

Existing Student Online Registration Guide

Needs to be completed by Primary Household Guardian

*The registration process can be completed from any computer or mobile device that has internet access.

*Please note that in the event you need to complete the registration process at a later time, your information will automatically be saved.

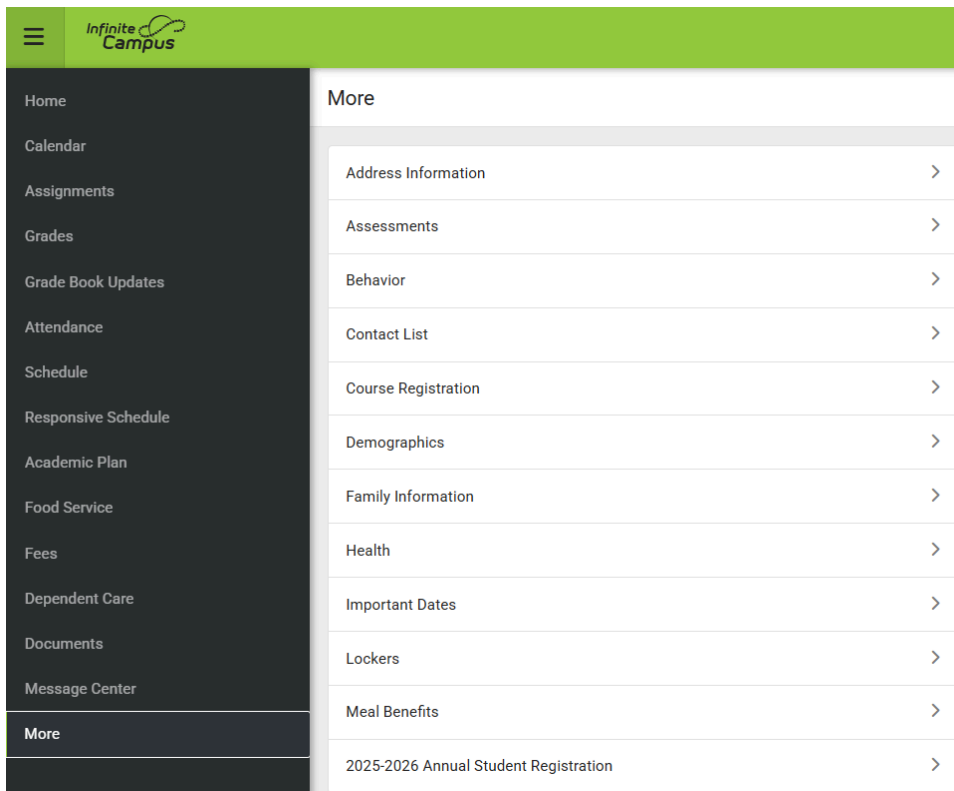
Needed Information

Login access to Infinite Campus Parent Portal

- If you need to create an account, the activation key can be provided by contacting your student's school office administrative assistant or by contacting Janet Krivoshein at jkrivoshein@antigoschools.org.
- If you have an active Infinite Campus Portal account and are having difficulty recalling your "username" or "password," please click on the "Forgot your password?" or "Forgot your username?" link on the Portal login screen to retrieve your information.

To start the Existing Student Registration Process

1. Log-into your Infinite Campus Parent Portal account.
2. Select **More > 2025-2026 Annual Student Registration**.



3. Select **Existing Student Registration** from the Online Registration Window and click the start button.

The screenshot shows the Infinite Campus Online Registration interface. On the left is a dark sidebar with navigation links: Home, Calendar, Assignments, Grades, Grade Book Updates, Attendance, Schedule, Responsive Schedule, Academic Plan, Food Service, Fees, Dependent Care, Documents, Message Center, and More. The main content area has a header with a back arrow and the text 'Back | Online Registration'. Below this are two sections: 'Existing Student Registration' and 'New Student Registration'. Each section contains a table with columns for NAME, STATUS, and ACTION. In the 'Existing Student Registration' table, the row 'New Student Enrollment 2025-2026 School Year' has a 'REQUIRED' status and a 'Start' button. In the 'New Student Registration' table, the same row has an 'IN PROGRESS' status and a 'Continue' button.

