


# SchoolWise®

## Online Registration Walkthrough


Once a parent has completed the Parent Portal setup and has a login to the SchoolWise Online Gradebook, they can begin the Online Registration Process. Below are some screenshots walking you through the basics.


### Log in to the SchoolWise Parent Portal *(Remember that your password is case sensitive.)*


If you forget your login or password, click “Click Here if you Forgot your Password”, enter your email address which is on file at the school and your credentials will be sent to you.



"SchoolWise Sample District"

 Parent Signup

 Student Signup

 Staff Signup

### User Login

Username

Username

Password

.....


☐ Keep me logged in

Click Here if you Forgot your Password


Login


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Click the “Online Registration” button in the bottom left menu.




"The McSample Family"

 Account Settings

 Read My Messages

 Meal Accounts (\$328 due)

 Online Registration...

## The McSample Family

### Students in Family

Name	Grade	School
Richard R Sanchez	05	Sampleville Elementary Schc
Rachel C Sanchez	08	Sampleville Elementary Schc
Joseph Sanchez	09	Sampleville High
David Sanchez	12	Sampleville High

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Choose which form you wish to fill out, by clicking on the corresponding button.

Sebastopol Union Elementary District

Logout

## Online Registration

**Charles and Aurora Xavier**  
Address and Parent Information

Continue 2020 Household Information

**Logan Xavier (03/24/2009)**  
Grade 04 at Sebastopol Independent Charter

Continue ReEnroll for 2019-2020

Home

Read My Messages

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The form will then open for editing. (see example below) Please fill out or edit any required information, once you are done you may click on Finished – Submit to School or choose finish later if you wish to save your progress then resume at another time.

Print...

### Family Members, Address and Phone Changes

Correspondence Language  
English

Street Address (ex: 234 Main St, #14B) \*  
123 Anystreet  
Sebastopol CA 95472

☐ Different Mailing Address (ex: PO Box 234)

Household Landline  
(123) 123-1234

☒ Get Voice Alerts ☒ Get Text Alerts

Name	Phone Numbers
Charles Xavier Lives in Home with Student	Cell: (123) 123-1234 (Alerts: Voice on, Text on)
Aurora Xavier Lives in Home with Student	Cell: (123) 123-1234 (Alerts: Voice on, Text on)

Click to Add a Family Member or Contact...

