

Back-To-School Online Registration

Available August 1st!

Save time and fill out forms online!

If you do not have internet access, computers will be available at Trenton High School during the Back to School event on August 9, 2018. You must have a Parent Portal account to access the forms.

If you do not have a Parent Portal Account or have questions, please contact your school office, beginning August 1. You will need a valid email address to set up a Parent Portal Account.

Step 1. Login to **Parent Portal** <https://sdm.sisk12.com/TN360/apphost/TylerSis#/login>

Step 2. Please check that you are in the **2018-19** school year. *Use the year icon to select year.*

The screenshot shows the Tyler SIS Parent Portal interface. At the top, there is a navigation bar with icons for Back, Home, Menu, Student, Year, Links, Joe Barker, Print, and Help. The user's name, Max Barker, and school information, Grade 04 - North Elementary School, are displayed. A red arrow points to the 'Year' icon in the top navigation bar. Below the navigation bar, there is a 'Student Summary' section for the Academic Year - 2018-19. The main content area contains several tiles for different services: Academic History, Activities and Teams, Attendance, Course Schedule, Discipline, Programs and Services, Send Email, Announcements, Awards, Documents, Fees & Billing, Student Details, Online Registration Must Be Completed (highlighted with a red circle), Assessments, Calendar, Grades, and Health. A 'Select Tiles' button is located at the bottom left.

Step 3. Select **Online Registration (Pink Tile)**

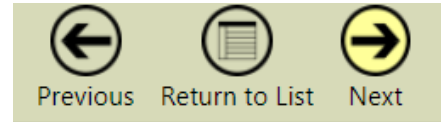
You will notice the forms are listed as 'Family' and 'Student'. Family Forms change the information for all students listed in your family. Student Forms will only change data for the individual student. The students will be listed separately. Only students who are enrolled will show. Contact the school office if a student is missing. DO NOT select submit.

Step 4. Select **EDIT** to complete the forms

Each form is saved separately, allowing for the registration process to be completed in multiple sessions.

Step 5. Select **'I have completed this form'** before moving to next form.

Use the **arrow buttons** on the form, at the bottom of the screen, to move to next screen. Do **NOT** use internet arrow buttons, internet arrow buttons may kick you off portal.



Step 6. Once the forms have been marked 'completed' on the main registration page the 'Submit Forms' option will appear. Choose Submit if finished.

DO NOT choose submit if a student is missing on the registration list.

Submit Forms?

All forms are marked completed but have not yet been submitted to the schools.

Do you want to submit the forms now?



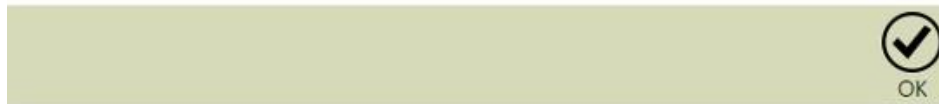
Step 7. The following will appear if the submission was successfully completed.

Congratulations!

Your forms have been successfully submitted.

The forms will now be reviewed by the school district. If any changes need to be made, you will receive an email letting you know. Otherwise, you will receive an email telling you the forms have been accepted and the process is complete.

Thank you for using Online Registration.



Please contact your school office for assistance.

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