


New Student Registration

Existing Family

Step 1 – Login to TylerSis account

Sign in to the parent portal on sis.kunaschools.org



Kuna Joint School District # 3

Staff **Parent** Student

User Name:

Password:

[Register New Family](#)
[Forgot your parent password?](#) Login

Step 2 – Selecting the Correct Tile

2a – Update Household Data

Student Information ^

Health


Programs and Services

Student Details

Update Household Data

If the Update Household Data link on the bottom of the left side menu is active click and **continue to step 3a**

2b – Online Registration

 Online Registration must be completed for 2019/20 [View](#)

You may see that the update household data link is grey and there is a yellow box at the top of the page that says “online registration must be completed” click view and **continue to step 3b**

Step 3a - Edit Student Information Update Household Data

If you clicked **Update Household Data** you will find it 3rd on the list provided

Actions Form

Edit	Household Parents
Edit	Household Addresses
Edit	Student Information
Edit	Emergency Contacts

Step 4a – Click Add Student Update Household Data

If you clicked **Update Household Data** there will be an add student button in the bottom left hand corner, you may need to scroll to see it. Click “Add Student”



This will take you to a new page; you will need to click “Add Student” in bottom left-hand corner again



This will open a new student section to be filled in. Repeat this for every new student you need to add before continuing on and clicking next.

Continue to step 5

Step 3b – Edit Student Information Online Registration

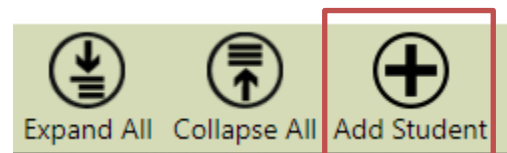
Click “Edit” Student Information

If you clicked **Online Registration** you will find the option in the top section of the list, under the heading Household of *Your Name*

Household of	
Edit	Introduction
Edit	Household Parents (System)
Edit	Household Addresses (System)
Edit	Student Information (System)
Edit	Emergency Contacts (System)
Edit	Non-resident Parents (System)
Edit	Family
Edit	Military Status
Edit	Parent Employment Survey

Step 4b – Click Add Student Online Registration

If you clicked **Online Registration** you will find an add student button in the bottom left hand corner of your screen. You may need to scroll down to see it. This will open a new student section to be filled in. Repeat this for every new student you need to add before continuing on and clicking next.



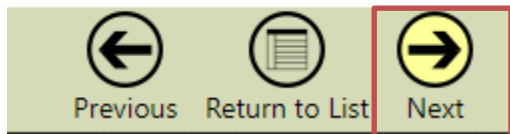
Continue to Step 5

Step 5 – Moving to Student Forms

Check the checkbox in the bottom left corner when you are finished adding students

- I have completed this form and understand that checking this box is considered to be my electronic signature of the form, certifying that the information above is true and accurate.

Click the next button in the bottom center of the screen. This will bring you to the next form needing to be completed.



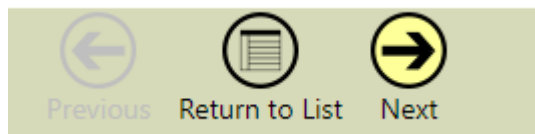
Step 6 – Fill Out Forms

Student Information

The first form is the student information form the others will become available after the first is completed.

Navigating between forms

The navigating tool is located at the bottom of each form. Options to advance to the next form, return to the previous form, or return to the list view are available. All work on the form will be saved if one of these buttons is clicked. Forms can be completed in any order but all must be finished to submit the registration. *Navigation will not work if there are errors on the page and the completed box is checked.



Editing Forms

To edit a form from list view click on the edit link next to the form name.

Edit	Introduction
Edit	Household Parents (System)

Forms will consist of text fields and drop-down lists. An example of the drop-down lists is shown here.

What language(s) are spoken in the home?

*

Please select an additional language (if applicable)

Fields with a * next to them are required fields and must be filled out for the form to be completed and submitted. Be sure to read all instructions to ensure the form is filled out correctly.

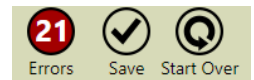
Once complete, click the checkbox next to the statement “I have completed this form and understand that checking this box is considered to be my electronic signature of the form, certifying that the information above is true and accurate.”

I have completed this form and understand that checking this box is considered to be my electronic signature of the form, certifying that the information above is true and accurate.



Then click the save button to complete the form.

If there are any incomplete required fields on the form an error count will appear next to the save button.



The incomplete fields will be highlighted in red as shown in the image below. These errors will need to be fixed to submit the form.

What language does your student speak most often?
*

Please select an additional language (if applicable)

Submitting

When you are finished filling out the forms click the **Return to List** button. If all the forms are completed without error the next arrow in the bottom right of the list screen will become active. Click this arrow to submit the registration.

If you can't submit, return to list view and insure all forms have a status completed. If any have a status of Incomplete you will need to go in and finish. Many times it is something as simple as clicking the checkbox at the bottom of the form.

I have completed this form and understand that checking this box is considered to be my electronic signature of the form, certifying that the information above is true and accurate.