

Parent Portal Online Registration Instructions

Step 1. Go to <https://sdm.sisk12.com/MR360x3/login>

Step 2. Enter username and password on the **parent tab** (your username is your email address, use the forgot password option if needed) *Use the Register New family link only if none of the students in the family are currently attending or have ever attended or been tested in our district in the past.*

Step 3. Check the dropdown at the top of the page to make sure all students in the family are included. (use the re-enroll option if a previous student will be returning) If correct, go to next step. If a **new** student needs to be added to the family this can be done on the student info page.

Step 4. There is a user button at the top right to change the language to Spanish if you need to see the forms in Spanish.

Step 5. Under Online Registration, select view (Highlighted Yellow)

Step 6. Select EDIT to complete EACH form

Step 7. Select **'I have completed this form'** before moving to next form. (even on no changes or blank forms) Use the arrow buttons on the form to move to next screen-- NOT the internet arrow buttons.

Step 8. Once the forms have been marked 'completed' on the main registration page the 'Submit Forms' option will appear.

- Select OK- If all forms for ALL students are completed
- Select CANCEL- If a student in your household is missing on the portal and contact the school.

Step 9. The following will appear if the submission was successfully completed.

Congratulations! Your forms have been successfully submitted.