

Returning Student Registration Home Access Center Guide

If you need assistance accessing Home Access Center, please contact our Parent Help Desk at (630) 301-5067 or contact your student's school.

1. Login to [Home Access Center](#)
2. Click on the Registration tab
3. Click on the Update Registration folder
4. Click on the “[Returning Student Registration for XXXX-XXXX](#)” link
5. Review the student information and make appropriate changes in each section
6. Expand each section and save after each piece has been reviewed or updated
 - Student Information
 - Address and Phone
 - Contact Information
 - Additional Information
7. Check the “I agree” checkbox
8. Click Submit

Once you have submitted your enrollment, an email notification will be sent to your email address confirming the form was submitted. Once the registrar reviews the form another email will be sent to your email address indicating one of the following:

- A. The form has been “accepted” and no further action is required on your part
- B. The form is “pending” and additional supporting documentation is required at this time and is detailed in the email.
- C. The form has been “denied” and an explanation for the denial will be included in the email.

*If further documentation is required you will need to log back into the Home Access Center, edit the information following steps 2 through 8, and submit the form again or make an appointment with our Admissions office.