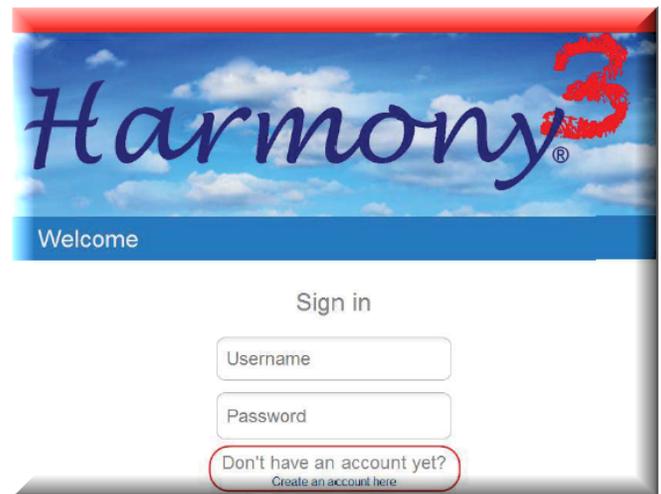


There are two options for Online KG Roundup. The first option shown is for families new to your corporation and the second option shown is for existing families in your corporation.

New family to your corporation instructions

For any students enrolling in your school for the first time, such as KG Roundup, you can have the parents enter the student via the Family Access. This would only be done for students completely new to your school corporation. This option is also used for the parent/guardian that does not have students currently enrolled in your school corporation. The parent/guardian will go to the family access link for your school corporation. They will touch on "Create an account here".

They will then enter their name, email address, username and password. The username and password is not something from the email they received from the school. Instead they will create their own username and password. It will check to make sure the username they selected is unique and has not been taken by anyone else.



Once you have an account, you can add students with a registration code.

Create my account

First name

Last name

Email

Username

Password

Confirm password

Already have an account? Sign in

register

Email is a required field. If the parent/guardian doesn't have an existing email address, please have them create an email address account with Google gmail or Yahoo.

Then they would touch on "I need to enroll a new student" to enter the details of their new student.

They will enter the demographics for their student and then touch "Submit". Once the student demographics are submitted by the parents/guardians, the office would then go to Office Use...Web Enrollment and touch on the student to open the web enrollment.

I need to enroll a new student

Do you have a student that is new to this school? Touch here to enroll them.

Elementary

enroll

Top 11

Make any necessary changes (spelling, proper case, etc.) to the demographics and then touch "Approve demographic changes" once completed. Select whether the student is enrolling for this year or next year.

Parents/Guardians will touch on any form that does not have a green checkmark and fill that out. They will need to type their name and date at the bottom and then submit the form. The checkmark for the form will turn green once they complete it.

Is the student enrolling for NEXT school year?

✓ Yes ✗ No

The STN Lookup must be used for all enrolling students. Enter the correct STN in the ID field. If student is not found in the Lookup, then use the assigned ID number.

ID: 111116018

Touch here for STN Lookup

When you select yes, an appropriate ID number will be assigned based on the year enrolled for. When you save the student, students for next year will be marked with a status of “Next Year” and will be in the inactive student view.

Once the student record is created, you can open the demographics and go to the Office Use tab. Touch “Generate random” by the Web Reg Code and Stu Web Reg Code to generate the family access codes.

Parent/guardians and students can then use these codes, along with the student’s date of birth, to add the student to their family access account.

Once students are linked to their account, the parents/guardians can fill out the online registration forms, if the school has that option activated.

Existing parent KDG Roundup Instructions

If the parent has other students in the corporation, they would simply log in with their existing account. They will touch “Manage Account” to get to the choice to enroll a new student.

The demographics for the student will be entered for their new student and then touch “Submit”.

The same steps will be followed for this student as for any new kindergarten student.