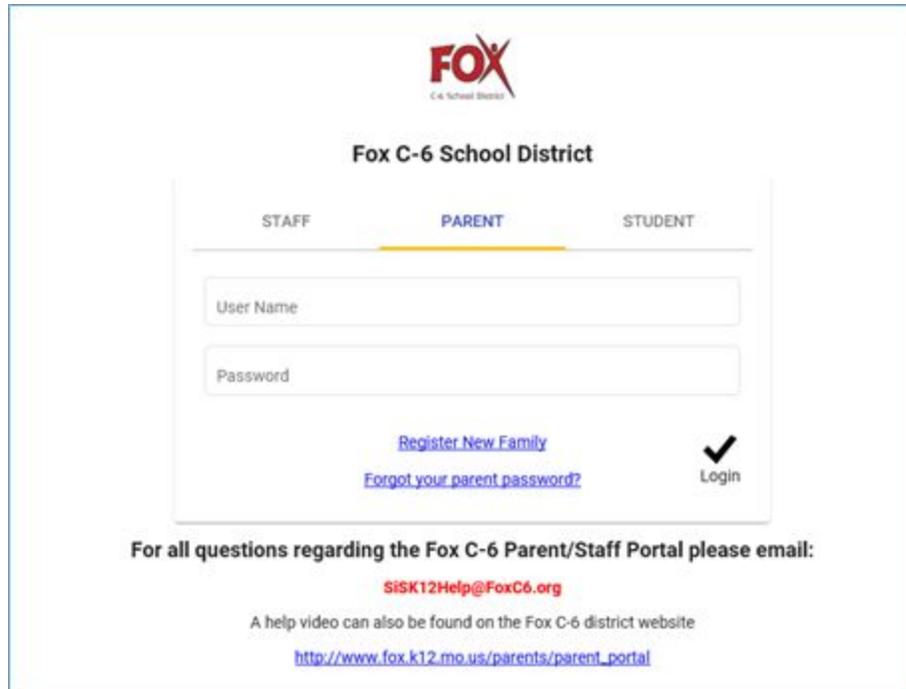


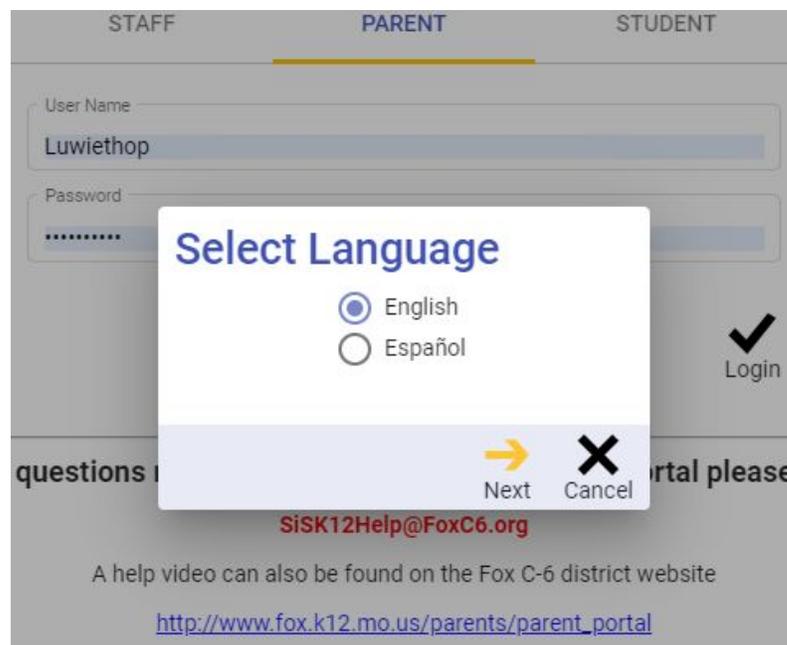
Please see the steps below for new families to register and add students.

1. When a new parent or family goes to the portal to login, they will need to click on the Register New Family link on the Parent tab.



