

# Online Registration Guidance

## Initial Screen

The initial screen allows the parent/guardian to sign in if they have previously created an account, or create an account.

### Sign In

Email Address

Password

Remember me on this computer

[Sign In](#)

[Forgot password?](#)

### Create Account

With an account, you can...

- Complete forms online
- Save and return to forms in progress
- Print form history

[Create Account](#)

## Create Account

Only one account should be created per family. We recommend the account be created by the person who will serve as the primary contact for the student for school related purposes. The account requires an email address which can be acquired free of charge from various service providers.

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### Create an Account

Enter the following required information to continue. This account is meant to be created by an adult family member. It is important to create **only one account per household** so that the system will be able to save and access your information correctly.

**Don't Have an Email Address?** We suggest that you obtain a free email account online through [Google](#) or [Yahoo](#).

#### Profile

First Name

Last Name

Daytime Phone

*Used to provide support, if requested. Enter entire number, including area code.*

**Email Address**

*Used for sign in and important communication*

You will establish a password and three security responses to questions when you create the account. We encourage you to write down the password and responses and store the information in a secure location in your house where you can access it as needed. Once you've created your account you'll be returned to the Sign In page.

## Sign In and Start a New Form

Using the account that you created, sign in to the online registration system. If you are presented with more than one form select the form that corresponds to the school year the student is being enrolled.

### Dashboard

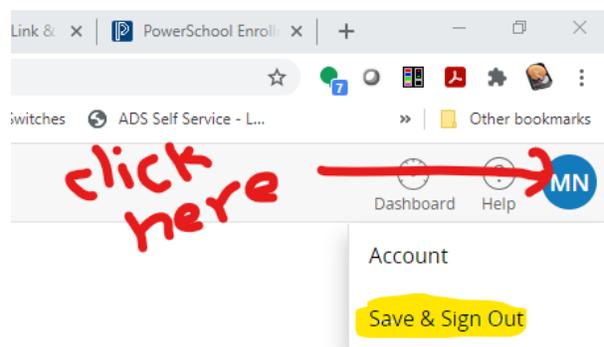
#### Start a New Form

<a href="#">New Student Registration <u>2020-2021</u></a> >
<a href="#">Student Registration <u>2021-2022</u></a> >

Once the form is started the form should be Saved until it has been Submitted. There are six pages of data being collected: Student, Demographics, Family, Emergency (Contacts), Priority (Contact Order), and Signature. At the bottom of each page there will be a **Next** and **Previous** button to help navigate through the pages. Optionally you may also select a specific page from the list of pages on the left side of the screen.

## Saving the Form

At any time that you're working on completing the form you can save the information as you exit the application to ensure the information is not lost until you are actually able to submit the form. Click on the **Profile** icon in the top right corner of the page and select **Save & Sign Out** from the drop down menu.



# Summary Page

The summary page will show if any errors detected in the pages by showing the number of errors in a red oval. If the page has no errors a green circle with a white check mark will be displayed. If you select the **Find Invalid Fields** button the application will return you to the page where the first error was found.

## Summary

We found some missing or incorrect information on the following pages.

PAGE	STATUS
Student	9
Demographics	9
Family	12
Emergency	✓
Priority	2
Agreements	✓
Signature	3

Errors →  
→  
→  
→  
→  
OK →  
→

Find Invalid Fields

### Example of Errors

#### Home/Residential Information

Home Phone required  
xxx-xxx-xxxx

5551212

Phone has been entered in an incorrect format, please use xxx-xxx-xxxx.

Address required  
where the student resides

[Redacted]

All errors must be corrected before the form may be submitted. If you are having problems finding the invalid fields please contact the PowerSchool Helpdesk or the Brunswick School Department Tech Department helpdesk at 319-1990.