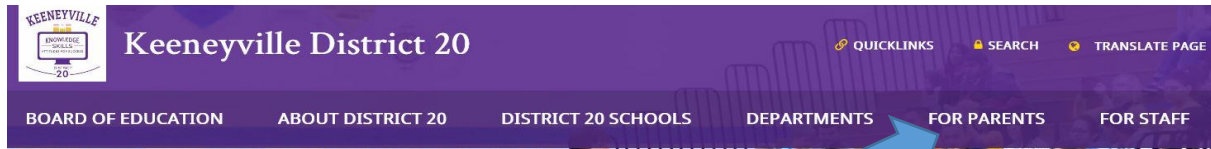




# Welcome to Keeneyville School District 20

## Step 1: New Student Enrollment Account Request Instructions

If your student(s) are new to Keeneyville School District 20, please follow these instructions to access our District website <https://www.esd20.org/> and obtain a new student enrollment account clicking on the District Website tab **For Parents**.



Next, click on **Student Registration 2019-2020**.



### For Parents



Next, from the Registration screen, click on **New Student Registration**.



### Registration

District 20 is getting ready for the new school year! Please select a tab below to register your returning or new student(s) for Keeneyville School District 20.

*If you have any questions or need assistance, please contact your school directly.*



**\*\*Denotes Required Field to be entered**

New Student Enrollment Acct Request Instructions

Next, from the **New Student Registration** screen, click on the hyperlink:

[2019-2020 New Student Online Enrollment Account Request](#)

**New Student Registration**

Please see the steps below for enrolling your **new Student(s)**.

*If you are unsure whether your child is "new" or "returning" please contact your school before requesting a New Student Online Enrollment account. New Student Registration is for families who just moved into Keeneyville School District 20 (K-8th Grade), for students who plan to start school on August 20, 2019. Returning students should follow the registration instructions under the tab above.*

### New Student Enrollment

#### STEP 1: New Student Online Enrollment Account Request


*2019-2020 Enrollment Account Request is open for new students who plan to start school on August 20, 2019. This enrollment is for NEW STUDENTS (K-8) ONLY.*

**STEP #1 INSTRUCTIONS: ACCOUNT REQUEST**

[2019-2020 New Student Online Enrollment Account Request](#)

**This is the first step to enroll your new student online.** Complete it to request an account that you will use to log in to a secure online enrollment system. **Complete the required fields to request an account to enroll your student(s).**

### NEW STUDENT ENROLLMENT: ACCOUNT REQUEST

Online Enrollment Access

#### New Student Enrollment: Account Request

**This form is the first step to enrolling your new student online. Complete it to request an account that you will use to log in to a secure Online Enrollment system.**  
Complete required fields to request an account to enroll your student(s).

<b>Enter the name of the legal parent/guardian of the student you want to enroll</b>	
* Guardian Legal First Name:	<input type="text" value="John"/>
* Guardian Legal Last Name:	<input type="text" value="Smith"/>
Guardian Legal Middle Name:	<input type="text"/>
Guardian Legal Name Prefix:	<input checked="" type="checkbox"/> Guardian Legal Name Suffix: <input type="checkbox"/>
<b>Guardian contact information</b>	
* Guardian Email Address:	<input type="text" value="jsmith@yahoo.com"/>
* Re-type Email Address:	<input type="text" value="jsmith@yahoo.com"/>
* Guardian Primary Phone Number:	<input type="text" value="(555) 555-5555"/>
<b>Complete the security dialog</b>	
<input type="checkbox"/> I'm not a robot <span style="font-size: small;">reCAPTCHA Privacy - Terms</span>	

Asterisk (\*) denotes a required field

[Click here to submit Online Enrollment Account Request](#)

**\*\*Denotes Required Field to be entered**

New Student Enrollment Acct Request Instructions

The **Google Translator** appears in the top right corner of this page. If you would like to use this translator, click the drop down and select the language to translate the page. There will also be a button to display the site in the original language.

**\*\*Enter Legal First Name:** This is the legal first name of the person requesting a Portal Account to enroll their new student(s).

**\*\*Enter Legal Last Name:** This is the legal last name of the person requesting a Portal Account to enroll their new student(s).

**Enter Legal Middle Name:** This is the legal middle name of the person requesting a Portal Account to enroll new students.

**Enter Legal Name Prefix:** The user can select the appropriate legal prefix for their name.

**Enter Legal Name Suffix:** The user can select the appropriate legal suffix for their name.

**\*\*Enter Email Address:** The guardian needs to enter a valid email to have their account information sent to them. This will be their login name for the New Student Online Enrollment Portal.

**\*\*Re-Type Email Address:** The guardian needs to reenter the email address as an exact match.

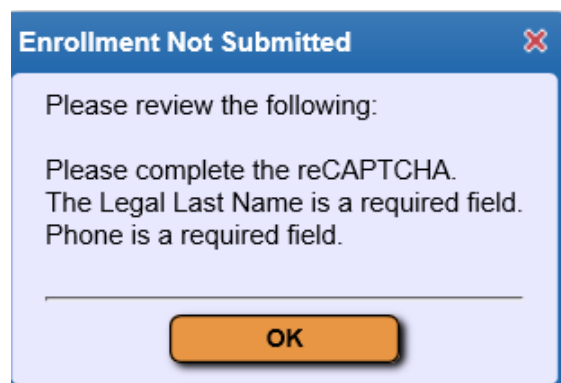
The guardian will receive an error message if the emails do not match and they will be unable to complete the application.

