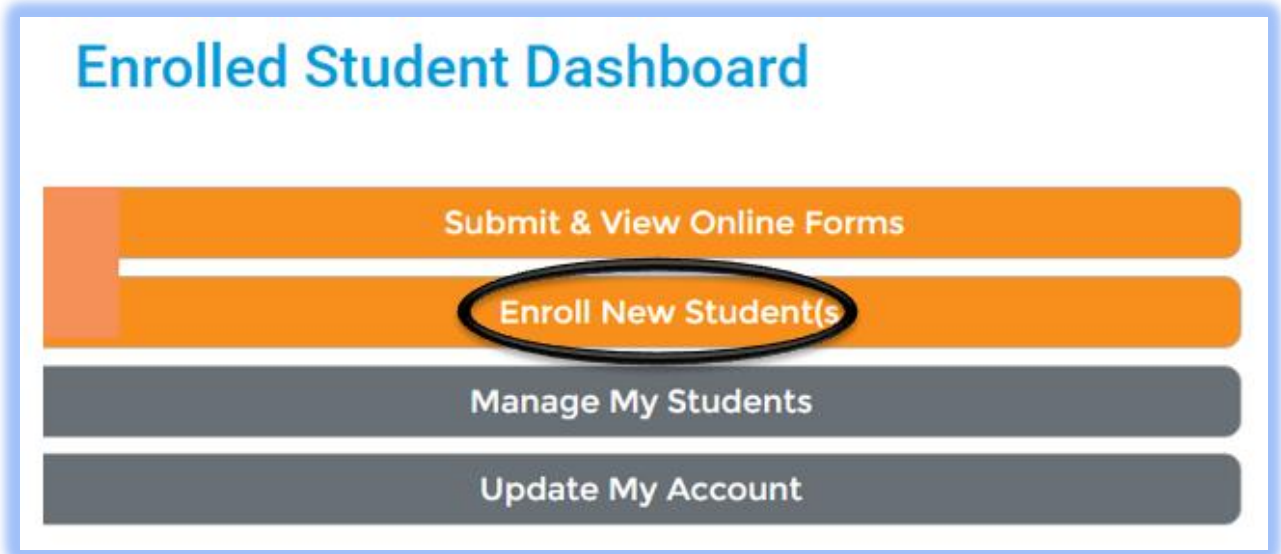
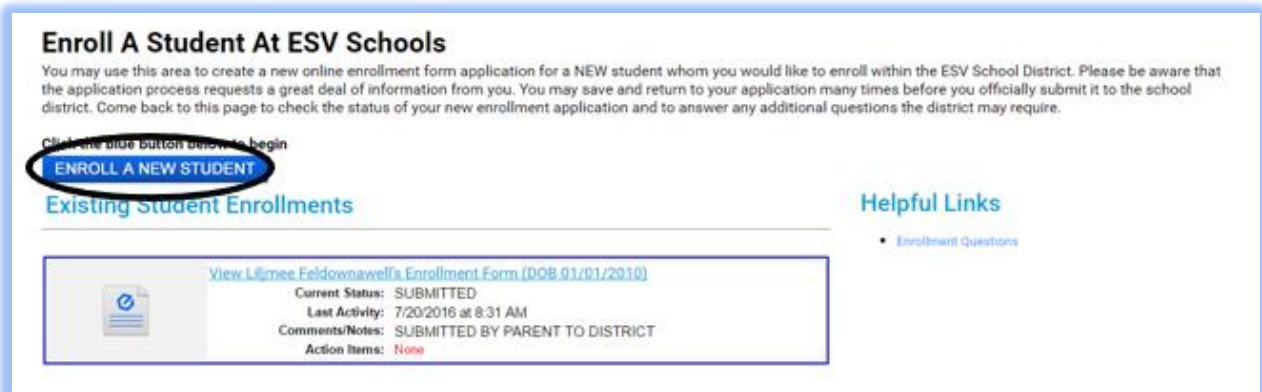


Enrolling a new Student.

To get started on enrolling a new student from the dashboard homepage click on “Enroll New Student(s).”



Click the blue button labeled “ENROLL A NEW STUDENT” this will take you to a form to fill out your child’s information.



Please complete as many fields in the form as possible. Once the form is completed click on the red box labeled “SAVE & SUBMIT TO DISTRICT.”



If the form is missing required information you will receive a notification and will need to add or correct the information highlighted by blue boxes.



The image shows a screenshot of a form with a blue border. On the right side, there is a label "eSignature Date:" followed by a red rectangular input field. Below this, a red error message reads: "There are errors with your form that must be corrected before saving. The details are listed below and the fields needing attention are highlighted." At the bottom center, another red error message states: "Mother's Maiden Name is required."

Once you have made updates or corrections you may attempt to resubmit the form.