ONLINE RETURNING STUDENT REGISTRATION

Please complete the mandatory Online Registration for the upcoming 2022/23 school year.

You can access this Online Registration in the Tyler Portal.

From the web version, please click on "View" next to "Online Registration must be completed".

! Online Registration must be completed for 2022-23 Regular School Year   View

Click on the "Edit" link on the first form, "Household Parents" to begin the Online Registration process.

Click "Edit" on the first form to begin the Registration process

Online Registration
Academic Year - 2022-23 Regular School Year

Household of

Edit	Household Parents	Incomplete
Edit	Household Addresses	Incomplete
Edit	Student Information	Incomplete
Edit	Emergency Contacts	Incomplete
Edit	Non-resident Parents	Incomplete
Edit	QUESTION - RETURNING NEXT YEAR	Incomplete
Edit	CHILDREN OF THE U.S. MILITARY PERSONNEL	Incomplete
Edit	ANNUAL HEALTH HISTORY	Incomplete
Edit	RANDOM DRUG TESTING	Incomplete
Edit	COLLEGE BOARD	Incomplete

Complete each required section and when finished with all sections, please click Submit.

Remember you must check the acknowledgement box at the bottom of each section for it to be considered completed.

☐ I have completed this form and understand that checking this box is considered to be my electronic signature of the form, certifying that the information above is true and accurate.
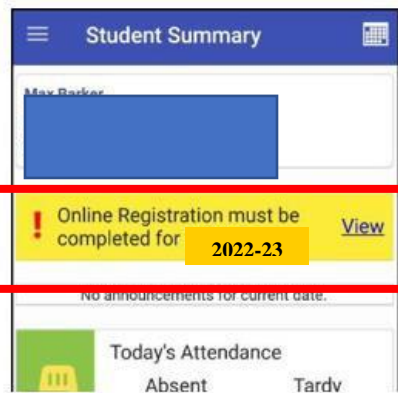
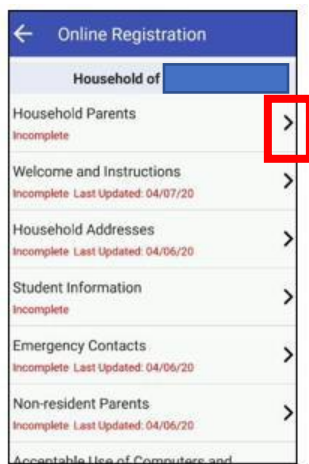∨ Expand All   ∧ Collapse All   ← Previous   ▤ Return to List   → Next   Form 4 of 17   ✓ Save   ↻ Start Over

*Select a form by tapping the arrow on the right side of the screen*

Navigate through the forms verifying your data and answering the questions provided

- The **Previous/Next Arrows** (1, 3) can be tapped to go to the previous or next form.
- **Return to List** (2) can be tapped to go back to the list of forms.
- **Start Over** (4) allows you to remove all changes that have been made on this form, regardless of whether the changes were just made, or were made when previously editing this form. **Start Over** only affects the form currently being viewed.
- **Save** (5) can be tapped to save what has currently been entered in the form, however the data also saves automatically when you move to a different form.
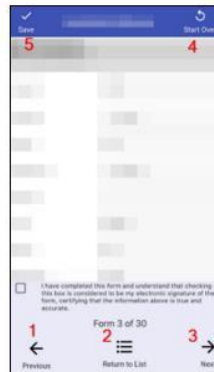
Submit Completed Forms
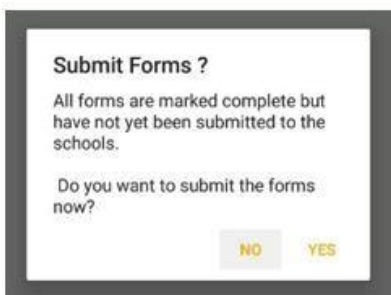
- If you are not ready to submit the forms, tapping **No** returns you to the list of forms where **Submit Forms** is visible in the lower right corner of the screen. Tap that option when you are finally ready to submit.
- Tapping **Yes** submits the forms and changes the status of each form to Submitted, indicating that the forms can no longer be edited.

  Remember that the forms are reviewed before the data on the portal updates, so your changes may not immediately be displayed. If the forms are rejected during the review process, you will receive an email notifying you of the rejection. All the forms are again marked as Complete and all the data previously entered is still there, allowing the necessary changes to be made. When the changes are complete, the forms must be resubmitted.