

On-Line Registration Annual Update Quick Step Guide

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. We have made some updates/upgrades to some of the screens. Changes are outlined below:
 - a. *Student(s) Primary Household*: We added district specific information that applies to the entire household, not individual students. Non-Resident information is linked here as well.
 - b. *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 Contacts*: There must be at least two emergency contacts (not a guardian) for each student.
 - d. *Other Household*: This is for older or younger siblings NOT ENROLLED IN HCPS, or family members that share the residence but aren’t listed as emergency contacts.
 - 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, clicking “next” as you go.
 - i. *Transportation* - If you have a student driver, you can fill out the parking pass application as well.
 - ii. *Health Services screens* - You will have access to medical care plans. If you have a middle or high school student, you can submit a form directly to their counselor if there are social/emotional/mental health concerns. You will also have the option to fill out the districts “Authorization to Administer Acetaminophen (Tylenol) Form.”
 - iii. *Enrollment Documents* - Upload any required documents depending on your student’s grade. If you child has received new immunizations you can submit a new certificate here even if it is not required. If your child 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.
 - iv. *Internet Access* - If you have a middle or high school student you will be asked if your child will use a district issued Chromebook.
 - v. *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, 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!