# Online Registration Instructions
Accessing Alma Start – Returning Students

Online registration for returning students will be done via Alma this year. Alma is our new Student Information System (SIS) and replaces Infinite Campus. Parents should receive an email from Alma with instruction for activating their parent account. You must have activated your Alma parent account before you can start the online registration process.

The online registration program is called Alma Start. In order to make sure that you see the correct students/forms in Alma Start, please follow these instructions for returning students. If you have a student currently enrolled in Norwood School, even if you are adding a new student, you are considered a returning student/family. You can add the new student as part of the process.

Here are the instructions to access Alma Start and complete your student registration for the 2025-26 school year. You will complete this process for each student.

1. Login to Alma by clicking on the Alma logo on the school website quick start menu (Red banner area) or go to the school's Alma URL
https://norwoodk12.getalma.com

2. Use the login and password you set up via the initial email sent from Alma. If you did not get the email or did not set up your account in time and the link expired, please contact Ryan Shell at ryan.shell@norwoodk12.org and he will resend an new link.

3. The first time you login to Alma you will see a screen similar to the following:
Your exiting students will be shown in the Students Section (see yellow circle). To start the registration process click on the green Go To Alma Start button in the lower right corner of the screen (see red circle).
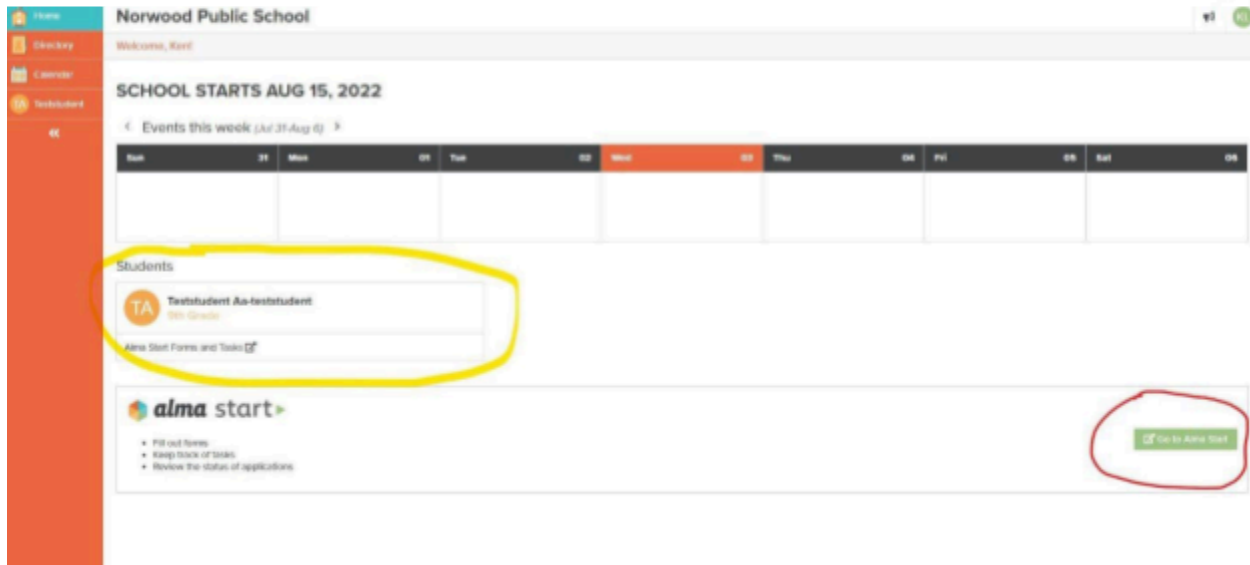
If you have started the registration process, or logged out before starting the process, the next time you login the screen may look like the following:
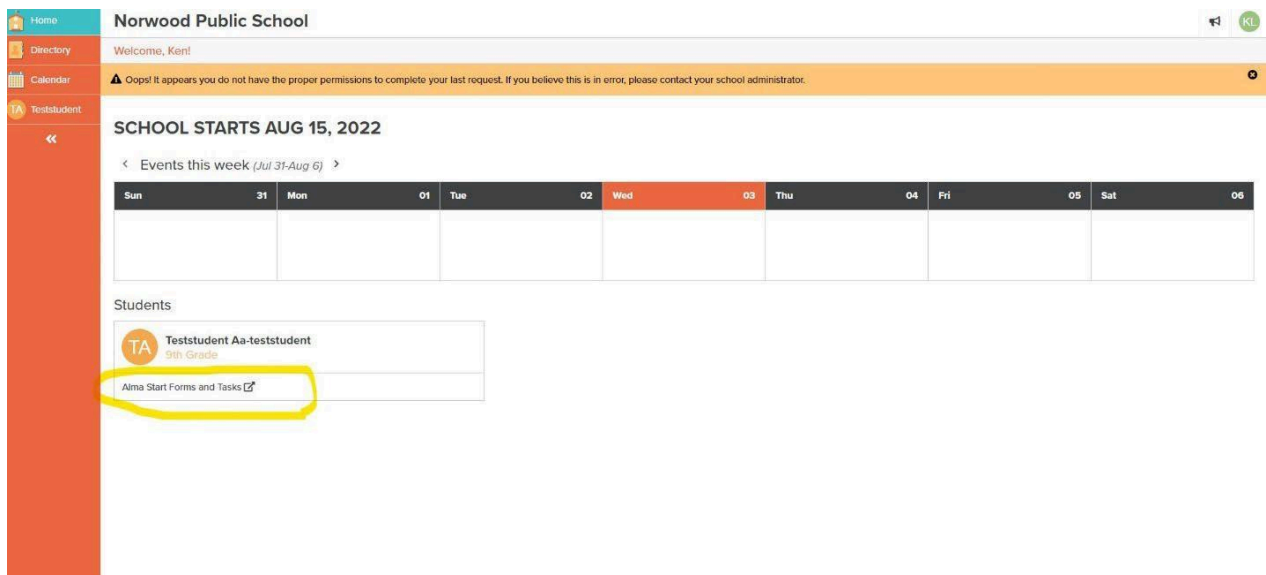

Students will still be listed in the Students Section but now in order to access Alma Start you will click the link under the Student Section (see yellow circle).

