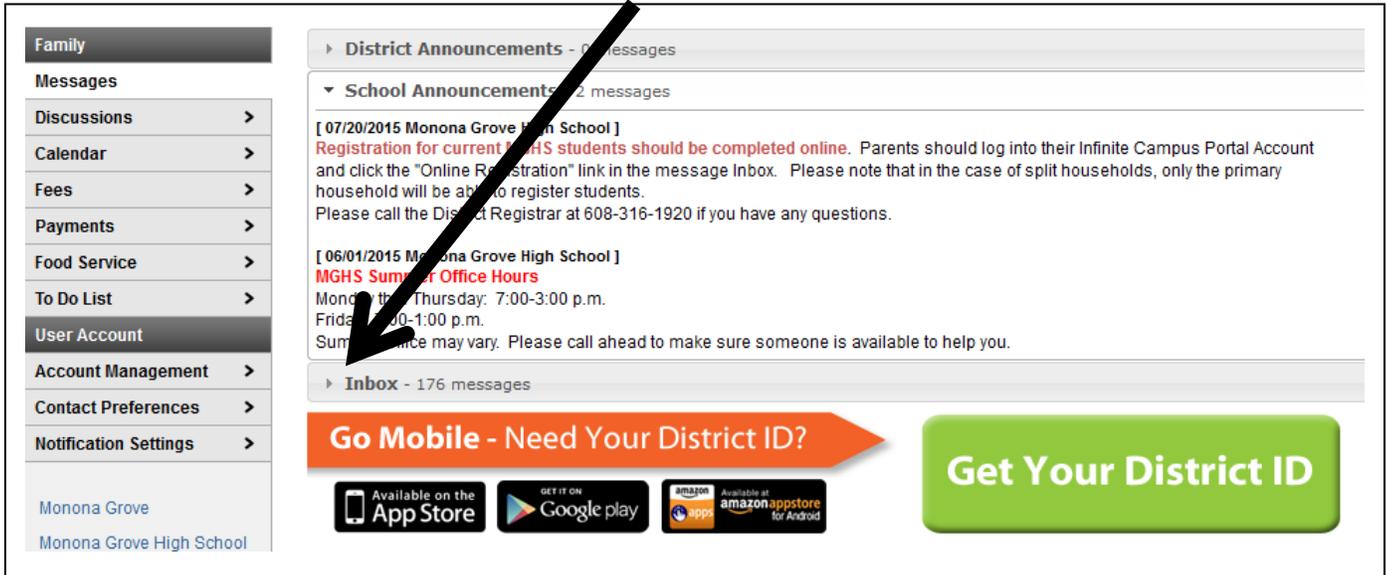


Online Registration for Families of Currently Enrolled Students

In May, parents of currently enrolled students will begin registering their students for the upcoming school year using the online registration link located in their Infinite Campus Parent Portal. Please note that in the case of split households, only the guardian in the “**primary**” household will be able to register students. This is to avoid duplicating students, and their information.

1. Log into the Infinite Campus Parent Portal. Locate the **Inbox** message area.



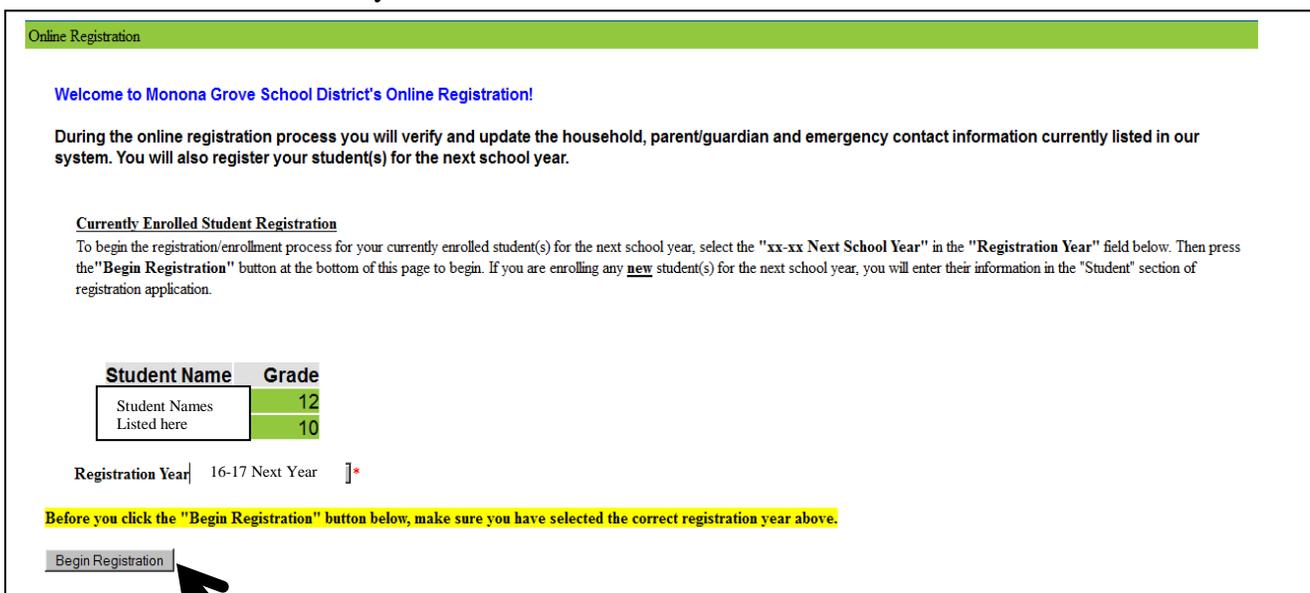
The screenshot shows the Infinite Campus Parent Portal interface. On the left is a navigation menu with options like Family, Messages, Discussions, Calendar, Fees, Payments, Food Service, To Do List, User Account, Account Management, Contact Preferences, and Notification Settings. The main area displays a list of messages under 'District Announcements' and 'School Announcements'. A black arrow points to the 'Inbox - 176 messages' link. Below the messages is a banner for mobile apps with a 'Get Your District ID' button.

