

On-Line Registration Annual Update Guide for 1st Time Users

1. Login to Infinite Campus Parent Portal. <https://kyede5.infinitecampus.org/campus/portal/henry.jsp>
2. Click on the 3 lines in the upper left corner. Select "More."
3. Select Online Registration
4. Choose Existing Student Registration
5. Your student(s) information will appear here. Select "Begin Registration."
6. Click the button at the bottom of the screen "CLICK HERE TO BEGIN"
7. On each screen, you will enter new or verify existing information. As you update the information on each screen you will click "Next." At the end of a section you will click "Save and Continue." Below is information to help you as you go through the application:
 - a. *Student(s) Primary Household*: Verify contact phone number, physical and mailing address. Review district specific information that applies to the entire household, not individual students. Non-Resident information is linked here as well.
 - b. *Parent/Guardian*: You will update all contact information for each parent/guardian. Please include ALL legal parents/guardians, including those who do not live in the household. You will be able to provide their household address if known.
 - c. *Emergency Contact*: There must be at least two emergency contacts entered for each student other than their parent/guardian.
 - d. *Other Household*: This is for those who live in the household, such as older or younger siblings, family members that share the residence but are not emergency contacts.
 - e. *Student*: Information will automatically appear on the screen including their enrollment grade for the upcoming school year. You will verify the information on each screen, clicking "next" as you go.
 - i. *Transportation* - Indicate if your student will be a car or bus rider or both, when they will ride a bus, and where the student will get on or off the bus (if it is not at their home address, please provide requested address). If you have a student driver, you can fill out the parking pass application as well.
 - ii. *Relationships* - All contacts, except "other household members" will need a contact sequence. Household contacts appear in Infinite Campus in the event that person needs to check out the student or get them off the bus. The sequence lets the school know the order in which to contact those people.
 - iii. *Health Services* – In this group, you will include doctor information and list any medical conditions and/or medications the student takes. You will have access to medical care plans that the student's doctor must complete before returning them to the school. If you have a middle or high school student you can submit a form directly to their counselor if there social/emotional/mental health concerns. You will also have the option to fill out the districts "Authorization to Administer Acetaminophen (Tylenol) Form."
 - iv. *Enrollment Documents* - Upload any required documents depending on your student's grade. If your student has received new immunizations, you can submit a new certificate here even if it isn't required. If your student is playing school sports, you can upload a sports physical as well. Failure to upload the required documentation will cause the application to be put on HOLD and returned to the parent/guardian.
 - v. *Internet Access* - If you have a middle or high school student you will be asked if your child will use a district issued Chromebook.
 - vi. *Release Agreements* - You will need to give permission or verify our understanding of each individual statement.
8. *If you need to enroll a new student, you will select "Add New Student" located on the Student home screen before submitting the application.*
9. After reviewing/adding all students, you can review your information through the provided PDF, **AND/OR** you can click on the red submit button to submit the application for processing. You must confirm your submission.

Congratulations – you have completed your annual update!