, Last Name, Relationship to Student, Education Level, Home Phone, Home Phone Ext, Cell Phone, and Email; 'Refer to Household for Address' checkbox; 'Military Active Duty' section with radio buttons for Yes/No and a Duty Station field; and 'Work Address' section with an Occupation field.

- **Step 8.** Enter all required guardian information to complete the registration process. Click SAVE NEW GUARDIAN RECORD. Continue to add parent/guardian records as needed

Print Confirmation

- **Step 1.** Choose step 5 tab at the top of the page

The screenshot shows the 'Registration Complete!' page. The progress bar at the top shows steps 1 through 4 completed, with step 5 DONE (You're ready to go) selected. The main content area includes instructions: 'We will review every application.', 'You will be contacted if extra information is required.', and 'If you have any questions call 555-555-5555, Mon-Fri 8am-3:30pm or email enrollmentassistance@mailinator.com.' Below this is a box with the text 'Print a confirmation for each student by clicking each link below.' and a button labeled 'Singer, Madeline'. At the bottom, it says 'For assistance call 555-555-5555, Mon-Fri 8am-3:30pm or email enrollmentassistance@mailinator.com'.

- **Step 2.** Click link with students name to print confirmation for student and the process is complete

— Last Updated by [Max Williams](#) on 2016/03/30 18:32

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