

EPISD Online Registration -- Quick Start Guide

* Download and print this document along with the full instruction manual for reference.

Before you begin: If you are new to the system, an email address —and immediate access it— is required to get started. Make sure you have one available before you continue. Returning users can login with their existing username and password.

The following are the steps required to complete the Online Registration process:

1. Login with your existing account OR create and validate a new account:

- NEW users need to create an account, returning users (if you created an account last school year) can simply login. Tools are available to reset a forgotten password and/or help you remember the email account you used.
- When creating a new account, follow the instructions to complete the account validation process. Account validation is done via an email message.
- If you are enrolling any returning student(s): ONLY the parent that has previously enrolled a student should open an account. Parents that have not enrolled a returning student before may not be linked correctly in their Parent Portal.
- Login to the system with your existing or newly created credentials.

2. Complete the first section: "Documents for all Students and Contacts" (7 docs. total):

- These are general forms that apply to the whole family.
- Go through them one by one, follow the instructions, and complete them as needed.
- If you completed this steps for last school year you still need to review and confirm your previous answers.

3. Add student(s):

- For new accounts: ALL new and previously enrolled EPISD students need to be added to this system. If you used the system last year to enroll your students, they will already be there.
- Make sure you work with previously enrolled students FIRST. This will make the process faster. Then add any new to EPISD students.
- For previously enrolled EPISD students, the system will attempt to bring-in as much information as possible from the existing district database.

4. Add contacts:

- The parent or guardian that created the online registration account is automatically added in the system as an available contact to link. No need to add him/her again.
- Add ALL the additional contacts you deem necessary. These can be other parents, grandparents, legal guardians, can pick-up contacts, emergency contacts, medical contacts, etc.

- Be very detailed. Try to provide as much information as possible for each contact (address, telephone number, email address, etc.)

5. Link each student to ALL corresponding contacts (in the "View student" section):

- LINK students individually to ALL corresponding contacts. Each student needs at least one "Lives With" and one "Emergency Contact" to be able to complete their registration.
- Contacts the student "Lives With" must have a valid HOME address.
- Contacts flagged as "Emergency Contacts" must have a valid telephone number.

6. Complete each of your student's forms (also in the "View student" section):

- For EACH student, first select the desired registration grade and corresponding campus.
- Also, for EACH student, you will have to complete 7-14 quick documents, depending on each case.

7. Attach any available documents (optional):

- Return to the home page to attach any and all available documents: birth certificate copies, IDs, Immunization records, proof of residence, transcripts, report cards, etc.
- Documents can be attached in PDF, DOC, JPG, and other standard document formats.
- Attaching documents is not required, but it helps by completing the information needed. If no documents are attached, you will need to bring them in person to each of the campuses your children are attending when classes start.

8. Submit the registration request for EACH student to be enrolled in EPISD:

- This is a big difference from last year's process, where ALL students had to be submitted at once.
- For 2018-2019 EACH student must be submitted individually. Once you complete all the required steps and documents for each student you will be presented with the SUBMIT option for each.
- Verify that ALL sections for the selected student have been completed to the best of your ability.
- The system provides visual feedback to confirm completion of all sections: Green bars are completed. Blue/Red/Yellow bars require your attention.
- Once the final enrollment request is submitted for a student you will not be able to make any changes to that student in the online registration system.
- For any data changes after the final submission of a student you will need to contact the campus registrar.