

EPISD Online Registration Quick Start Guide

Download and print this page along with the full instruction manual for reference when working on registering your students.

Before you begin: An e-mail address —and immediate access to read email messages from it— is required to get started. Make sure you have one available before you continue.

The following are the steps required to complete the Online Registration process. Exact order is optional, but this is the preferred order. ** Please refer to the full instruction manual located in episd.org for detailed instructions. **

1. Create and validate a system account.

- ✓ This is a new system, all users need to create an account.
- ✓ For returning students: ONLY the parent that has previously enrolled a student should open an account. Parents that have not enrolled a returning student before may not be linked correctly.
- ✓ Complete the account validation process (validation is done via an email message.)

2. Fill out the first section: "Documents for all Students and Contacts" (6 docs. total)

- ✓ These are general forms that apply to the whole family.
- ✓ Go through them one by one and complete them as needed.

3. Add students.

- ✓ ALL new and previously enrolled EPISD students need to be added to this new system.
- ✓ Make sure you work with previously enrolled students FIRST. This will make the process faster.
- ✓ For previously enrolled EPISD students, the system will attempt to bring-in as much information as possible from the existing district database.

4. Add contacts.

- ✓ Add ALL the contacts you deem necessary. These can be parents, grandparents, legal guardians, can pick-up contacts, emergency contacts, medical contacts, etc.
- ✓ Be very detailed. Try to provide as much information as possible for each contact as needed (addresses, telephone numbers, email addresses, etc.)

5. Link each student to ALL corresponding contacts (in the "View student" section.)

- ✓ LINK students to ALL corresponding contacts. Each student needs at least one "Lives With" and one "Emergency Contact" to be able to complete their registration.
- ✓ Contacts the student "Lives With" must have a valid HOME address.
- ✓ Contacts flagged as "Emergency Contacts" must have a valid telephone number.

6. Complete each of your student's forms (also in the "View student" section.)

- ✓ For EACH student, first select the desired registration grade and corresponding campus.
- ✓ Also, for EACH student, you will have to complete 7-14 quick documents, depending on each case.

7. Attach any available documents.

- ✓ Attach any and all available documents: birth certificate copies, IDs, Immunization records, proof of residence, school transcripts, report cards, etc.
- ✓ Documents can be attached in PDF, DOC, JPG, and other standard document formats.
- ✓ Attaching documents is not required, but it helps by completing the information needed. If no documents are attached, you will need to bring them in person to each of the campuses your children are attending when classes start.

8. Submit (once ALL of your students' info has been completed.)

- ✓ Verify you included ALL of your children being enrolled for the new school year.
- ✓ Verify ALL sections for ALL students have been completed to the best of your ability.
- ✓ The system provides visual feedback to confirm completion of all sections.
- ✓ Once the final enrollment request is submitted you will not be able to make any changes in the system. For changes after final submission you will need to contact the campus registrar.