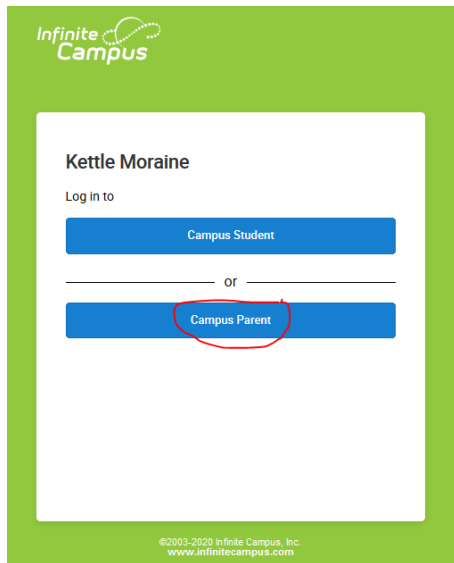
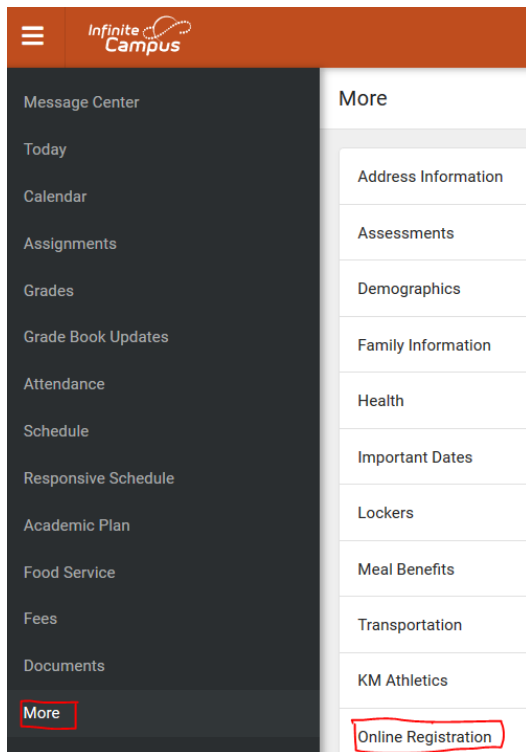


PARENT DIRECTIONS TO COMPLETE BACK-TO-SCHOOL ANNUAL UPDATE REGISTRATION

1. Log in to your Parent Portal account



2. Click **More > Online Registration**



3. The registration process will ask you to update/confirm information for the students. Click **Begin Registration**.

4. HOUSEHOLD

Verify household phone and street address. Click **Next**

Verify mailing address, if different from street address. Click **Next**

PARENT DIRECTIONS TO COMPLETE BACK-TO-SCHOOL ANNUAL UPDATE REGISTRATION

5. PARENT/GUARDIAN

Demographics: Verify/enter all Parents/Guardian and indicate whether they are attached to the primary household. First name, last name and gender are required. Click **Next**

Contact Info: Verify/enter contact phone numbers and email addresses.

Click **Save/Continue**

Completed Parents/Guardians will be displayed. All other parents/guardians should be added by clicking on the Add New Parent/Guardian button. Once all have been entered, click **Save/Continue**.

6. EMERGENCY CONTACT

Please verify Emergency Contact information – Demographics & Contact Information.

Click **Add New Emergency Contact** to add a new one.

Click **Save/Continue** to confirm contacts or add another emergency contact

7. OTHER FAMILY MEMBERS

Demographics: Add other children who are ages 0-4 or NOT attending a KMSD School, and step-parents.

When complete, or if none, click **Save/Continue**

8. STUDENT

A list of currently enrolled students is displayed. Information is presented one student at a time.

Follow the prompts to confirm/add the student information going through all of the tabs.

The screenshot shows the 'Infinite Campus Online Registration' interface. At the top right, it says 'Application Number 5414'. Below the header is a progress bar with five steps: Household, Parent/Guardian, Emergency Contact, Other Household, and Student. The 'Student' step is currently active and highlighted in blue. Below the progress bar is a 'Student' section with a table. The table has columns for First Name, Last Name, Gender, Completed, and Record Type. One row is visible with 'M' in the Gender column and 'Waiting' in the Record Type column. Below the table, there are instructions: 'Please select AND UNSELECT for each student you are registering. When finished, click SAVE/CONTINUE to submit your registration(s) and verify.' There are also notes: 'Yellow - Indicates that person's missing required information. Select the highlighted row to continue.' and 'Green checkmark - Indicates that person is completed.' At the bottom of the form, there are buttons for 'Add New Student', 'Back', and 'Save/Continue'.

9. SUBMIT

Families can print an Application Summary PDF or click **Back** to edit.

Once all information has been verified, click **SUBMIT**.

The screenshot shows the final submission screen. At the top, the progress bar is now 'Completed' and highlighted in blue. Below the progress bar, there is a yellow box with the text: 'You must submit your application by clicking the following button.' Below this is a red 'Submit' button. Underneath the button, there is a 'PLEASE NOTE' section: 'Prior to submitting your application you may verify all of the data you have entered by going back to the area in question or click on the PDF link below. Your information is not submitted until you click the submit button above. You will then receive a confirming email with instructions on how to proceed.' Below the note are two buttons: 'Back' and 'Application Summary PDF'. At the bottom, there is a logo for 'KMSD Online Registration'.