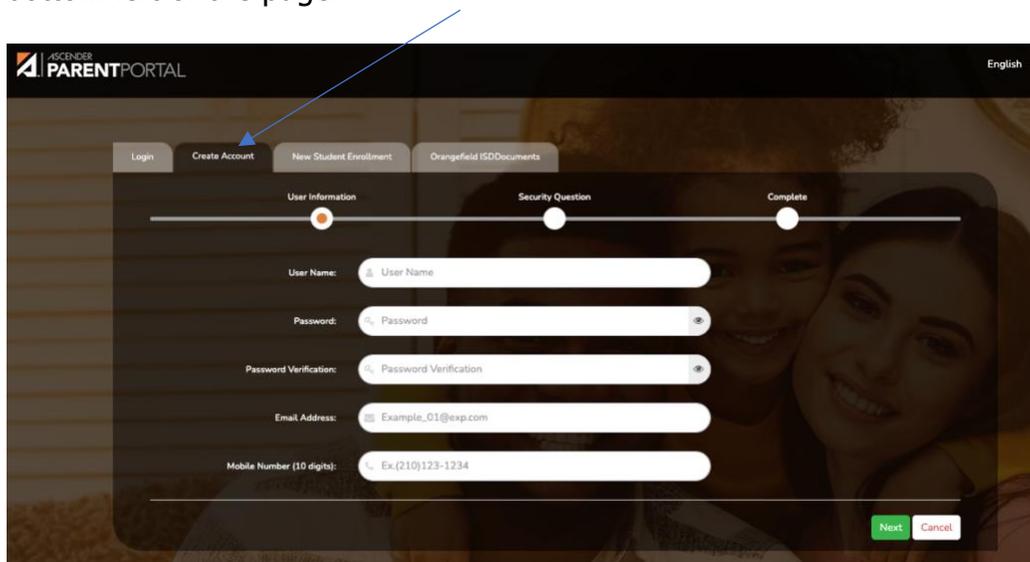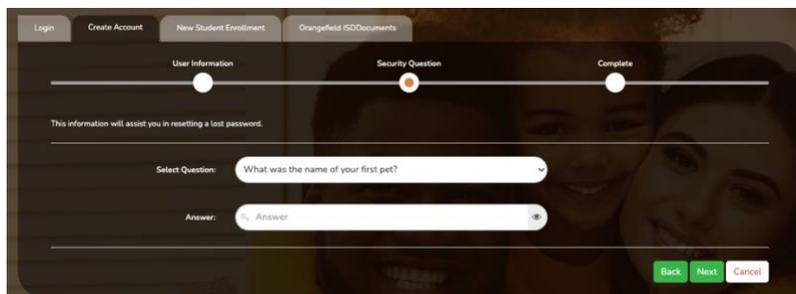# New Student Enrollment

If you have a parent portal account set up for an older sibling already enrolled in OISD you will need to log into that existing account to complete the enrollment and start with **step 7** of these instructions. Registration works best using the Chrome or Safari browser.

1. Visit https://portals05.ascendertx.com/ParentPortal/login?distid=181905 to begin the enrollment process. **The new student add feature will not be available outside of the enrollment window.**

2. Click Create Account in next to the New Student Enrollment section in the bottom left of the page.

3. Fill in the required fields to create a new account and click the green Next button.

4. Select a security question and answer it. (This is case sensitive, also make sure you do not press the spacebar after you type your answer.) Then click the green Next button.

5. You should see a green check stating the account has been created. Click the green Finish button.

Create Account

User Information   Security Question   Complete

✔ Your ASCENDER ParentPortal account has been created.

