

RANK ONE HOW-TO GUIDE



DIRECTIONS:

- 1. DOWNLOAD RANK one APP.**
- 2. CREATE A NEW PARENT OR STUDENT ACCOUNT USING STUDENT EMAIL OR PERSONAL EMAIL.**
- 3. ADD STUDENT NAME AND STUDENT I.D (POWERSCHOOL ID)
(IF YOU DO NOT KNOW YOUR I.D. YOU CAN GET FROM THE CMS FRONT OFFICE 770-749-8850)**
- 4. UPLOAD A COPY OF YOUR PHYSICAL.**
 - **CLICK NAME**
 - **VIEW FILES**
 - **PHYSICAL UPLOAD FORM**
 - **PICTURE**
 - **PICTURE OF PHYSICAL (PAGES 1-4)**
 - **SIGN AT THE BOTTOM**
 - **once DOTS TURN GREEN, SUBMIT**
- 5. COMPLETE THE REMAINING 3 FORMS ON RANK one (INSURANCE, CONSENT TO TREAT, AND HANDBOOK SIGN-OFF)
*****YOU MAY BE REQUIRED TO CHECK YOUR EMAIL FOR CONFIRMATION*******