

# On-Line Registration New Student Quick Step Guide

1. Go to <https://kyede5.infinitecampus.org/campus/OLRLoginKiosk/henry> from your device.
2. Select "Start New Registration" and complete the requested information. Click on the blue Begin Registration button.
3. You will receive a confirmation number. Please make sure you write down the number; you will need it in the event you are disconnected or need assistance from HCPS staff. Click "Confirm"
4. Click the button at the bottom of the screen "CLICK HERE TO BEGIN"
5. On each screen you will find information that you need to enter or verify. As you update the information on each screen, you will click "Next" until you come to the end of a section at which time you will click "Save and Continue." The sections you will complete are:
  - a. *Student(s) Primary Household* information to include a contact phone number, physical and mailing address, and household income. Please note that this does not take the place of the annual household income form; each enrolled family will complete one form after school begins.
  - b. *Parent/Guardian* information. You will update all contact information for each parent/guardian and select the type of notifications to receive.
  - c. *Emergency Contact* information. There must be at least one emergency contact entered for each student other than his or her parent/guardian.
  - d. *Other Household* members (such as older or younger siblings, family members that share the residence but are not emergency contacts are entered here.)
  - e. *Student* information will automatically appear on the screen including their enrollment grade for the upcoming school year. Once again, you will verify the information on each screen, clicking "next" as you go.
    - i. *Transportation* On the transportation screen you can indicate if your child will be a car or bus rider or both, when they will ride a bus, and where the child will get on or off the bus. This is also where parents can enter special transportation information such as "child goes to grandparent's house every other week at 555 Main St, Campbellsburg, KY 40011."
    - ii. *Student Learning* It is here that you can express your intent of sending the student to school or keep them home using the non-traditional instruction platform.
    - iii. *Housing*
    - iv. *Student Services* if your child has ever received services for special education, gifted/talented, etc you can indicate it here. If they are entering their very first year in school, you will answer NO.
    - v. *Language Information*
    - vi. *Previous School* if your child is transferring into the district you will need to complete the information regarding their last school system. If they are entering their very first year in school, you will leave that blank.
    - vii. *Relationships* for each relationship you will need to designate a contact sequence if prompted. Parents are sequenced first and then emergency contacts. Household contacts are not sequenced but will still appear in Infinite Campus in the event that person needed to check out the child or get them off the bus.
    - viii. *Health Services* on these screens you will include doctor information and list any medical conditions and/or medications the student takes.
    - ix. *Internet Access*
    - x. *Release Agreements* on this screen you will give permissions for your child to be photographed/videoed, review the Code of Acceptable Behavior and Acceptable Use of Electronic Resources polices, and certify that you have read, reviewed, and give permission for your child to use the districts electronic resources. You will use your finger or mouse to sign your name.
6. Click on the red submit button to submit the application for processing. You can review your information through the provided PDF document link.