School Pathways Knowledge Base - https://schoolpathways.com/knowledgebase/

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

To Create an Account - Enter vo	ur email under "Create Account" and click START	enrollmentassistance@mailinator.co
You will be sent an email with	a link to create a password	
Once you have created a pas	sword you will be able to continue with the registration	
	your account, you will use your Email address as t	he User
Name and the password that	you created	
Your email will be used as the pr	mary address for all school communications	
		25
LOGIN SECURELY	CREATE ACCOUNT	
	Email	
Password		
106.74	STAPTI	
LOG IN	JUNKI:	

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

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Please create	a secure password!	
NOTE: Your password must use a comb	ination of the following:	
1. At least 8 characters.		
 At least one upper case letter. 		
 4. At least one number. 5. At least one symbol (! @ # \$ % ^ & * (
PASSWORD		
CONFIRMATION		
STRENGTH		
Password st	trenath must be strong.	h

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)

 Please click on the next step above to continue the REG-Online process. It is strongly recommended you use an updated version of Mozilla Firefox, Chrome, or Internet 	
 Mobile browsers are not yet fully supported. 	Explorer to use this website.
You are logged in as madsinger@mailinator.com	
Additional Options	
Click on the buttons below to view the extra options.	
Change my Username/Email Request Withdrawal	

• 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

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Student Registration Form Please sel	act which School Year this form will be used for: 2015 - 2016 Current School Year 🕑		
• •	Tre-Enroll 'Schools' Independent Study K-6 💌		
Student Info	Refer to Household for Address		
* First Name Nadeline	Physical Address		
Middle Name	Copy Address From Household		
* Last Name Singer	* Residence Category 200 - Permanent Housing		
Suffix	District of Residence Code		
AKA First Name	- Select -		
AKA Middle Name	County Plamas V		
AKA Last Name	* Street 63 Timber Lane		
AKA Suffix	* City Portola		
Gender Female	* State US-CA - CA M		
Gradelevel Select V	* Zip 96122		
(Gradelevel as of 2015 - 2016 schoolyear)	Mailing Address		
• Birthdate 02/15/2003	Make Came to Diversal Address		
Birth City	Mailing Street 63 Timber Late		

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

Mad	eline Singer	
v 0	Cumulative Records Release A parent/guardian signature is required to approve release of school records from student's previous school.	Sign
v 0	Emergency Card Agreement Signature required to confirm all information supplied in the emergency card is correct to the best of their knowledge.	Sign
v 0	Enrollment Certification Signature required to confirm all information supplied in the enrollment form is correct to the best of their knowledge.	Sign
v 0	Health Care for all Families Notice Please review the document and sign that you have reviewed the information.	Sign
v 0	NSLP Agreement This NSLP agreement must be signed.	Sign
×	Parent/Student Handbook Please Sign that you agree with the Parent/Student Handbook	Sign
×	Special Education Agreement If the student does not have an active IEP, this page must be signed.	Sign
×	Technology Use Agreement School requires the technology use agreement to be signed.	Sign
	Birth Certificate Upload a scanned copy of the Birth Certificate. If you do not have access to a scanner, please provide a paper copy to the office.	
	Browse No file selected.	
	Calendar	

- **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

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Enter your Parent/Guardian/Caregiver Information be	elow. STEP /
 All fields marked with a * must be completed to contin We may need this information in the event of an eme You must provide us with information about at least of 	nue. Irgency. Ine family member.
 A record can be deleted by opening the form, and control 	nfirming the delete at the bottom.
Add Parent/Guardian	
Parent/Guardian Info	Refer to Household for Address 🖂
* First Name	Military Active Duty
* Last Name	Military Active Duty
* Relationship to Student Select V	○ Yes ○ No
Education Level - Select -	Duty Station
* Home Phone	
Home Phone Ext	
* Cell Phone	

• **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

Pagistration Comp	platal			
 We will review You will be co If you have a 	preter w every application. ontacted if extra information is require any questions call 656-656-6566, M	d. on-Fri 8am-3:30pm or email ei	nrollmentassistance@mailir	iator.com.
Print a confirmation	ion for each student by clicking	g each link below.		
For assistance of	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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