



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

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## Logging In to Reg-Online

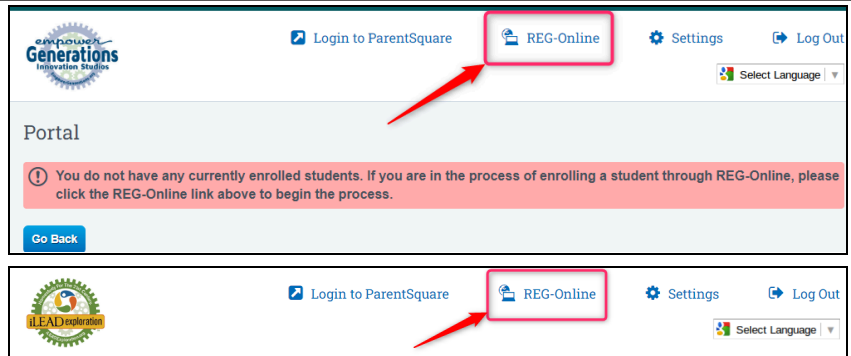
### LOGGING IN

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](#)

- a. Click on the **REG-Online** link in the upper right corner.



## Creating a Reg-Online login

### Need a Reg-Online Login?

1. If you don't already have a Reg-Online login, follow the link in the email you received to create a login in Reg-Online

The screenshot shows the 'Welcome to REG-Online!' page. It has a 'Log In' section with 'Username' and 'Password' fields and a 'Log In' button. Below this is a 'Create Account' section with 'Email', 'Household Last Name', and 'Phone Number' fields. There are links for 'Forgot Password' and 'Forgot Username'.

2. Create a password making sure to follow the password requirements on the screen.

The screenshot shows the 'Welcome to REG-Online!' page. It has a 'Log In' section with 'Username' and 'Password' fields and a 'Log In' button. Below this is a 'Create Account' section with 'Email', 'Household Last Name', and 'Phone Number' fields. There are links for 'Forgot Password' and 'Forgot Username'.

## 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")*

New Student Application

Add New Student

Please select which Registration Window this student will be enrol

-- Select Registration Window --

-- Select Registration Window --

2022-2023 Current Year New Learner Registration - 2022 - 2023

2023-2024 New School Year Registration - 2023 - 2024

Student Information

\* First Name

\* Last Name

\* Gradelevel

-- Select --

(As of the 2022 - 2023 school year)

\* Birthdate

Save New Student Record

## 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.
3. Any incomplete information will appear in red.

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

❖ **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 under the new school year).

Account Household Application Finish

Instructions

Students with a ✓ need to be reviewed and re-saved for the new registration period.

Active Registrations

Student 1: TEST Duck

2023-24 Next Year Registration

Student Record

New Student Registration Form (2023 - 2024 2023-24 Next Year Registration)

Copy Address/Phone From Household Information

Comments or Requests

Pre-Enroll 1

Field is required: PreEnroll Learning Center

-- Select --

Student Information

Physical Address

Mailing Address

Ethnicity

Previous School/Enrollment Information

Has your student ever been enrolled in a Public K-12 California school?

Yes No

Parent Educational Level

Parent/Guardian 1 - Highest Level of Education

-- Select --

Parent/Guardian 2 - Highest Level of Education

-- Select --

## 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.

Account Household Application Finish

Student Application

Instructions

Students with a red checkmark need to be reviewed and re-saved for the new registration period.

Active Registrations

Account Household Application Finish

Student 2: Test Test.

2023-2024 New School Year Registration

Student Record

New Student Registration Form (2023 - 2024 2023-2024 New School Year Registration)

Copy Address/Phone From Household Information

Comments or Requests

\* Pre-Enroll 1

SCV Exploration

Student Information

Physical Address

Mailing Address

Ethnicity

Previous School/Enrollment Information

Has your student ever been enrolled in a Public K-12 California school?

Yes No

Parent Educational Level

Dashboard Alternative School Status

Home Survey

Save New Student Record

## Signature Documents

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

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

## Digital Signature:

- Type your name in the box below signature field
- Check the box to use a “digital signature”
- Click on Save Document

## Manual Signature:

- Click on the lock icon in the upper right corner
- Sign in the box
- Type your name in the box below the signature
- Click on Save Document

Declaration of Residency Form

Signature required to confirm address listed in registration. I hereby attest that my learner resides with me at the address listed in the registration form, which is my primary address. I agree to notify the school should my learner, or I, move from this address.

Download Document

Type Name Here

To draw your signature you must first click the padlock button to unlock drawing.

Type Name Here

☒ If checked, an eSignature will be produced to represent my legal signature on this document.

03/31/2021

Clear Parent/Guardian Signature

Save Document

Enrollment Certification

Signature required to confirm all information supplied in the enrollment form is correct to the best of their knowledge.

Download Document

a. [Lock Icon]

b. [Signature Box]

To draw your signature you must first click the padlock button to unlock drawing.

c. [Type Name Box]

☐ If checked, an eSignature will be produced to represent my legal signature on this document.

Signed Date: 04/05/2023

Clear Parent/Guardian Signature

d. [Save Document Button]

2. Continue to review and sign all required acknowledgments.

Student Documents

- Declaration of Residency Form
- Emergency Card Agreement
- Enrollment Certification
- Healthcare Acknowledgement
- Master Agreement
- Technology Use Agreement

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.

IEP/504/Assessment Reports

If applicable. This is a mandatory document for registration if your learner has a current IEP or 504 plan.

Choose File No file chosen

Upload Selected File

Note: Uploading files for existing documents will replace them.

Immunizations

Please upload any immunization records you may have.

Choose File No file chosen

Upload Selected File

Note: Uploading files for existing documents will replace them.

## 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.*

The screenshot shows the 'Finish Registration' page. At the top, there are four tabs: 'Account', 'Household', 'Application', and 'Finish'. The 'Finish' tab is highlighted in green. Below the tabs, the page title is 'Finish Registration'. There are two expandable sections: 'Instructions' and 'Registration Complete'. The 'Instructions' section contains the text: 'We will review every application. You will be contacted if extra information is required. If you have any questions: call (661) 705-4820'. The 'Registration Complete' section contains the text: 'Your registration is now complete. You may print your registration confirmation below.' Below this text is a table with two columns: 'Student' and two action buttons, 'Download Confirmation' and 'Email Confirmation'. The 'Student' column contains the text 'COLEMAN-TEST, TEST'. Both action buttons have a red 'X' icon next to them, indicating they are disabled or unavailable. At the bottom of the page, there is a blue footer bar with the text 'Copyright © School Pathways, LLC'.

Student	Download Confirmation	Email Confirmation
COLEMAN-TEST, TEST		