

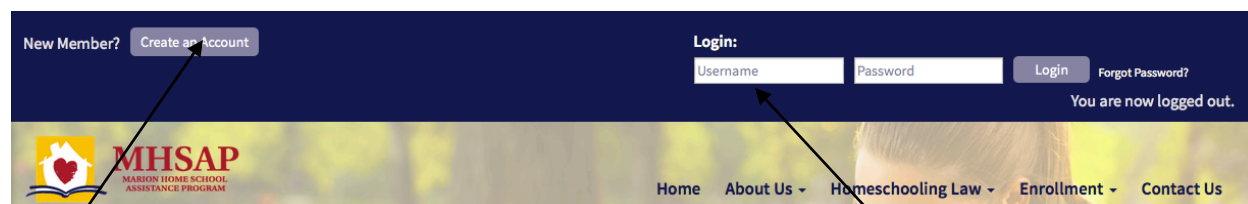
Enrichment Class Registration 2016-17

TEST DATES:

The website will be open and available for you to test/try from May 12-29. You will be able to log on, navigate the site, look at the options, and actually practice signing up for classes. **YOU ARE NOT REGISTERING. ALL DATA WILL BE DELETED BY JUNE 1, TO PREPARE FOR OUR JUNE 6 REGISTRATION DATE.**

PREPARATION FOR REGISTRATION:

Start at mhsap.marion-isd.org (NO WWW needed).

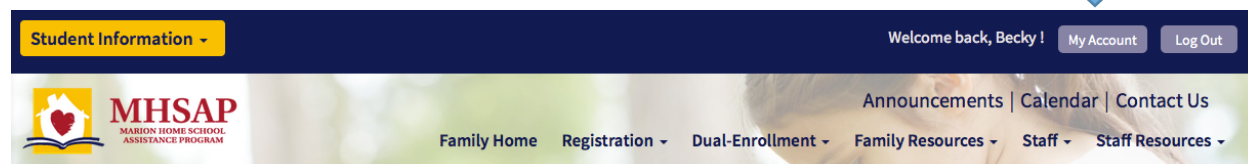


Are you already a member? Log in with your user name and password. If you do not know your username and password, please email Becky Peiffer at enrichmentmhsap@aol.com.

Are you new to the program? Begin the process by clicking Create an Account. Follow the instructions on the page that appears, entering information, student information and submit form. An email will be sent to Connie, our receptionist, who will finish your setup. **YOU SHOULD DO THIS BY FRIDAY JUNE 3 AT NOON.**

When you have logged in you should see this at the top of your screen:

This button is your next step:



When you click on My Account, you should see your name, address and other information as well as a list of your children's names, grades and other information. Please verify and update home and email addresses and phone numbers, then check and update any allergies or other special notes of which we should be aware. The grade levels should have automatically advanced, but please verify. If your child should be called a name other than their given name, please put it in parenthesis: example, Michael (Mike).

If you see do not see all of your children, you will need to add them. Click on the Add Another Student button and fill in the blanks for that child's information. Repeat for all other children. **THIS CAN ALL BE DONE PRIOR TO JUNE 6 SO YOU ARE READY TO REGISTER.**

NOW YOU ARE READY TO REGISTER FOR ENRICHMENT CLASSES:

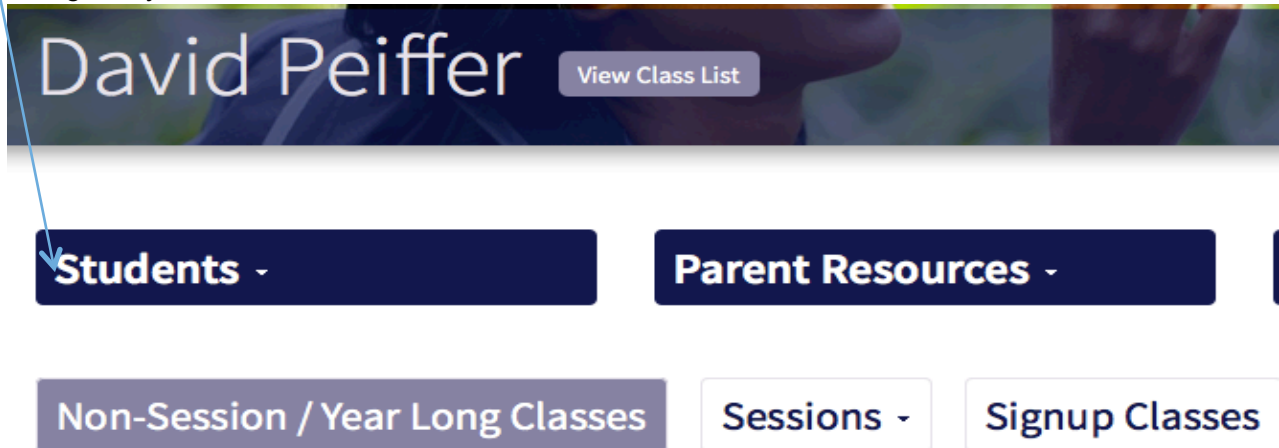
THERE ARE TWO PATHWAYS TO ENTER THE REGISTRATION MODULE:

METHOD 1:

Click on **STUDENTS** in the blue banner, near parent resources. Choose your student name.

Scroll down to view all options. Click on the class(es) for which you would like to register, then click **REGISTER**.

You may want to continue registering for that student. When finished with that student, proceed to register your other students

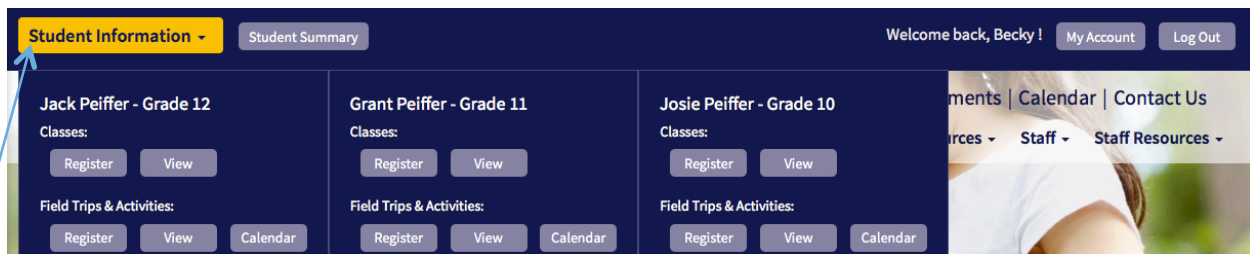


Non-Session / Year Long Classes

Select the class type-(Non-Session/Year Long)-(Sessions) or (Signup)

When you choose a class, the available options for the student's age/grade are listed. Click **REGISTER** to add your child to the list. If the class is full, you may choose to be put on the waiting list.

METHOD 2:



Click on the yellow **STUDENT INFORMATION** button on the left. It will bring up all of your registered students.

Click on **REGISTER** under the student name to pull up their class options and choose classes.