**Enter Primary Phone Number:** The guardian should enter their primary phone number, which will also become the primary phone number of the first family of the student(s) that they submit Enrollment Applications.

The **CAPTCHA** verification will appear at the bottom of the page on the Enrollment Portal Configuration.

**Click Here to Submit Online Enrollment Account Request:** Once the user fills out the form, click the button to complete the Account Request.

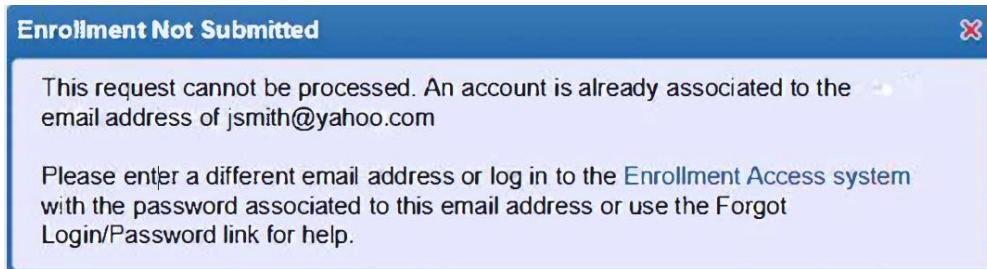
### **ENROLLMENT NOT SUBMITTED ERRORS**



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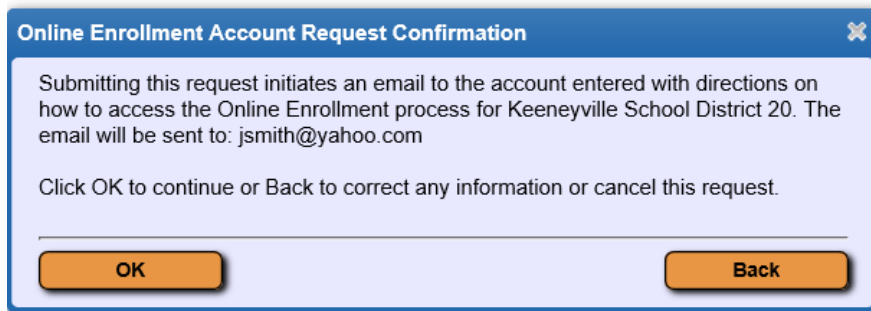
**\*\*Denotes Required Field to be entered**

If a guardian is missing a required field, an error will display and the request will be incomplete.

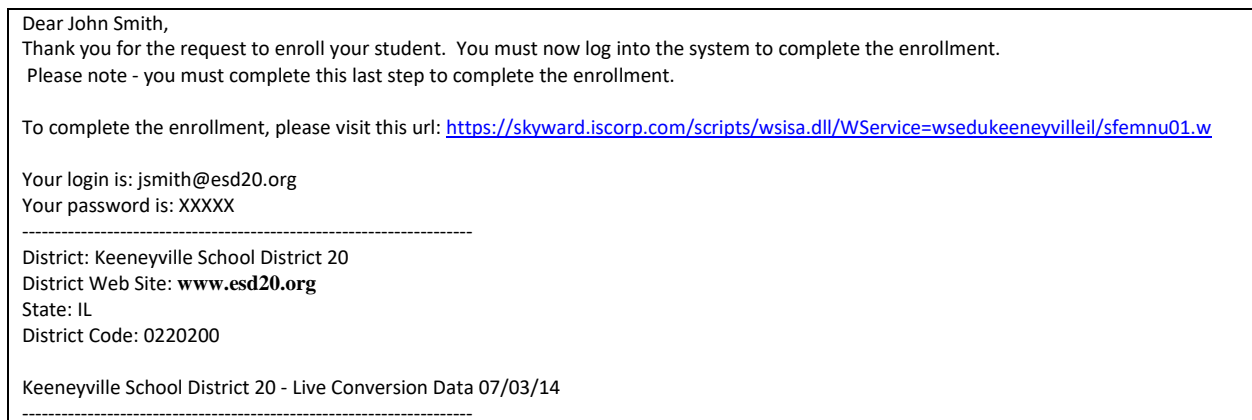


If a user enters an email that a guardian with an active Family Access account has, they will receive the above message after clicking the button. This will not happen for Family Access users whose accounts are inactive.

### **ONLINE ENROLLMENT ACCOUNT REQUEST CONFIRMATION MESSAGE**



Above is an example when the guardian enters their email address. If the guardian filled out the form completely and there were no issues with matching data, the above message should appear. Please click **OK** to complete the Account Request, or click **Back** to make changes to the information entered.



If the New Student Account Request is successful, the guardian will receive an email from noreply@esd20.org with directions on how to complete the Student Applications with the URL hyperlink, login, and the password. (See the above example.)

Please return to the **New Student Registration** screen to complete Step 2: New Student Enrollment Application.

**\*\*Denotes Required Field to be entered**

New Student Enrollment Acct Request Instructions