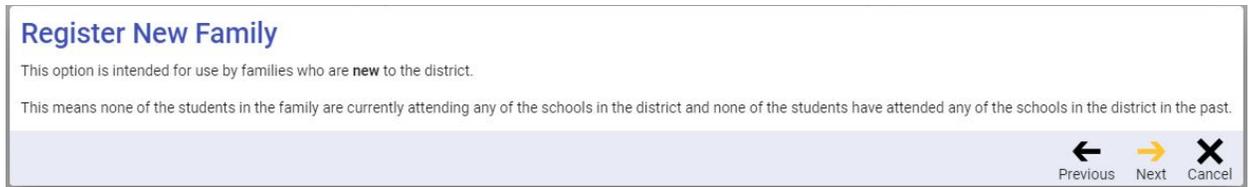
The screenshot shows the Fox C-6 School District Parent Portal login page. At the top is the FOX C-6 School District logo. Below it, the text "Fox C-6 School District" is centered. There are three tabs: STAFF, PARENT (which is selected and highlighted with a yellow underline), and STUDENT. Below the tabs are two input fields: "User Name" and "Password". Below the input fields are two links: "Register New Family" and "Forgot your parent password?". To the right of these links is a "Login" button with a checkmark icon. Below the login area, there is a message: "For all questions regarding the Fox C-6 Parent/Staff Portal please email: SiSK12Help@FoxC6.org". Below that, it says "A help video can also be found on the Fox C-6 district website" followed by the URL http://www.fox.k12.mo.us/parents/parent_portal.

2. When the parent clicks Register New Family, they will need to select a language and click Next.



The screenshot shows the Fox C-6 School District Parent Portal login page with a "Select Language" dialog box overlaid. The dialog box has a title "Select Language" and two radio button options: "English" (which is selected) and "Español". At the bottom of the dialog box are two buttons: "Next" with a yellow arrow icon and "Cancel" with a black X icon. The background of the login page is dimmed, showing the "PARENT" tab selected, the "User Name" field containing "LuwietHop", and the "Password" field with masked characters. The "Login" button is visible to the right of the dialog box. Below the dialog box, the same text from the previous screenshot is visible: "For all questions regarding the Fox C-6 Parent/Staff Portal please email: SiSK12Help@FoxC6.org", "A help video can also be found on the Fox C-6 district website", and the URL http://www.fox.k12.mo.us/parents/parent_portal.

3. They will then see a box that says Register New Family that says it is only for families that are new to the district. They will then click Next to proceed.



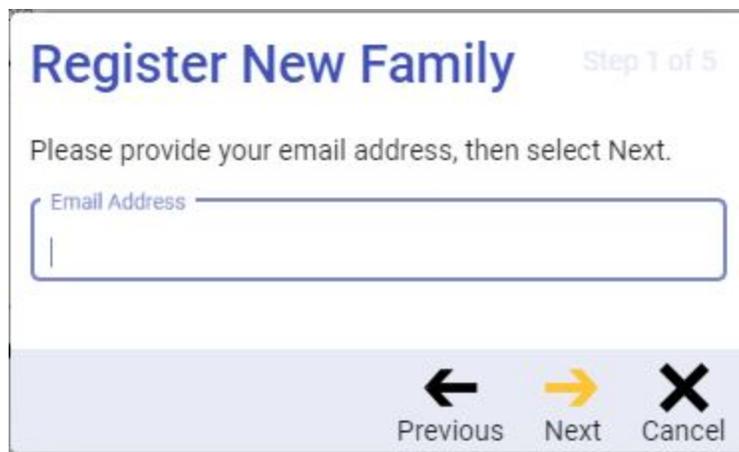
Register New Family

This option is intended for use by families who are **new** to the district.

This means none of the students in the family are currently attending any of the schools in the district and none of the students have attended any of the schools in the district in the past.

← Previous Next → ✕ Cancel

4. When Next is clicked, a window is displayed where they will need to enter their email address and click Next to register that address for their account.



Register New Family Step 1 of 5

Please provide your email address, then select Next.

Email Address

← Previous Next → ✕ Cancel

5. When Next is clicked, several possible messages are displayed.
 - a. When the email address has already been used to request a link for self-registering:



Link Already Sent

A link for accessing the New Family Registration page was already emailed to this address.