2. Click the [Online Registration](#) message link located in the Inbox message area in the Parent Portal.



The screenshot shows an email message with a blue 'X' icon. The subject line is 'Online Registration' followed by 'YYYY-YYYY - For Currently Enrolled Students / La Inscripción En Línea' and 'YYYY-YYYY - Para los Estudiantes Actualmente Matriculados'.

3. The **Currently Enrolled Student Registration** welcome page will open. You will see a list of your students who are currently enrolled.



The screenshot shows the 'Online Registration' welcome page. It features a green header, a welcome message, and a section titled 'Currently Enrolled Student Registration'. Below this is a table of student names and grades, a 'Registration Year' dropdown menu, and a 'Begin Registration' button with a black arrow pointing to it.

Student Name	Grade
Student Names Listed here	12
	10

Registration Year | 16-17 Next Year |*

Before you click the "Begin Registration" button below, make sure you have selected the correct registration year above.

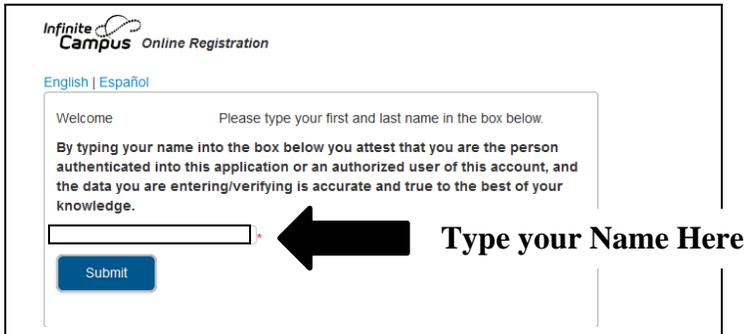
Begin Registration

4. Click **Begin Registration**.

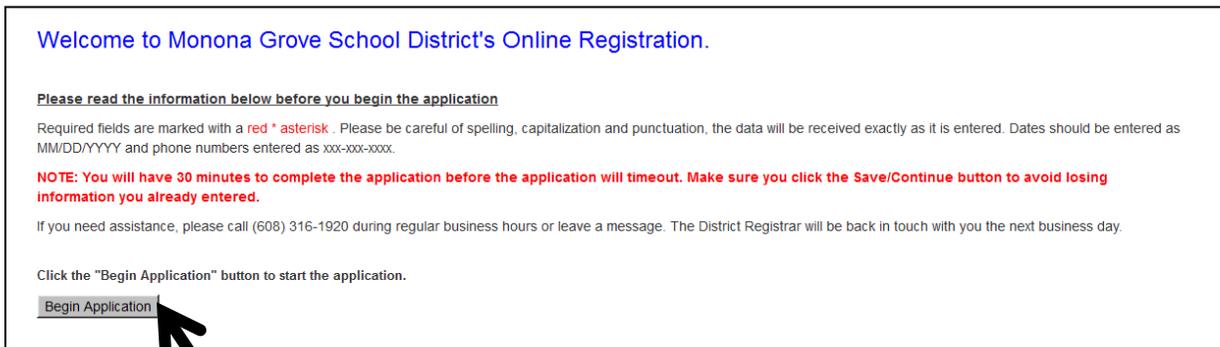
5. You will be asked to select your preferred language to complete the application.



6. The “Authentication” page will then appear. Please type your full name in to verify you are the authorized person for the user account.



7. The **Welcome to Monona Grove School District’s Online Registration** screen will appear.



8. Click **Begin Application**. Information will upload into the online registration application based on the information listed in our student information system for your student(s). Check the spelling, capitalization and punctuation because the data is imported into our system as entered.

9. Please read the directions in each topic area. Review the uploaded information and make any necessary changes. Please make sure to update your student’s emergency contacts including their doctor, dentist and hospital preference in case there should be an emergency.

10. In the Student area of the application you will be asked to pick an Attendance School after you enter your child’s Expected Enrollment Grade. Please select the Expected Enrollment School. Monona Grove School District will make the final attendance school placement decision.



11. Submit the registration application after you have reviewed and updated each area. Your student’s registration is completed once you submit the application.

Thank you for completing the Online Registration for the upcoming school year!