



## Saint Jo ISD

### Parent Portal New Student Enrollment

- Parents that already have a SJISD Parent Portal account for other currently enrolled students will need to log into their current parent portal account. **PLEASE DO NOT CREATE A NEW ACCOUNT.**
- Parents that are **NEW** to SJISD and have never had a Parent Portal account should choose **CREATE ACCOUNT**. Creating multiple accounts can cause the system to block your student or email address.
- Once you are logged into your Parent Portal account:
  - Click on the Account Login and down arrow in the top right corner of your screen. Choose **MY ACCOUNT** and then **ENROLL A NEW STUDENT**. Do not choose the add student button on the left side of the screen.
  - Complete the required fields under **STUDENT NAME**, then click the blue **CONTINUE** button on the bottom right of the screen. **DO NOT** choose the blue button to skip to Step 4 unless you have previously begun the enrollment and saved the student information in Step 4.
  - You must enter the enrollment key code that is automatically generated and sent to the email address you have used to create the account. Choose the blue continue button.
  - Click the blue button to add address and to add contacts. Please add all contacts that have the right to pickup and transport your child from the school. Please click the continue button on the right side of the screen.
  - Click the blue add/edit info button to complete the required information for the student you are enrolling. The required documentation must be brought into the campus office or uploaded.
  - Choose save and continue later or save and continue. If the program does not save, please scroll back through the information on the page to make sure everything has been completed correctly.
  - Complete each of the enrollment forms and then choose the blue **Enroll Student** button on the bottom right of the screen.
  - Once the online registration is completed, you will need to bring a copy of your child's birth certificate, social security card and immunization records to the campus office. You will also be required to provide a copy of your driver's license and proof of residency dated within the last 30 days. We can make copies of the documentation for you.

Please call us at 940-995-2668 ext. 225 for the Elementary or 940-995-2668 ext. 228 for the JH/HS.