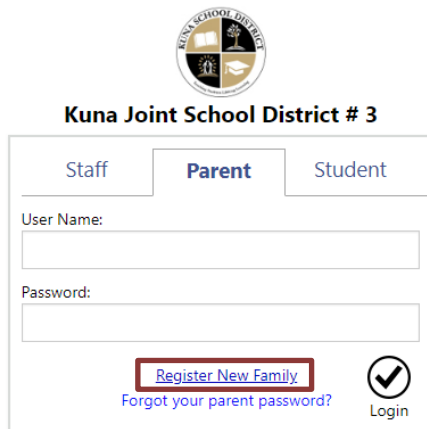


New Student Registration

New Family

Step 1 – Creating Account

On the TylerSis login page for parent there is an option called “Register New Family” click this to begin creating an account.



Kuna Joint School District # 3

Staff **Parent** Student

User Name:

Password:

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

Follow the step by step guide; click the next button to proceed through the steps.

- Select Language
 - English or Spanish
- Confirm New Family
- Input Email Address
 - An email with a link will be sent to the entered email address. This link will lead to the next step.
- A school year selector may appear, select the year corresponding to the year the student is being registered for.

Step 2 – Primary Parent

This screen will ask for information on the primary parent. Required fields are notated by * click next in the bottom right hand corner to proceed.

Step 3 – Primary Residence

This screen will ask for the primary place of residence and preferred mailing address. If the preferred mailing address is the same as the primary place of residence leave it blank. Required fields are notated by * click next in the bottom right hand corner to proceed.

Step 4 – Students

This is where student information will be added. **IMPORTANT** All students need to be entered here. To add multiple students there is an “Add Student” button located in the bottom left hand corner. Required fields are notated by * click next in the bottom right hand corner to proceed. A warning will be given to verify all students have been entered. If complete proceed to Step 5. **IMPORTANT** Once this is clicked steps 2-4 cannot be revisited.

The account password will now be set. Please enter the password in both spaces, click save, and login to continue to step 5.

Step 5 – Registration Forms

The Main Screen

A list of forms will appear. The number of forms will vary on number of children and if they are attending primary or secondary schools. There is a status and last updated field next to each form as shown. All forms must be complete before registration can be submitted.

Status	Last Updated
Incomplete	11/07/18
Incomplete	11/07/18
Incomplete	11/05/18
Incomplete	
Incomplete	
Incomplete	11/05/18

Editing Forms

To edit a form 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 complete 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.”

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.



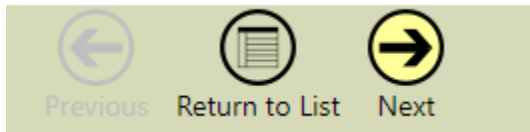
The incomplete fields will be highlighted in red as shown in the image below. These errors will need to be fixed to submit the form.

What language does your student speak most often?
*

Please select an additional language (if applicable)

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.



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.