For Parents
Enrolling or Reenrolling, Adding a Sibling
in REG-Online Registration

Contents: *(In case you want to skip to a specific part)*
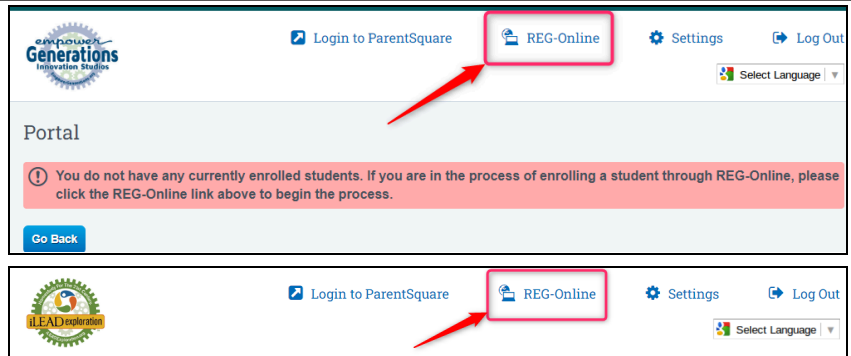
Logging In to Reg-Online

LOGGING IN

1. Log into the Parent Student Portal
2. Forgot your username or password? No problem! Just use the "Forgot username/password?" below the login button.

Parent Student Portal Per School:
Empower Generations
iLEAD Agua Dulce
iLEAD AV
iLEAD Lancaster
iLEAD Online
SCVi
iLEAD Exploration

Log In

Username

Password

School / District

ileadlancaster

LOGIN

→ *Forgot your username / password?*

a. Click on the REG-Online link in the upper right corner.	Login to ParentSquare REG-Online Settings Log Out Select Language ▼ **Portal** ⚠ You do not have any currently enrolled students. If you are in the process of enrolling a student through REG-Online, please click the REG-Online link above to begin the process. Go Back --- Login to ParentSquare REG-Online Settings Log Out Select Language ▼

Creating a Reg-Online login

Need a Reg-Online Login? 1. **I**f you don't already have a Reg-Online login, follow the link in the email you received to create a login in Reg-Online	**Welcome to REG-Online!** ▼ Instructions **Log In** Username Password Log In Forgot Password Forgot Username **Create Account** Email Household Last Name Phone Number
2. Create a password making sure to follow the password requirements on the screen.	**Welcome to REG-Online!** ▼ Instructions **Log In** Username Password Log In Forgot Password Forgot Username **Create Account** Email Household Last Name Phone Number

Household Tab

HOUSEHOLD TAB 1. Click on the second at the top "Household".	

2. Review the information, complete any missing information, and click the "**Save Household Info**" button.
 	
3. Please NOTE: if you are updating your address, please make sure to update address on **parent record** (bottom of household tab) and **learner records**. The "Contact Information" address section does NOT update your school's student information system.
 	
4. Proof of residency
 	
   i. At the bottom of the HOUSEHOLD page is also where you would upload an updated proof of residency for the new year if required.
 	
   ii. Choose the file from your computer, then click the Upload button.	

Parent/Guardian/Caregiver Record

PARENT/GUARDIAN RECORD:

Once the Household record is saved:
1. Review existing parent/guardian record(s) or Add new as needed.

2. After the first parent/guardian record is saved, go back to the top and mark one of the parent/guardian/caregiver records as "Primary"

3. Click SAVE GUARDIAN RECORD. Continue to add parent/guardian records as needed.

Need to add a learner record? (skip if not needed)

If you need to add a LEARNER to Registration

    a. Click on the "Application" tab at the top.

1. Returning learner not listed
(use "Find My Student")
    1. Click on "Find My Student" button
    2. Look up your learner by Last name and birth date.

    3. Select a registration window (for 2022-23 or 2023-24 school years)

(Continued in next section "Learner Application, for "New Learners")

2. Adding a Sibling
(Use "New Student Application")

1. Click on "New Student Application" button

2. Select a registration window (for 2022-23 or 2023-24 school years)

3. Complete the first part of the form and click SAVE.

(Continued in next section "Learner Application, for "New Learners")

Learner Application

New Learners

1. **New enrollments/new siblings**: At the top of each learner's record, choose the school year registration window you are enrolling.

2. Complete the full application and click the "Save Student Record" at the bottom.

    >> Be sure to scroll down to review all sections. Any sections with a red "X" need to be reviewed or updated.

3. Any incomplete information will appear in red.

❖ Note: if you saved the wrong registration window (school year) on your application, please **contact your school office to correct it before you complete the application (**or it will need to be redone undre the new school year).

Returning Learners

1. Verify registration window in top, right corner (school year)

2. Review all existing information & pdate or add anything needed.

   >> *Be sure to scroll down to review all sections. Any sections with a red "X" need to be reviewed or updated.*

4. After reviewing the full enrollment form, be sure to click "Save [New] Student Record"

5. Any incomplete information will appear in red.

Signature Documents

1. **"Student Documents" for Signature:**

For each signature document required you can use a Digital Signature or manually sign

Digital Signature:	**Manual Signature:**
a. Type your name in the box below signature field b. Check the box to use a "digital signature" c. Click on Save Document	a. Click on the lock icon in the upper right corner b. Sign in the box c. Type your name in the box below the signature d. Click on Save Document

2. Continue to review and sign all required acknowledgments.	
3. If documents such as a birth certificate or 7th grade immunization records need to be submitted, they can be **uploaded in the "Student Documents" section**, below the signature forms.	

Print Confirmation

1. Once you have entered all required information, uploaded all necessary documents, and Household and Application tabs at the top are green you will be able to click on the Finish Tab at the top of the screen.

2. Click on a learner's name to print a confirmation.

3. *If you are enrolling in independent study, a Master Agreement will be sent to you which must be signed in order to be fully enrolled and before your learner can begin classes.*

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