Household Notes

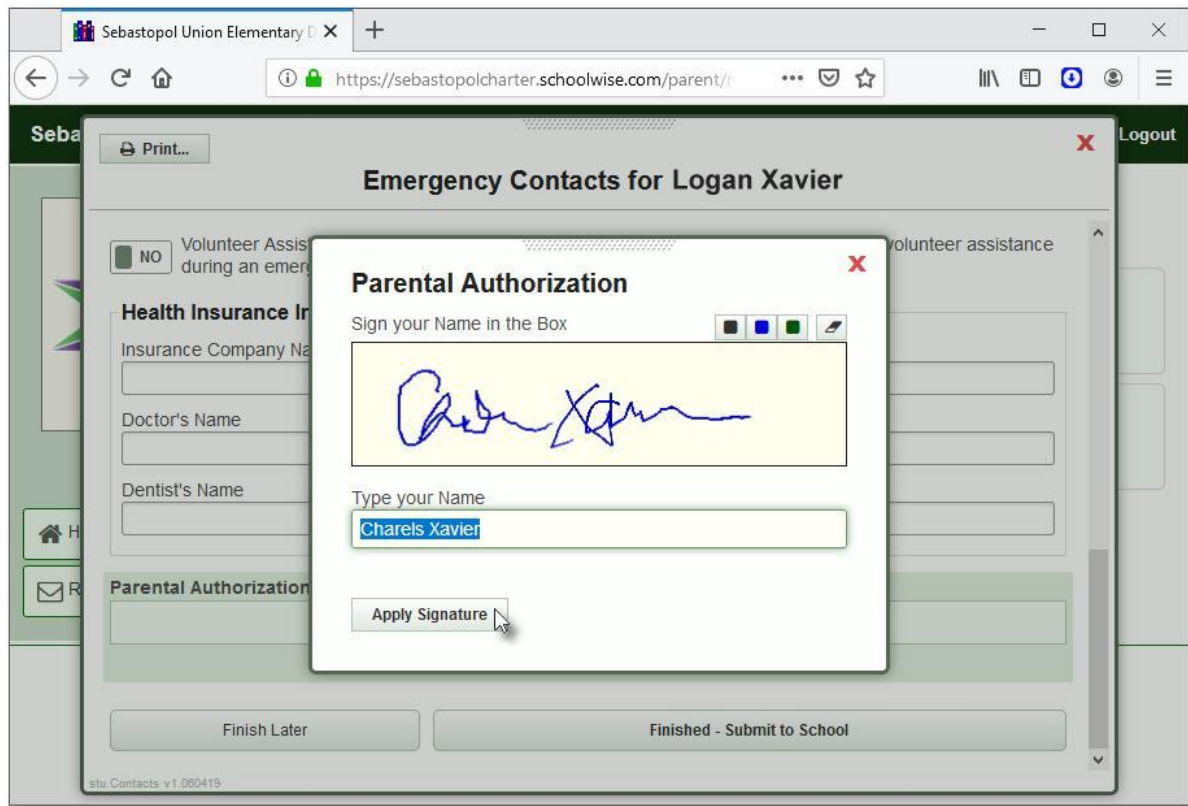
Finish Later

Finished - Submit to School

Fam\_Address v1.060319

### At the end of some forms, you might find a **Signature\*** button...

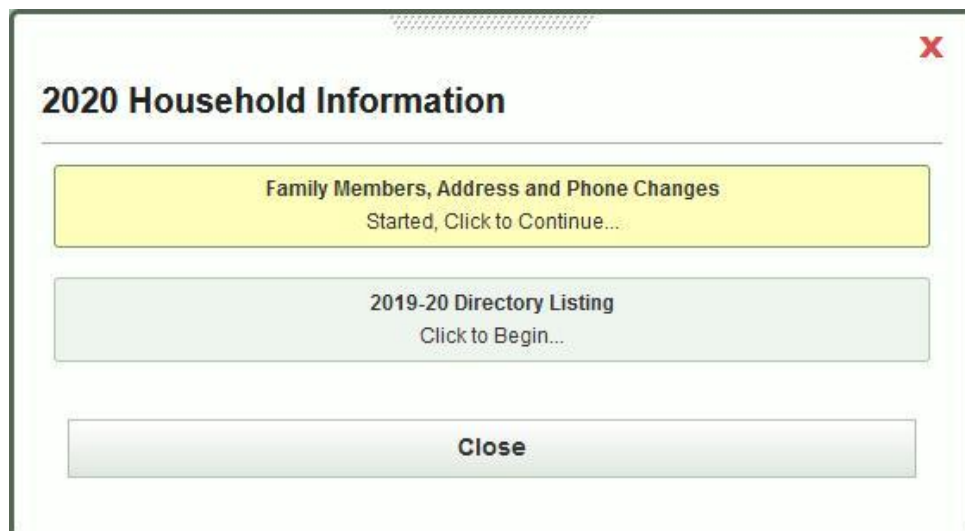
Click on the "Click to Sign" button to launch the digital signature window. Please type and then use the mouse/touchpad to sign your name, don't worry – neatness doesn't count here as shown in the example below:



The screenshot shows a web browser window with the URL <https://sebastopolcharter.schoolwise.com/parent/>. The main form is titled "Emergency Contacts for Logan Xavier". A pop-up window titled "Parental Authorization" is open, showing a digital signature of "Charels Xavier" and a text input field containing "Charels Xavier". The pop-up also has an "Apply Signature" button. The background form includes fields for "Volunteer Assistance", "Health Insurance Information", "Insurance Company Name", "Doctor's Name", "Dentist's Name", and "Parental Authorization". At the bottom of the form are buttons for "Finish Later" and "Finished - Submit to School".

### Once forms are completed the status will change in each **Form Description** button.

On the form button you will notice the status. If you haven't entered any information yet the status shows as "Click to Begin" once some information has been entered you will see the status change to "Started Click to Continue". Once the form is complete that status will be updated as shown below:



The screenshot shows a form titled "2020 Household Information". It contains three main sections, each with a status indicator:

- Family Members, Address and Phone Changes**: Started, Click to Continue...
- 2019-20 Directory Listing**: Click to Begin...
- Close**: A button to close the form.