

District 117 Student Online Registration Tips

START
HERE

Step 1: Visit the D117 website, www.chsd117.org

Step 2: Select your school (ACHS or LCHS)

Step 3: Select PARENTS - LINKS - INFINITE CAMPUS PORTAL

Step 4: Select CAMPUS PARENT

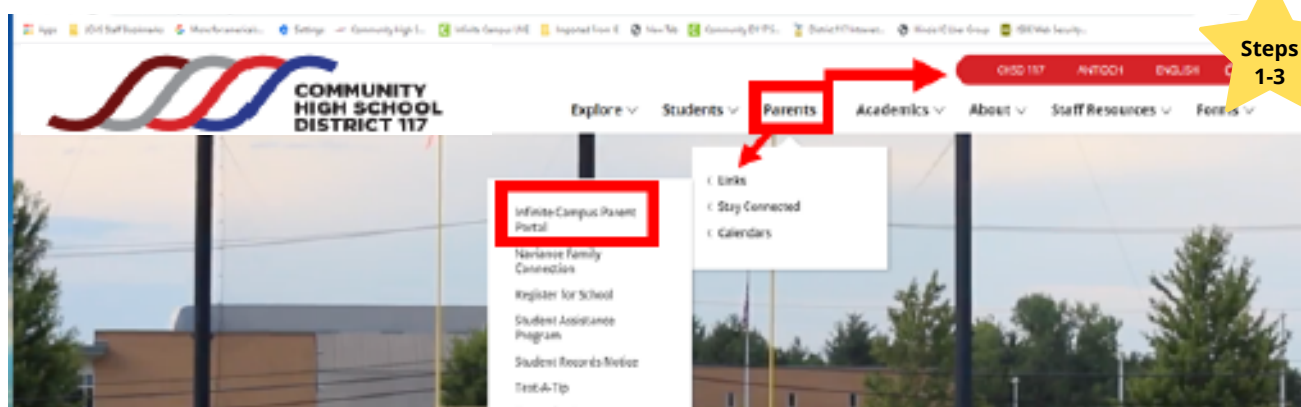
Step 5: Enter the parent/guardian's username & password

Step 6: At the bottom of the Message Center - Select MORE-
ONLINE REGISTRATION

Step 7: Click Start next to 22-23 Existing Student Registration

Step 8: Click Begin Online Registration Button

Steps
1-3



Step 4

COMMUNITY DISTRICT

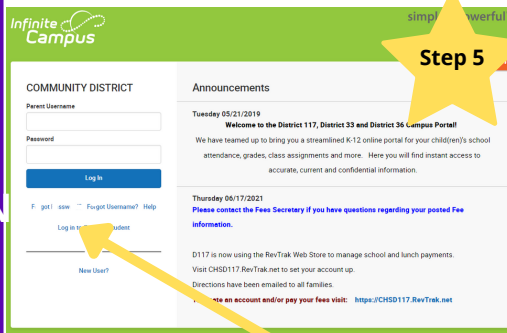
Log in to

Campus Student

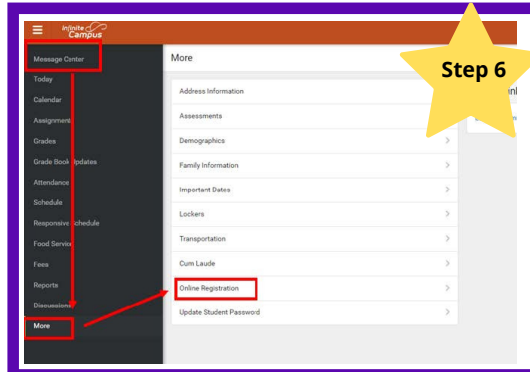
OR

Campus Parent

Step 5



Step 6



We have links for "forgot password" or "forgot Username"
OR
Call the main office for assistance.

Forgot Username
or Password?

FINISH
HERE

NOTE:
These must be green to
complete your
registration

Click the Submit
button

Your Enrollment is not complete until you submit your application by clicking the following button.

Submit

PLEASE NOTE: Information may be verified PRIOR to clicking SUBMIT. The application is not considered complete until you click SUBMIT. An email notification will be sent confirming receipt of the application.

Back

[Application Summary.PDF](#)

Infinite Campus Online Registration

* Indicates a required field

✓ Student(s) Primary Household ✓ Parent/Guardian ✓ Emergency Contact ✓ Student ▼ Completed

Tips

- The system uploads data EXACTLY as entered and is Case Sensitive
- Enter dates as MM/DD/YYYY
- Enter phone numbers as xxx-xxx-xxxx
- YELLOW - Indicates that this person's required information needs to be reviewed. Select the highlighted row to continue.
- If all of your students are not listed, please contact the registrar.
- If a new window opens during your OLR, either close or minimize the window to return to the OLR. You must allow pop-ups.
- Only the parent/guardian listed in the PRIMARY HOUSEHOLD will be able to complete the registration.
- Emergency Contacts are not parents or guardians.
- You must have at least one emergency contact.
- Click SAVE/CONTINUE to save your progress and return to complete OLR at a later time.
- Uploads must be in .PDF (preferred) or .JPG format

Fields
marked
with a red
asterisk are
REQUIRED

Only those
notified by
email are
required to
verify
residency.

Sometimes it
appears your
OLR window has
disappeared.
Watch out for
windows that
open when you
click on links.

Common missed asteriks

Student Tab FOR EACH STUDENT

- CLICK HERE (read the State Law Requirements for physicals, immunizations, dental, and vision)
- CHECK BOX (I understand the State Law Requirements)
- CHECK BOX (I read and understand the Emergency treatment statement)
- Medications: you must select either no prescriptions or add medication
- CLICK HERE (review Handbook policies)
- CHECK BOXES (both student and parent must acknowledge they have read the handbook)
- CLICK HERE (review Network Agreement Policy)
- PESTICIDE NOTIFICATION (you must click on the link)

NOTE: check boxes that signify you have read a document must be checked AFTER you have completed "click here"

Things you CAN do during OLR

- Change phone # & emails
- Change preferences for how we contact you
- Request an address change & provide proof of residency
- Add a new parent/guardian
- Update Emergency Contacts:
add, delete, or change for name, phone, relationship, contact sequence

Things you CANNOT do during OLR

- Change names, spelling, birth date, gender
Please contact the Registrar
- Pay fees
You will be notified when the fee system is available
- View student schedules
Schedules will be available in August

Failure to provide documents by the first day of school may exclude the student from classes or participation in athletics & activities

Required Documents

Grade 9 & New Students:

- State of IL Certificate of Child Health Exam form with required vaccinations; include medical conditions and prescription medications taken
- Dental Form (9th grade)
- Eye Exam (new students to IL public school)

Grade 12:

- Meningococcal vaccine record

Questions?

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