

# Online Registration Process: 3 Steps – 3 Sites

## Getting Started Site Instructions

You MUST have an active Email Address and Parent PIV Number before you begin

The Parent PIV number is a unique code that is on the *LCSD 2018-19 Registration Worksheet* you received from the school by mail or in person.

### Step 1 – Site 1



#### Student Registration

##### Screen 1

1. Click the blue “Returning Students”.
2. A parent of a kindergartner or a student new to the district will use this button after visiting the school’s office.

##### Screen 2

1. Enter your personal email address.
2. Reenter your email address to confirm.
3. Create a password.
4. Confirm your password.
5. Enter PIV found on worksheet provided.
6. Select Preferred Language.
7. Click the REGISTER button.

##### Screen 3

1. You will see a Registration Dashboard listing the name(s) of your student(s).
2. If the name of your student(s) is not listed, contact your school immediately.
3. Do NOT start a registration if the name listed is not your student.
4. Click the green START button to the right of the student’s name to proceed.

##### Proceed...

1. Proceed to register each student in the list.

##### Final Site Step

1. Click the “Student Services” link to proceed to Step 2 – Site 2 after enrolling the last student in Step 1 – Site 1.

### Step 2 – Site 2



#### Student Services

##### Screen 1

1. Click the “Returning Students” start button.
2. A parent of a kindergartner or a student new to the district will use this button after visiting the school’s office.

##### Screen 2

1. Enter your PIV into the User ID field.
2. Enter your PIV into the Password field.
3. Click the Log In button.

##### Screen 3

1. You will see a Student Services Dashboard with the name(s) of your student(s).
2. If the name of your student(s) is not listed, contact your school immediately.
3. Do NOT start a registration if the name listed is not your student.
4. Click on the red START to the left of the student’s name to proceed.

##### Proceed...

1. Proceed to complete the forms for each student in the list.

##### Final Site Step

1. Click the “Student Health” link to proceed to Step 3 – Site 3 when all students are completed.

### Step 3 – Site 3



#### Student Health

##### Screen 1

1. Enter your PIV into the User ID field.
2. Enter your PIV into the Password field.
3. Click the Log In button.

##### Screen 2

1. Find in the upper left corner the Student drop down box.
2. Select a student.
3. Click on the first folder in the To Do List.
4. Complete the required *Student Health History* and save the form.
5. Select and complete any of the optional forms as needed for the student.

##### Proceed...

1. Proceed to complete the required form and optional forms for each student in the Student drop.

##### Final Site Step

1. Click Sign Out and you have completed all three steps. Great Work!