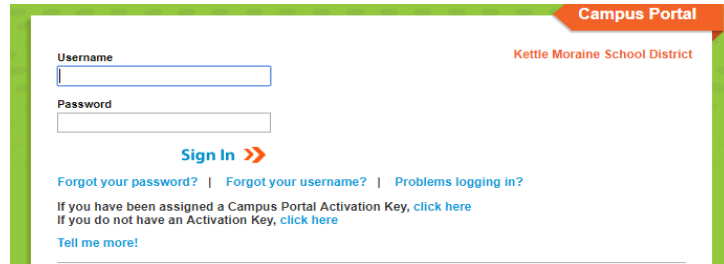
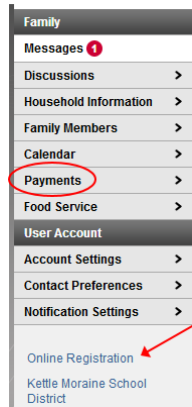


PARENT DIRECTIONS TO COMPLETE ONLINE REGISTRATION

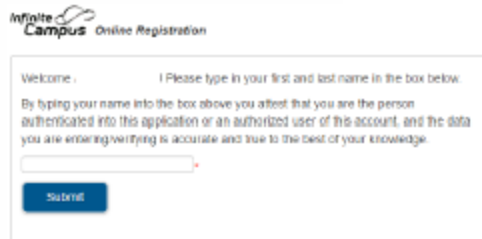
1. Log in to your Parent Portal account



2. Click the **Online Registration** link found on left hand menu



3. The registration process will ask you to update/confirm information for the students listed here Click **Begin Registration**.
4. Confirm your identity by typing your first and last name. Click **Submit** to continue



5. HOUSEHOLD

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

6. 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**.

PARENT DIRECTIONS TO COMPLETE ONLINE REGISTRATION

7. EMERGENCY CONTACT

Please verify Emergency Contact information – Demographics, Contact Information & Address Information. Click **Add New Emergency Contact** to add a new one.

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

The screenshot shows the 'Emergency Contact' step of the registration process. At the top, a progress bar indicates the current step. Below it, a 'Contact Name' section is expanded to show a form for demographics. The form includes fields for First Name, Middle Name, Last Name, Suffix, and Gender. A 'Next >' button is located below the form. At the bottom of the page, there are 'Save/Continue' and 'Cancel' buttons.

8. 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**

9. 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 'Student' step of the registration process. A table displays student information with columns for First Name, Last Name, Gender, Completed, and Student Type. A 'Add' button is next to the first row. Below the table, there are instructions and a 'Add New Student' button. At the bottom, there are 'Back' and 'Save/Continue' buttons.

| First Name | Last Name | Gender | Completed | Student Type |
|------------|-----------|--------|-----------|--------------|
| | | M | | Existing |

10. 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 'Submit' step of the registration process. A red 'Submit' button is prominently displayed. Below it, there is a 'PLEASE NOTE' section with instructions and a 'Back' button. At the bottom, there is a link for 'Application Summary PDF' and the Infinite Campus logo.