Finish Cancel
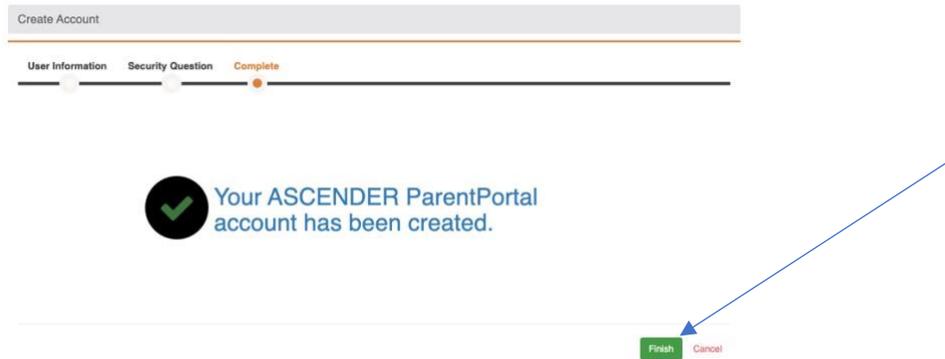
6. Check the inbox of the email address you entered and click the verify email link that was sent. The subject will be ParentPortal Email Verification. Once you have clicked on this link, return to the tab you were completing your enrollment in. It is not necessary to verify your cell number at this time, but you can if you would like. You can click the refresh button ↻ on your browser and the red verify email message will go away.

**If you are starting at this step from a parent portal account with older siblings on it, please click this ⊖- icon in the top right corner and choose my account to see the following options.

7. Click the orange Enroll Student button at the top section of the page. This link will only be active during the new student enrollment window.

Enroll New

Link Existing
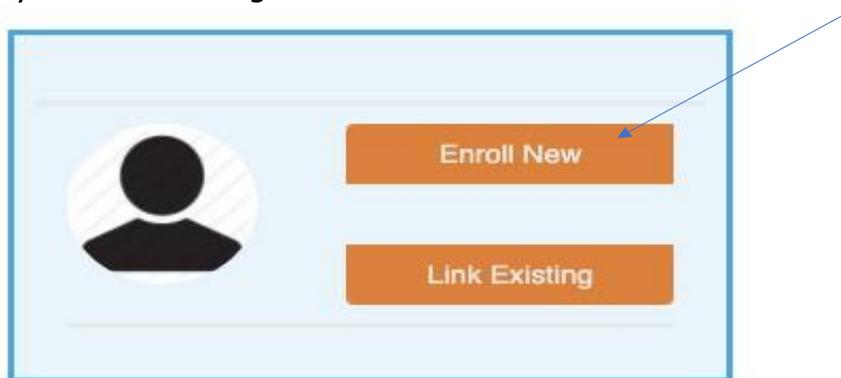
8. Type the student's name in the fields in the bottom portion of the page. Click the blue Continue button.

To get started, enter the student's name:

First Name:

Middle Name:

Last Name:

Generation:

Continue

9. Type the characters displayed above the box (case sensitive) and click the blue Continue button.

Type the characters displayed below and click Continue.

GOOBAP

Continue

10. Click the blue Add Address button and add the student's address. Once completed, click the blue Add Contact button and add their parents/guardians and any emergency contact individuals you would like to list. The Add Contact button should be selected before entering each individual. Then click the blue Continue button.

Family Addresses

Address Information	Street Number	Street Name	City	Zip	
		No data			To add an address to the list, click Add Address.

Add Address

Family Contacts

Contacts Information	First Name	Last Name	Relation	
		No data		To add a contact to the list, click Add Contact.