4.   Once in Alma Start your students will be listed along the left-hand side. To begin registration, select a student. You will complete registration for one student at a time, repeating the process for each student.
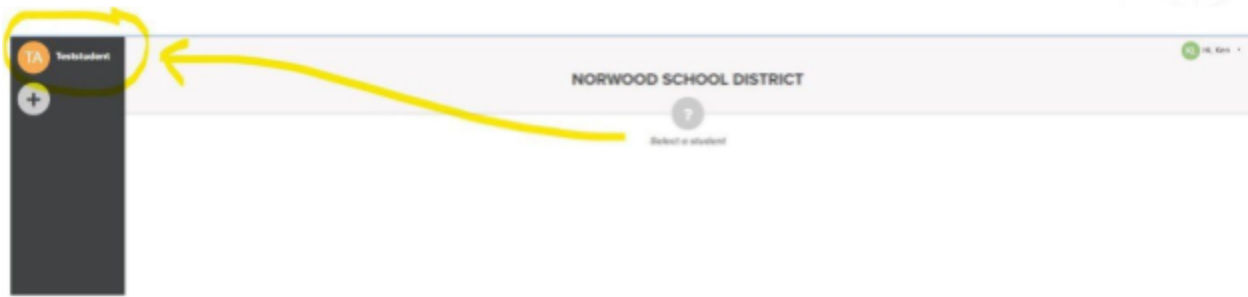
Once you have selected the student to be registered, click on the green + symbol next to Get Started in the upper right corner of the screen. (see image below)
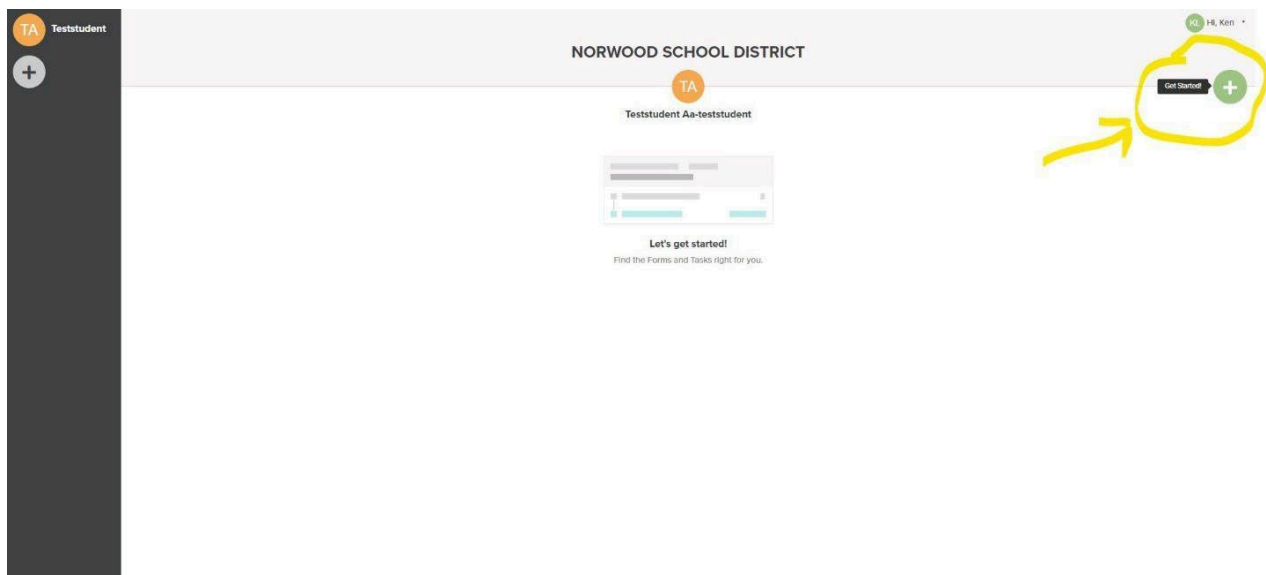
5.   Follow the screen prompts to verify your student's information, making corrections as needed and filling in any missing information.

Please note that some of the forms say "Optional" on them. These are typically optional only if you selected NO to the previous question or it did not apply. Please read the instructions carefully to determine if the "optional" forms are truly optional in your situation or if you need to complete them.

Common Login Errors

GetAlma	Invalid username or password. You have 5 attempts remaining.	You entered the wrong password, please click on "Forgot Password"
GetAlma	Invalid Username or Password. If you feel this is in error, please contact your school administrator.	You entered an invalid username or your account hasn't been activated. Please contact your school.
AlmaStart	Invalid Username or Password	You entered an invalid username. Please double-check your activation email, your username is either your email address or phone number.
AlmaStart	request not authorized	You entered the wrong password, please click "Trouble Logging in?"

If you have any questions please contact Ryan Shell at ryan.shell@norwoodk12.org.