


USD 232 Online Enrollment How-To Document

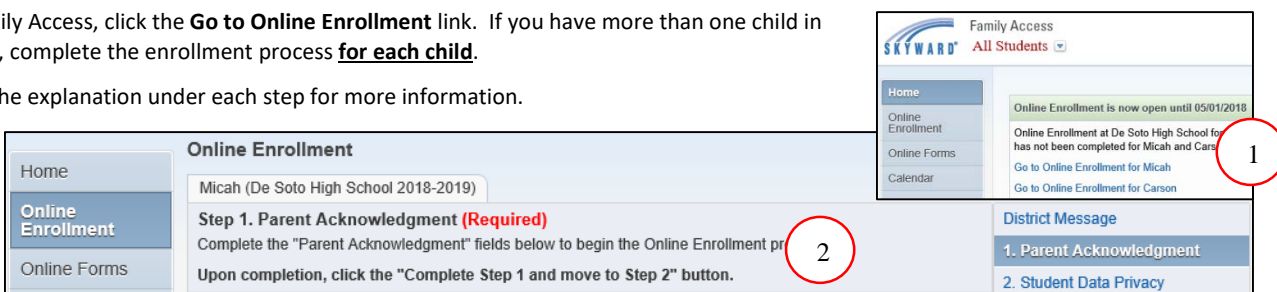
Things to Know Before Starting

- Online Enrollment can be completed by either guardian in Family 1.
- If you don't know the login information for your Family Access account, click the **'Forgot your login or password?'** link on the Family Access login page (a link to Family Access is available on the district's webpage under Parents & Students). Enter your email address and click **Submit**. If the school has a matching email address on file, an email will be sent to that address with information on how to log in. If the school does not have your email address on file, call the school office for assistance.
- Please read ALL information provided in the link in Step 1 **before** responding to the questions in the following steps.
- Set the internet browser to allow pop-ups.

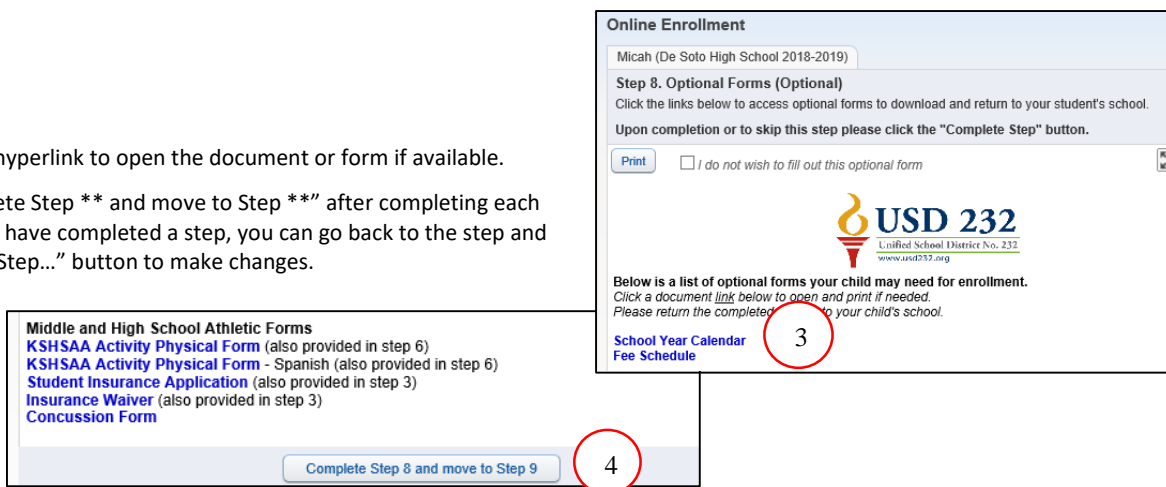
 Acrobat Reader must be installed on your computer in order to open the PDF documents. This is a free download available at <http://get.adobe.com/reader>.

How to navigate the screens of Online Enrollment

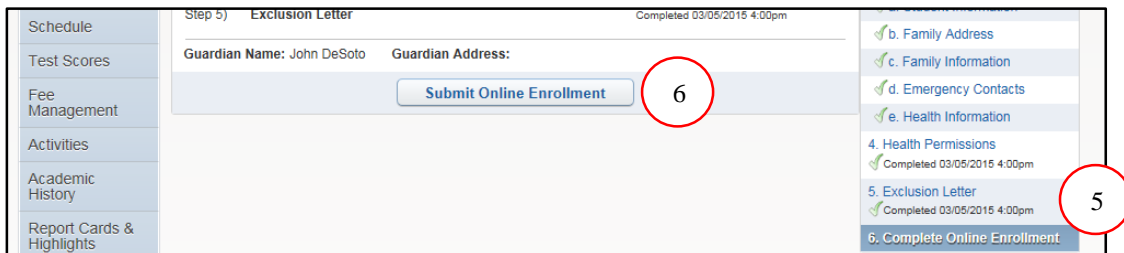
1. In Family Access, click the **Go to Online Enrollment** link. If you have more than one child in school, complete the enrollment process **for each child**.
2. Read the explanation under each step for more information.



