

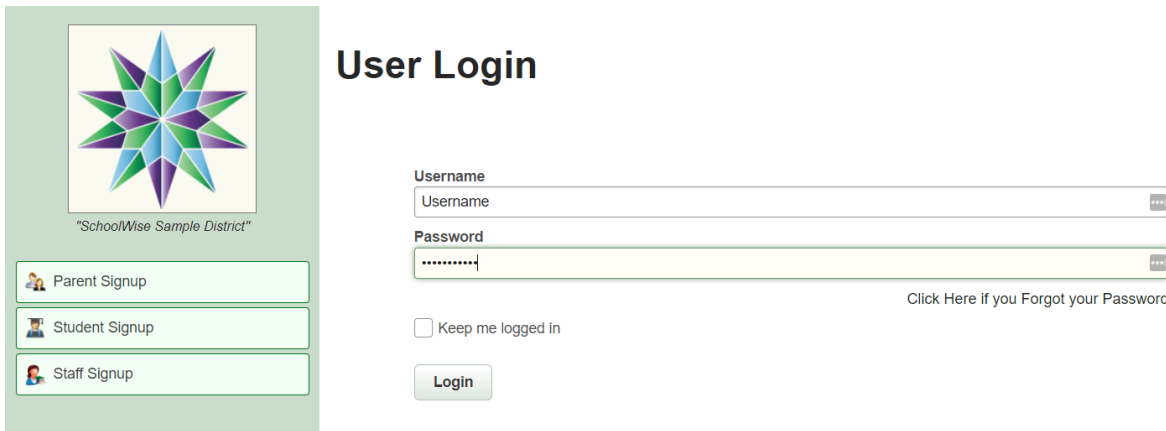
# SchoolWise®

## Online Registration Walkthrough

Once a parent has completed the Parent Portal setup and has a login to the SchoolWise Online Gradebook, they can begin the Online Registration Process. Below are some screenshots walking you through the basics.

### Log in to the SchoolWise Parent Portal *(Remember that your password is case sensitive.)*

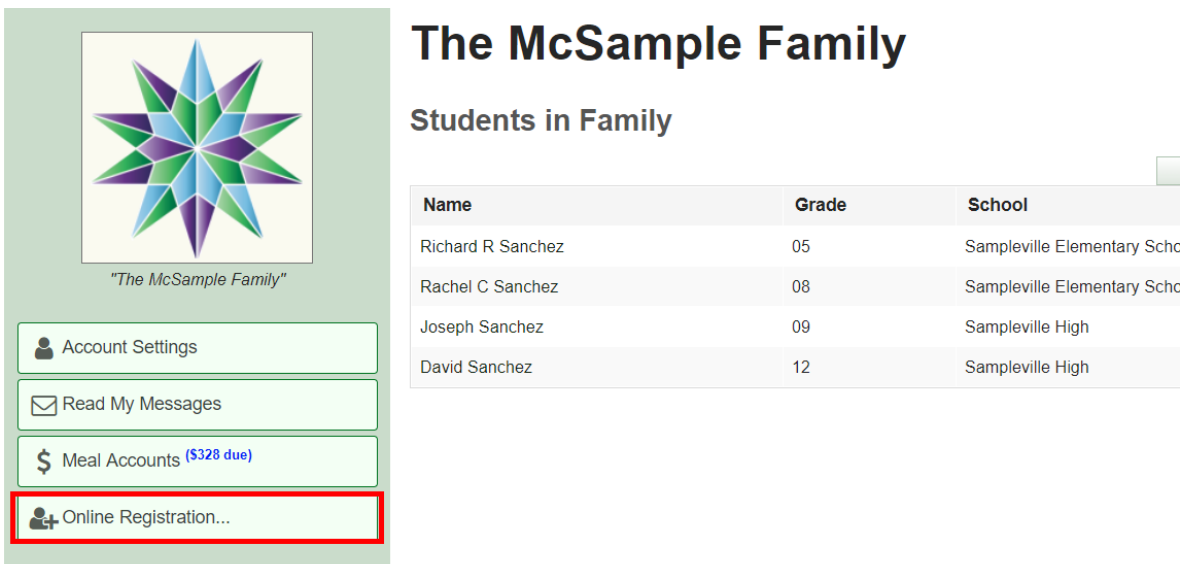
If you forget your login or password, click "Click Here if you Forgot your Password", enter your email address which is on file at the school and your credentials will be sent to you.



The screenshot shows the 'User Login' page. On the left, there is a logo for 'SchoolWise Sample District' and three buttons: 'Parent Signup', 'Student Signup', and 'Staff Signup'. The main area contains a 'Username' field with 'Username' entered, a 'Password' field with masked characters, a 'Keep me logged in' checkbox, and a 'Login' button. A link 'Click Here if you Forgot your Password' is located to the right of the password field.

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### Click the "Online Registration" button in the bottom left menu.



The screenshot shows the account page for 'The McSample Family'. On the left, there is a logo and a menu with buttons: 'Account Settings', 'Read My Messages', 'Meal Accounts (\$328 due)', and 'Online Registration...' (highlighted with a red box). The main area displays the title 'The McSample Family' and 'Students in Family' above a table.

