Online Registration Process for Parents

- Go to www.pretzelpride.com. If you do not have access to the internet, please contact the school or district office regarding use of the school's computer lab.

    Login: firstname.lastname   Temporary Password: pretzel16 (will be prompted to change at first login)

- On the right hand side of the page under "Quick Links" there is a link labeled "Family Access." When you select this link, a new window will open with a log in screen.
- Use your login and password for Family Access to enter the system. If you do not know your login and password please contact the school office or district office.
- At the top of the screen you will see a box labeled "Online Registration is now open until <date>." If you have more than one student in the District each student will be listed in the box with as a link to their registration information.
- Begin by clicking on the link labeled "Go to Online Registration for <student name>." To make changes to the fields in Step 1 you must choose the "Edit Step 1a" button at the bottom of the page.
- When you have made all necessary changes, please choose "Complete Step 1a and move to Step 1b." If no changes are needed, simply click "Next Step" on the right hand side of the screen. This will save the information in Step 1a and mark it as "Completed."
- Work your way through all steps.
- **The final step of online registration is to choose the "Complete Online Registration" on this page.** This button will not appear until ALL steps have been successfully completed.
- If you have any questions, please contact your school office or the District Office at (217) 488-2040 ext. 399.

Online Registration Process for Families who are New to the District

- Please go to the school to provide proof of residency and complete a preliminary enrollment card. At this time you can pay registration fees and handle any other forms that need to be turned into the office.

    Login: firstname.lastname   Temporary Password: pretzel16 (will be prompted to change at first login)

- Within two working days, you will receive notification of your login and password to our online registration system. You will need to complete the forms online by the deadline given.
- Go to www.pretzelpride.com. If you do not have access to the internet, please contact the school or district office regarding use of the school's computer lab.
- On the right hand side of the page under "Quick Links" there is a link labeled "Family Access." When you select this link, a new window will open with a log in screen.
- Use your login and password for Family Access to enter the system. If you do not know your login and password please contact the school office or district office.
- At the top of the screen you will see a box labeled "Online Registration is now open until <date>." If you have more than one student in the District each student will be listed in the box with as a link to their registration information.
- Begin by clicking on the link labeled "Go to Online Registration for <student name>." To make changes to the fields in Step 1 you must choose the "Edit Step 1a" button at the bottom of the page.
- When you have made all necessary changes, please choose "Complete Step 1a and move to Step 1b." If no changes are needed, simply click "Next Step" on the right hand side of the screen. This will save the information in Step 1a and mark it as "Completed."
- Work your way through all steps.
- **The final step of online registration is to choose the "Complete Online Registration" on this page.** This button will not appear until ALL steps have been successfully completed.
- If you have any questions, please contact your school office or the District Office at (217) 488-2040 ext. 399.