NAME	STATUS	ACTION
New Student Enrollment 2025-2026 School Year	REQUIRED	Start

NAME	STATUS	ACTION
New Student Enrollment 2025-2026 School Year	IN PROGRESS	Continue

4. Your students will be listed, if an existing student is missing from your household contact your school administrative assistant. Note only Primary Guardian can complete this. Click **Begin Registration**.

The screenshot shows the Infinite Campus Online Registration interface. The header is green with the Infinite Campus logo. The sidebar on the left is dark with navigation links: Home, Calendar, Assignments, Grades, Grade Book Updates, Attendance, Schedule, Responsive Schedule, Fees, School Store, Documents, Message Center, and More. The main content area has a header with a back arrow and the text 'Online Registration | Existing Student Registration'. Below this is a text box with instructions: 'This editor is to update data for students that are currently enrolled in the District. You may add new students that are registering for the SELECT year later in the process. If you only want to register new students for the selected year at this time, please use the link below to go to the New Student Registration form.' Below the text box is a table with columns: STUDENT NAME, GRADE, INCLUDED IN NEW APP?, REASON IF NOT INCLUDED, and ONLINE REGISTRATION SUBMITTED?. The table has one row: Maddie Basset, 04, Yes, Included, No. Below the table is a blue button labeled 'Begin Registration'.

STUDENT NAME	GRADE	INCLUDED IN NEW APP?	REASON IF NOT INCLUDED	ONLINE REGISTRATION SUBMITTED?
Maddie Basset	04	Yes	Included	No

[Begin Registration](#)

5. Online registration opens in a new window. Make sure to review the instructions and have all needed items noted. Click **Begin**.

The screenshot shows the Infinite Campus Online Registration interface. The header is green with the Infinite Campus logo. The sidebar on the left is dark with navigation links: Home, Calendar, Assignments, Grades, Grade Book Updates, Attendance, Schedule, Responsive Schedule, Fees, School Store, Documents, Message Center, and More. The main content area has a header with the text 'Online Registration | Existing Student Registration'. Below this is a text box with instructions: 'This editor is to update data for students that are currently enrolled in the District. You may add new students that are registering for the SELECT year later in the process. If you only want to register new students for the selected year at this time, please use the link below to go to the New Student Registration form.' Below the text box is a table with columns: STUDENT NAME, GRADE, INCLUDED IN NEW APP?, REASON IF NOT INCLUDED, and ONLINE REGISTRATION SUBMITTED?. The table has one row: Maddie Basset, 04, Yes, Included, No. Below the table is a blue button labeled 'Begin Registration'.

Infinite Campus Online Registration

English | [Spanish](#)

* Indicates a required field

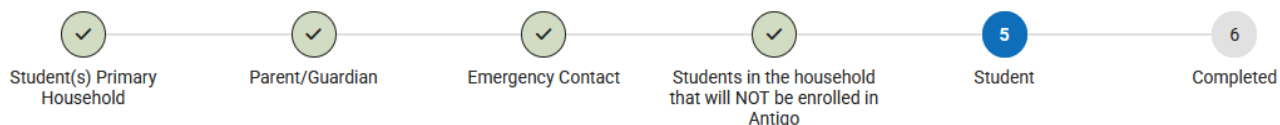
Your Application Number with Antigo Unified School District: 1947
Application For New Student Enrollment 2025-2026 School Year

Welcome to the Unified School District of Antigo Online Registration. Before you begin, please gather the following:
Household information – address and phone numbers
Parent information – work and cell phone numbers, email addresses
Student information – demographic and health/medication information
Emergency Contact – addresses and phone numbers.
Note: Required fields are marked with a red asterisk (*), and the district will receive the data exactly as it is entered. Please be careful of spelling, capitalization and punctuation.
Dates should be entered as MM/DD/YYYY and phone numbers as xxx-xxx-xxxx.
If you need enrollment / registration assistance, please call (715) 623-4173 x3817 during business hours or leave a message and a representative will be back in touch with you the next business day.