Name	Grade	School
Richard R Sanchez	05	Sampleville Elementary Schc
Rachel C Sanchez	08	Sampleville Elementary Schc
Joseph Sanchez	09	Sampleville High
David Sanchez	12	Sampleville High

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Choose which form you wish to fill out, by clicking on the corresponding button.

Sebastopol Union Elementary District Logout

## Online Registration

**Charles and Aurora Xavier**  
Address and Parent Information

[Continue 2020 Household Information](#)

**Logan Xavier (03/24/2009)**  
Grade 04 at Sebastopol Independent Charter

[Continue ReEnroll for 2019-2020](#)

Home

Read My Messages

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The form will then open for editing. (see example below) Please fill out or edit any required information, once you are done you may click on Finished – Submit to School or choose finish later if you wish to save your progress then resume at another time.

Print...

### Family Members, Address and Phone Changes

Correspondence Language: English

Street Address (ex: 234 Main St, #14B) \*  Different Mailing Address (ex: PO Box 234)

123 Anystreet

Sebastopol CA 95472

Household Landline: (123) 123-1234  Get Voice Alerts  Get Text Alerts

Family Members and Contacts	
Name	Phone Numbers
Charles Xavier Lives in Home with Student	Cell: (123) 123-1234 (Alerts: Voice on, Text on)
Aurora Xavier Lives in Home with Student	Cell: (123) 123-1234 (Alerts: Voice on, Text on)

[Click to Add a Family Member or Contact...](#)

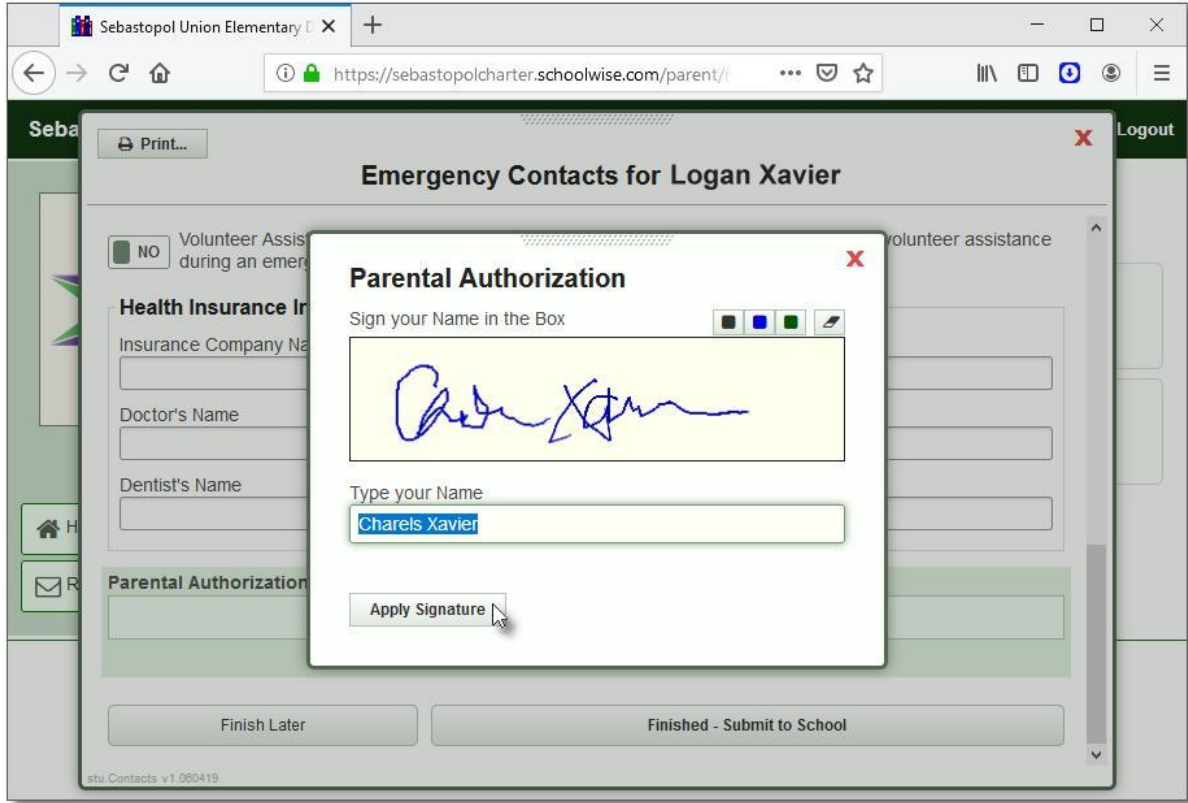
Household Notes

Finish Later [Finished - Submit to School](#)

fam.Address v1.060319

**At the end of some forms, you might find a Signature\* button...**

Click on the "Click to Sign" button to launch the digital signature window. Please type and then use the mouse/touchpad to sign your name, don't worry – neatness doesn't count here as shown in the example below:



**Once forms are completed the status will change in each Form Description button.**

On the form button you will notice the status. If you haven't entered any information yet the status shows as "Click to Begin" once some information has been entered you will see the status change to "Started Click to Continue". Once the form is complete that status will be updated as shown below:

