

# Millard School District

## Online Registration

Online Registration is for both new and returning students. To register your child for school, complete the following: *(If you encounter problems, please contact your students' school for help.)*

1. Read the information on [link](#).
2. You will need an email account to create a parent registration account. If you already have an email account, skip to step 3. If you don't currently have one, there is a link on [linke](#) to create a Gmail account.
3. Scroll to the bottom of the page. If you are new to the registration system, click the link **(Here)**. If you already have an account, enter the Login and Password, and then click Login.
4. If you are creating a new account, complete the information.
  - a. Enter a Login, Password; Confirm Password, First Name, Last Name and your Email Address.
5. Click Save. You are now logged in to the system.
  - a. To make changes to your account, click the Settings/Language link in the menu bar. On this page you can:
    - i. Change/Update your email account
    - ii. Set the language for the pages you will view (i.e. Spanish)
    - iii. Reset your password
6. Click Save when done. At this point, you are ready to link existing and/or new students to your account.

### **Add a Returning Student:** (Students who attended Millard School District last year)

1. Click the Add Student link on the menu bar.
2. Read the information on the screen. Enter the student number and access ID.
  - a. The Student Number is their school-assigned student number.
  - b. The Access ID is their birth date – MM/DD/YYYY, without leading zeros for month and day (i.e. 2/14/1999).
3. Add all previously enrolled students/children before you begin updating forms.

Note: When entering more than one student to the parent account, the system can automatically fill in common data (i.e. home address, home phone, etc.) so it does not need to be entered again.

4. To begin verifying/updating student information, click the Registration icon next to the student's grade level. Verify and make changes to the information. Click Save Form to move from page to page.
5. After the last page, you will receive instruction on how to finalize registration.
6. When you are finished, click the Log Off link in the menu bar of the Forms Screen.
7. If you need to leave the system and come back, you will be able to continue where you left off. You do not need to finish in one session.

## **Create New Student:** (New to Millard School District or did not attend last year)

1. Click the Add Student link in the menu bar.
2. Click the click here link above the Student Information window.
3. Enter the student's First Name, Last Name, School, and Grade Level.
  - a. If you are not sure which school they should attend, use the click here and type in your address link at the top of the Add New Student page. You will be directed to a page where you enter your home address to find the school your students should be attending.
4. Click Submit and begin to enter the data for your student as requested. After each screen is completed, click Save Form, and you will be moved on to the next page.
  - a. If you do not enter the required data, the system will alert you and ask you to return to the previous page until all required data is entered.
  - b. If you don't have all the data, you can Log Off and come back later. When you return, use the user name and password you created to log back onto the system to finalize the student data.
5. After the last page, you will be instructed to finalize registration by bringing the students' birth certificate, proof of residency, and immunization form to the school.
6. At this point you are finished, unless another student needs to be entered. If so, click the Home link in the menu bar and begin with step 1 of this section.
  - a. When entering more students, the system will fill in common data for the parent (i.e. Home address, Home phone, etc.) so it does not need to be entered again.
7. To exit the system, click the Log Off link in the menu bar.
8. If you need to leave the system and come back, you will be able to continue where you left off. You do not need to finish it all in one session