Do you want to have the link sent again?

✓ Yes ✕ No

yes is clicked, the message is re-sent.

- b. When the email address has already been used to access the self-registration pages and the user reached the page where the portal login information was shown:

Login Exists

Login information has already been provided for this email address.

Please use that information to access the site.

If you have forgotten your password, use the [Forgot Password](#) link on the login page.

 Close

- c. If the email address already exists in the database:

Duplicate Email Address

A record already exists with this email address.

If your students are already registered at the district or have attended the district in the past, this option cannot be used.

 Close

- d. Otherwise:

Email Sent

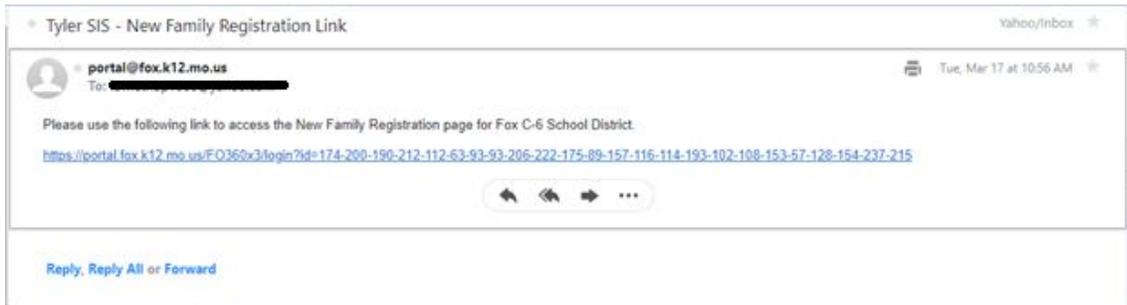
An email with a link has been sent to **[email address entered]**

Please use the link in the email to proceed to the next step.

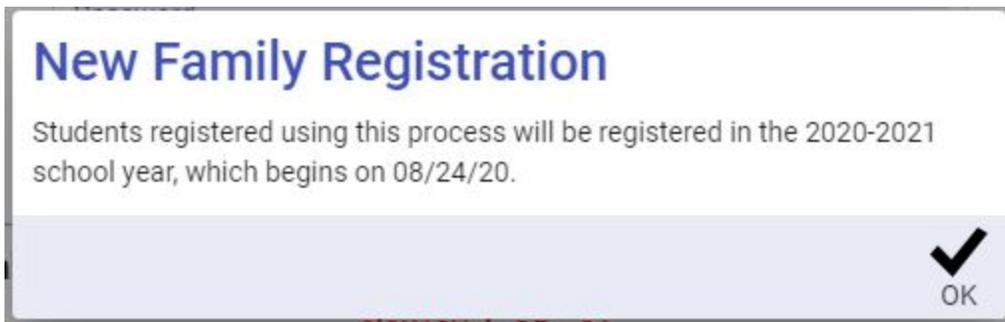
 Close

An email is sent to the user with a link that can be used to access the **New Family Registration** screen.

6. They will need to login to their email account. The email message will tell them to click the link for the next step.



7. When they click the link, they will see the New Family Registration box and need to click Ok.



8. They will then fill out the New Family Registration pages beginning on step 2, which is Parent/Guardian Information. All fields with red asterisks are required.

A screenshot of a web form titled "Tyler SIS" and "New Family Registration". The page header includes "Academic Year - 2018-19". The main heading is "Parent/Guardian Information - Step 2 of 5". Below this, a note says: "Please provide some information about the person you want considered as the primary parent of this family." The form contains several input fields: "Your First Name*", "Middle Name", "Last Name*", "Phone - Work", "Phone - Cell", "Email Address*" (with the value "invisibleman64@gmail.com" entered), and "Employer". At the bottom right of the form, there are two buttons: "Next" with a right-pointing arrow and "Cancel" with an 'X' icon.

Step 3 is the Address Information page. Required fields are Street Name, City, State and Zip Code.

