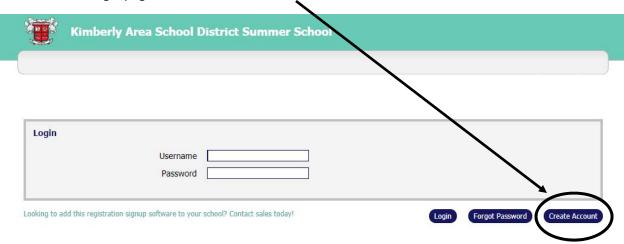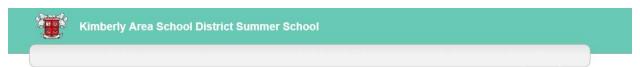# Summer School Registration – New Account Setup

** Everyone will need to setup a new account as we are using a new system for Summer School 2019

1. On the login page, click on "Create Account".

2. Enter parent information and click "Save".

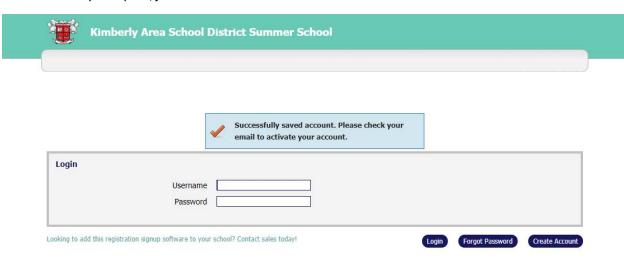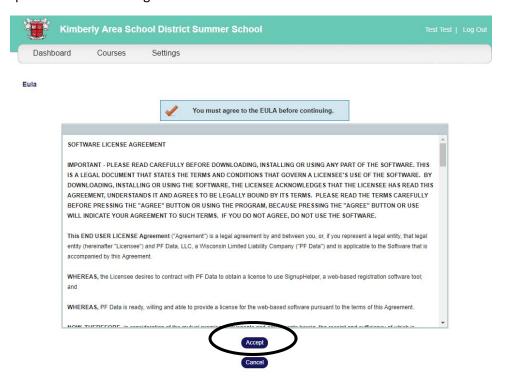3. Check your email and click on the link to activate your account. If you do not receive an email, check your spam/junk folder.
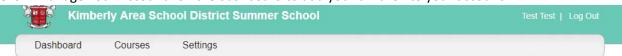

4. Once your account is activated, login to your account.

5. Accept End User License Agreement.

6. Click "Manage Your Account" on the dashboard to add your children to your account

7. Click "Add Student"

8. Enter student information and click "Save".

Student Information

Student ID	
First Name	
Middle Name	
Last Name	
Entering Grade	Pre-K ▼
Gender	▼
DOB	
Ethnicity	
Address	
City	
State	
Zip	
Has IEP?	○ Yes ○ No
Is Resident?	○ Yes ○ No
Open Enrolled?	○ Yes ○ No
Resident District	
Attending District	
T-shirt size	▼
Attending School	▼
Private School/Other	
My childs photo may be used in any publication or display?	● Yes ○ No
Health Concerns?	○ Yes ● No
Health Concern Details	
Physicians Name	
Physicians Phone	
Emergency Contact Name	
Emergency Contact Phone	

Save   Cancel

9. On the "Manage Your Account" screen, students are listed at the bottom. Continue to add students until all of your children are listed on your account.

Edit User

Back

User Information

First Name *	Test
Last Name *	Test
Email (Username) *	test@kimberly.k12.wi.us
Address	425 S. Washington St
City	Combined Locks
State	WI
Zip	54113

Save   Cancel

Student Information

Add Student	Add Student		
Associated Students	Student1, Student1	Remove	Edit
	Student2, Student2	Remove	Edit
	Student3, Student3	Remove	Edit