

## ON-LINE REGISTRATION INSTRUCTIONS

Please follow the following steps to complete the registration process:

- Go to the [www.cusd77.org](http://www.cusd77.org) website
- Click on “MENU”
- Click on “PARENTS”
- Click on “Parent Portal – Lumens”

(Sign on with your parent portal information sent to you in a separate email.)

- Click on “View Student Summary”
- Click on “School Registration”

This will take you to the forms to complete and submit for registration. Be sure to make changes to the forms, sign electronically, and SAVE them before exiting the form(s). After completion of all forms, check the boxes under status, then click the “Submit” button.

The next step will be payment of school fees – this can be done with a credit card on this same screen. Click on “Add Money by Credit Card” and follow the instructions provided. If you do not wish to pay by credit card, please drop off check or cash to one of the school offices.