The screenshot shows the 'Tyler SIS' header in a blue bar. Below it, the page title is 'New Family Registration' and the subtitle is 'Address Information - Step 3 of 5'. The academic year is '2018-19'. The form is divided into two columns: 'Primary Residence' and 'Preferred Mailing Address'. The 'Primary Residence' column includes fields for House #, Direction (dropdown), Street* (text), Street Type (dropdown), Apt/Lot, Zip Code* (dropdown with '12312' selected), and City* (dropdown). The 'Preferred Mailing Address' column includes fields for Address Line 1, Address Line 2, Address Line 3, City, State, and ZIP Code. At the bottom right, there are navigation buttons: 'Previous' (left arrow), 'Next' (right arrow), and 'Cancel' (X icon).

Step 4 is the Student Information form. It allows multiple students to be added, and there must be at least one. After filling out the Student Information page for the first one and clicking Next, validation is done to make sure the required information has been provided as well as determine if any of the entered students already exist in the system.

If a duplicate is found, a message is shown.

The message box has a title 'Possible Duplicate Entry' in blue. The text inside reads: 'The information entered for the following students: Debbie Barker is very similar to existing records in our system. Have any of your students attended schools in the district at any time in the past? Please contact the district if you have questions regarding how to proceed.' At the bottom right, there are two buttons: 'Yes' with a checkmark icon and 'No' with an X icon.

If Yes is clicked, a second message is displayed.

Duplicate Entry

If any of your students have attended schools in the district in the past, you are not considered to be a "new" family and the New Family Registration option should not be used.
Please contact the district for assistance.

X
Close

If no duplicates are found (or **No** was clicked on the message), a message is displayed to make sure the user has entered all students who will be attending the district.

Did you forget anyone?

You will not be able to add students beyond this step.

If you have not provided information for all the students you want to register, select the Cancel button, then use the Add Student button in the bottom bar to add fields for the additional students' information.

Otherwise, select Proceed to Step 5.

→ **X**
Proceed to Step 5 Cancel

9. When the parent clicks the Proceed to Step 5 button, they will see a box that says Login Information and will need to create a password for their account.

Ethnicity: Non-Hispanic/Latino

Login Information

Your account has been established and your email address will be your user name.

User Name
luwiethop1006@yahoo.com

Password
|

Re-enter Password

Please make a note of this information so you can use it from now on when you want to access the parent portal. If you need to exit this registration process for some reason before completion, log in using the information above and you will be able to complete the process.

✓
Save

Because the login info is not provided until here, if a user logs out before they reach this point, they must use the link that was emailed to them in order to get back to the New Family Registration pages.

10. Once the password is saved, the Online Registration forms will open as Step 5 for the parent to complete.

Tyler SIS

New Family Registration Academic Year - 2018-19

Online Registration - Step 5 of 5

Please complete the following forms.

The information already provided will appear on some of the forms and can be edited as needed.

If you wish to add additional contacts for the family, this can be done on the Parent/Contact Information form.

For each form, provide the requested information, check the box at the bottom to indicate the form is complete, then click the "Next" button in the bottom bar to move to the next form.

Click the Edit link next to the first form to begin.

Actions	Form	Status	Last Updated
Household of Robert Williams			
Edit	Household Parents (System)	Incomplete	
Edit	Household Addresses (System)	Incomplete	
Edit	Student Information (System)	Incomplete	
Edit	Emergency Contacts (System)	Incomplete	
Edit	Non-resident Parents (System)	Incomplete	
Edit	This is a Parent Form	Incomplete	

Kevin Williams

Next Cancel

The Next button is disabled until all forms are marked complete. When all the forms are marked complete, the Next button is enabled, and a message is displayed.

Forms Completed

All of the forms have been marked complete but changes can still be made if desired.

When you are satisfied with the information on all of the forms, select the Next button to proceed.

OK

11. When Next is clicked, a message is displayed.

Congratulations!

Your information has been submitted.

Everything will now be reviewed by the school district. If any changes need to be made, you will receive an email letting you know. Otherwise, you will receive an email telling you the forms have been accepted and the process is complete.



OK