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

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