3. Click the blue hyperlink to open the document or form if available.
4. Check "Complete Step ** and move to Step **" after completing each task. After you have completed a step, you can go back to the step and click the "Edit Step..." button to make changes.



5. When all steps are completed, click **Complete Online Enrollment**. This button will not be active until all steps have been marked as completed.
6. Click **Submit Online Enrollment** to complete the process.



Detailed Information for Step 3 – Changes to Student and Health Information

- Please update the information on file for your student. It is crucial that the school has current contact information for guardians who should receive communications regarding a student.
- **Even if you have no changes to make on any of the Step 3 screens; you must click the link at the bottom of each screen indicating the step has been completed.**
- You can only update the information for your family. If there is an additional family for the student, please contact the school office with any address/phone/email changes for that family.

3a. Student Information

- The Family Educational Rights and Privacy Act (FERPA) allows school districts to release directory information and/or your child’s photo to the media and others unless you request that information not be released.
- Your previous responses to these questions are displayed. The information in the “Family Educational Rights and Privacy Act (FERPA)” document (found in Step 1) will be helpful in making your choices. If changes are necessary, use the drop-down arrows next to each item and make your selection.

3b. Family Address

- Changes made to the address are subject to approval by the school office. If there is an issue with the requested change, you will be notified by the office via email.
- Before the office will approve an address change, you must provide the office with a current utility bill for the new address (gas, water or electric).

3c. Family Information

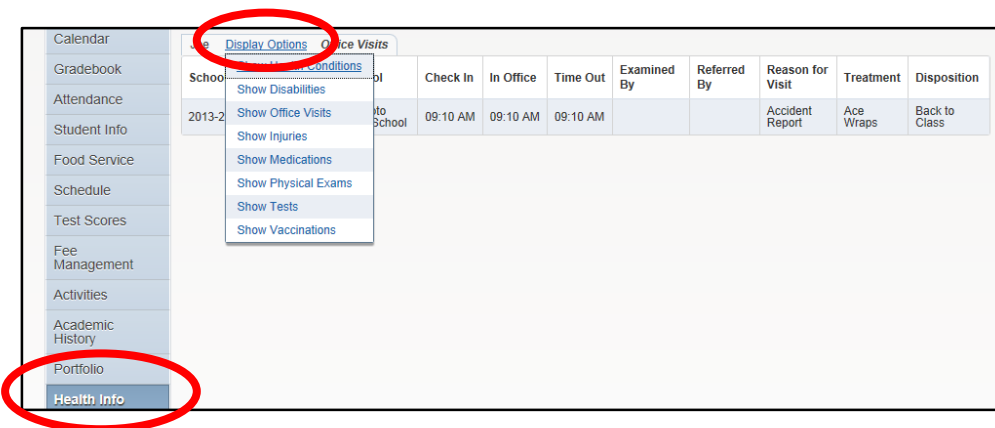
- Primary Phone: This should be a land-line phone only. If the family does not have a land-line phone, leave this field blank.
- 2nd Phone field: Please select “Work” from the drop-down list and enter your work phone number.
- 3rd Phone field: Please select “Cell” from the drop-down list and enter your cell phone number.

3d. Emergency Contacts

- Only enter persons who are not guardians. The school will always attempt to contact guardians first.
- Only two contacts are accepted.
- If you want to replace a contact with a new contact:
 - Click ‘Delete this Emergency Contact’. The screen will not automatically refresh to allow you to enter a new contact if there are two contacts in the system.
 - To refresh the screen click a link on the right side, then click the Emergency Contacts link again.
 - Click ‘Add Emergency Contact’ and enter the appropriate information.

3e. Health Information

- Each of the fields will be blank unless you entered health notes in previous years. The information shown here is strictly information entered by the guardian. Other health information stored in the database does not show up on this screen.
- To view the health information currently on record for your child, leave the Online Enrollment process by clicking the **Health Info** tab as shown below. Then click **Display Options** to select various screens to view.



- If there are any additions or corrections to your child’s health information, go back to Online Enrollment by clicking the **Online Enrollment** button on the left side. Select the appropriate child and return to **Step 3e: Health Information**.
- A school nurse will review the information you have entered and use it to update your child’s health records.