Add Contact

Continue

11. Click the blue Add/Edit info button. Make sure the current date and time is displayed by the one you select if multiple choices are available.
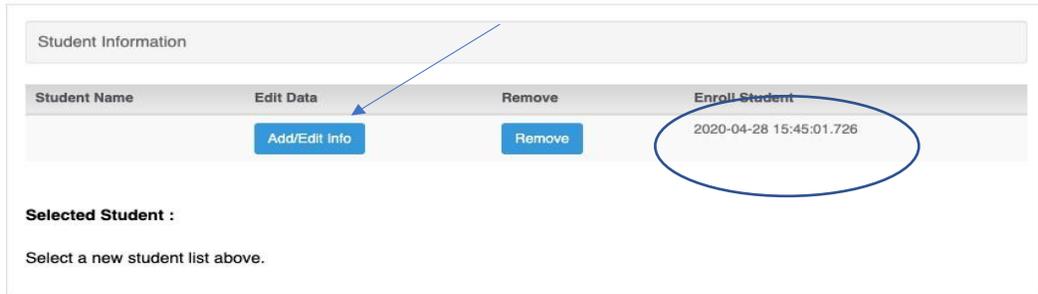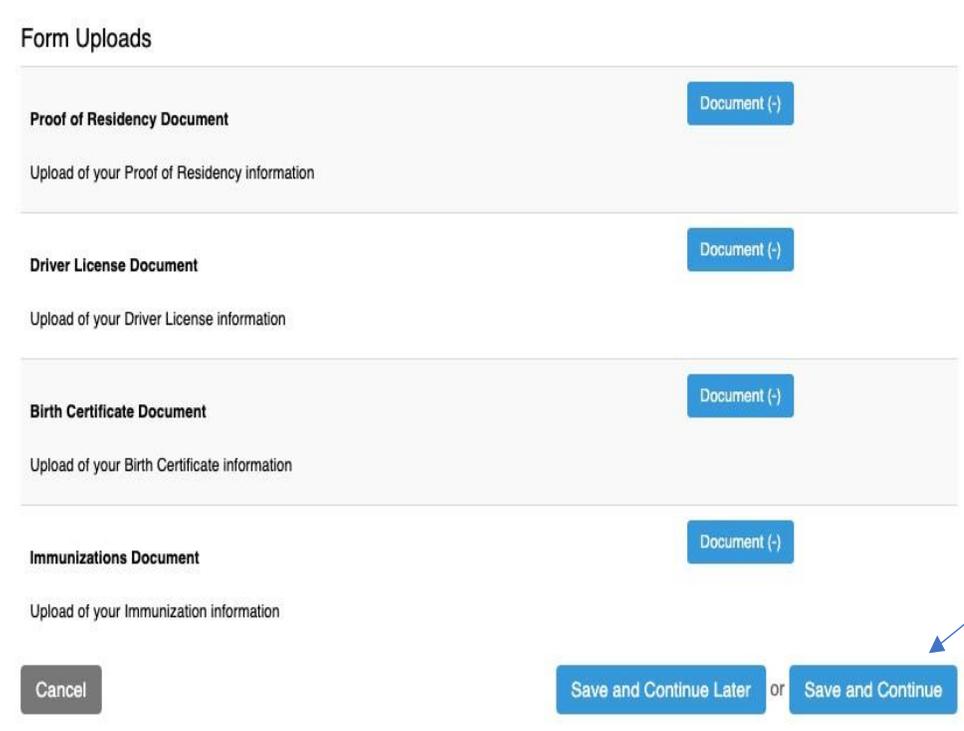

12. Enter all of the student information required and upload a copy of each of the following required documents. You must upload these documents before moving on from this step, you can save and continue later if you don't have all of the information gathered. These are all required documents and the originals will be verified when you complete the in-person portion of your registration. Once all documents are uploaded click the blue Save and Continue button.
* The Proof of Residency document **MUST** be in the enrolling parent/guardian's name. Proof of Identity is the student's last report card if they were enrolled in another district prior to this enrollment.

13. Click on each of the blue standard enrollment form links and complete the form. You must complete all 8 of the standard enrollment forms.

Standard Enrollment Forms

1. Falsification of Documents & Identity Verification ❶
    Complete the form to the best of your knowledge.

2. Military Connected Student Data ❶
    Complete the form to the best of your knowledge.

3. Ethnicity and Race Data Questionnaire ❶
    Complete the form to the best of your knowledge.

4. Student Directory Information Release ❶
    Complete the form to the best of your knowledge.

5. Student Media Release ❶
    Complete the form to the best of your knowledge.

6. Student Residency Questionnaire ❶
    Complete the form to the best of your knowledge.

7. Migrant Education Program - Family Survey ❶
    Complete the form to the best of your knowledge.

8. Home Language Survey FORM (TEA) ❶
    Complete the form to the best of your knowledge.

Enroll Student

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14. Click the blue button in the bottom right corner of the page. This button will only become available once all forms are completed. Questions regarding New Student enrollment can be directed to parentportal@orangefieldisd.net.