[Begin](#)

6. The registration process has five sections to review. **Review each section and make any necessary changes as you click through the process.**

English | Spanish

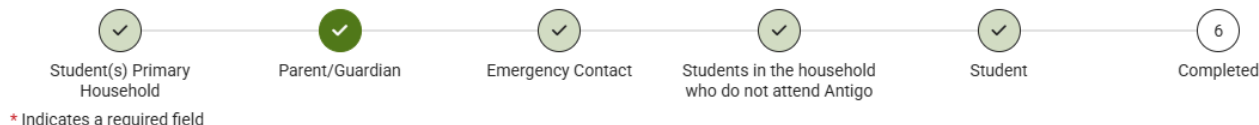


Section 1

Review your home phone and address information.

Section 2

Review information Parent/Guardian information. **Yellow** indicates that a person is missing required information. Select the highlighted row to continue. If a parent/guardian no longer lives in the household make the changes here where you are prompted *Does this person live at the address listed below?*

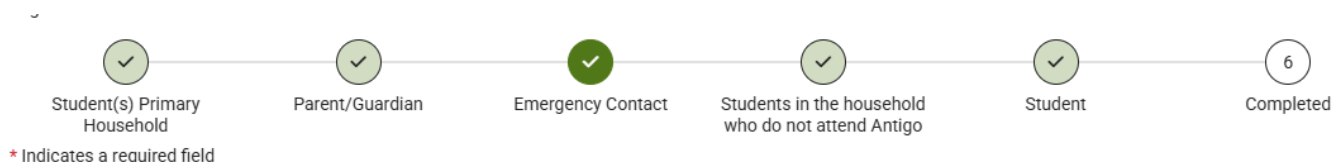


Parent/Guardian

FIRST NAME	LAST NAME	GENDER	COMPLETED
Test	Parent	F	COMPLETED >
Test	Parent 2	M	COMPLETED >

Section 3

Emergency contacts are people school staff can contact if you are not available. **Yellow** indicates that a person is missing required information. Select the highlighted row to continue. Review the current contacts and add new ones if needed.



Emergency Contact

FIRST NAME	LAST NAME	GENDER	COMPLETED
Test	Friend	F	COMPLETED >

Section 4

Review and list non school age children in this section.
In this section list children that will **not** be enrolled in a district school.

English

✓

Student(s) Primary Household

✓

Parent/Guardian

✓

Emergency Contact

✓

Students in the household who do not attend Antigo

✓

Student

6

Completed

* Indicates a required field

Students in the household who do not attend Antigo

FIRST NAME	LAST NAME	GENDER	COMPLETED
No records available.			

In order to help prevent the creation of duplicate records, please do not create new records in this section for the following people:

FULL NAME	REASON
Test Parent	Already in this application as a Parent/Guardian
Test Parent 2	Already in this application as a Parent/Guardian
Test Friend	Already in this application as an Emergency Contact
Test Child	Already in this application as a Student

Section 5

Click on your student and review and update your student’s information including relationships. **Yellow** indicates that a person is missing required information. Verify all information needed before moving onto the next section.

✓

Student(s) Primary Household

✓

Parent/Guardian

✓

Emergency Contact

✓

Students in the household who do not attend Antigo

!

Student

6

Completed

* Indicates a required field

Student

FIRST NAME	LAST NAME	GENDER	SCHOOL	COMPLETED
Test	Child	F	Not Assigned	<div>INCOMPLETE</div>

In order to help prevent the creation of duplicate records, please do not create new records in this section for the following people:

Section 6

Once all information is complete, **Click Here to Sign** and **Submit** the application.

Infinite Campus Online Registration

Your Application Number with Antigo Unified School District: 1928
Application For New Student Enrollment for the 2024-25 School Year

English

✓

Student(s) Primary Household

✓

Parent/Guardian

✓

Emergency Contact

✓

Students in the household who do not attend Antigo

✓

Student

6

Completed

* Indicates a required field

✎

Click Here To Sign

PLEASE NOTE: Prior to submitting your application you may verify all of the data you have entered by going back to the area in question or click on the PDF link below. Your information is not submitted until you click the submit button above. You will receive an email notification that you application was received after clicking submit application.

You must submit your application by clicking the following button.

Back

Application Summary PDF

Submit

What happens now?

Your application will be reviewed by a district staff member. Once approved you will receive an email notification stating the registration was processed.

Please reach out to the contact below for additional information or questions.

Janet Krivoshein

Student Information System Coordinator

715-623-4173 ext. 3817

jkrivoshein@antigoschools.org