

REG-Online! - Household Please remember these important facts when working in the SIS. The SIS currently enables two menu styles, Classic and Modern. These Manuals are constructed with the Modern Menu in mind. If using Classic, the locations of certain procedures may vary. 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

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

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

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

— Last Updated by [Bailey Higgins](#) on 2016/03/29 20:11

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Last update: **2016/03/29 20:12**