

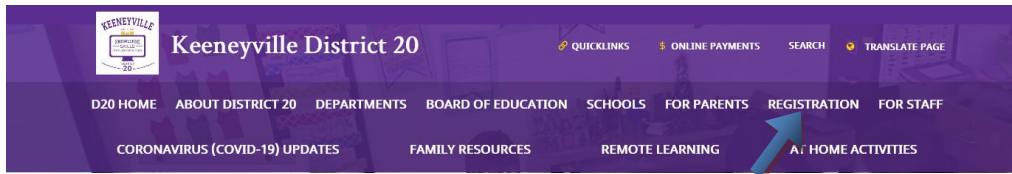


Welcome to Keeneyville School District 20

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/>

Obtain a new student enrollment account by clicking on the District Website **Registration** tab,



or click on the District Website **Quicklinks** tab and then select **Registration** from the dropdown list.



Next, from the Registration screen, click on the **Click here** link to enter the selected grade level for student registration.

Registration

 TO TRANSLATE INTO ANY LANGUAGE, SELECT "TRANSLATE PAGE" AT TOP RIGHT CORNER OF WEB PAGE

[NEW PROCEDURES FOR STUDENT ENROLLMENT FOR 2020-2021 SCHOOL YEAR](#)

Keeneyville School District 20 has decided to modify Student Enrollment procedures for the 2020-2021 School Year in light of the health and safety concerns. The health and safety of our students, families, and staff remains a priority for us and we want to meet your needs, and the needs of our community.

We have outlined the modified procedures below, which are for this year only. We hope that the new process will meet your needs, and the needs of our community. It is important for us to plan ahead for the 2020-21 School Year and we are grateful for your help in getting your child ready for next school year!

If you have any questions or concerns regarding student enrollment in District 20, please email registration@esd20.org, or you may contact your child's school office or the district office (630) 894-2250 between 9am-12pm weekdays.



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

New Student Enrollment Acct Request Instructions

Next, from the selected Registration screen, click on + ENROLL YOUR NEW D20 STUDENT.

Grades 1-8 Registration

 TO TRANSLATE INTO ANY LANGUAGE, SELECT "TRANSLATE PAGE" AT TOP RIGHT CORNER OF WEB PAGE

Thank you for helping us to plan ahead for the 2020-2021 School Year for your child! We have outlined the new procedures for this year below, so that you can get your child ready to head to the Keeneyville classrooms in the Fall!

We encourage you to reach out to us if you have any questions or concerns, please email registration@esd20.org or call your school office, or District office at 630-894-2250 between 9am-12pm, Monday through Friday.



+ ENROLL YOUR RETURNING D20 STUDENT

+ ENROLL YOUR NEW D20 STUDENT




This will expand (as shown below) to reveal **STEP 1: ONLINE STUDENT REGISTRATION**
Click on the hyperlink **REQUEST NEW STUDENT ONLINE ENROLLMENT (NSOE) ACCOUNT**

STEP 1: ONLINE STUDENT REGISTRATION

(1) You must first request a NEW STUDENT ONLINE ENROLLMENT (NSOE) ACCOUNT. Please make sure that your student is NEW to District 20. If you are unsure if your child is a "new" or "returning" student, before requesting a new student account, email:
REGISTRATION@ESD20.ORG

REQUEST NEW STUDENT ONLINE ENROLLMENT (NSOE) ACCOUNT


TO VIEW/DOWNLOAD INSTRUCTIONS:

 INSTRUCTIONS: REQUESTING NEW STUDENT ONLINE ENROLLMENT (NSOE) ACCOUNT

(2) The next step is to complete a NEW STUDENT ENROLLMENT APPLICATION. After your NSOE Account Request is approved, you will receive an email with log-in credentials to submit your New Student Enrollment Application. If you do not receive your credentials, or if you have questions, email:
REGISTRATION@ESD20.ORG

SUBMIT NEW STUDENT ENROLLMENT APPLICATION

TO VIEW/DOWNLOAD INSTRUCTIONS:

 INSTRUCTIONS: COMPLETING NEW STUDENT ENROLLMENT APPLICATION

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).**

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

New Student Enrollment Acct Request Instructions

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 students.

Enter the name of the legal parent/guardian of the student you want to enroll

* 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"/>

Guardian contact information

* 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"/>

Complete the security dialog

<input type="checkbox"/> I'm not a robot	<input type="button" value="CAPTCHA Image"/>
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Asterisk (*) denotes a required field

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

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.

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

New Student Enrollment Acct Request Instructions

****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.

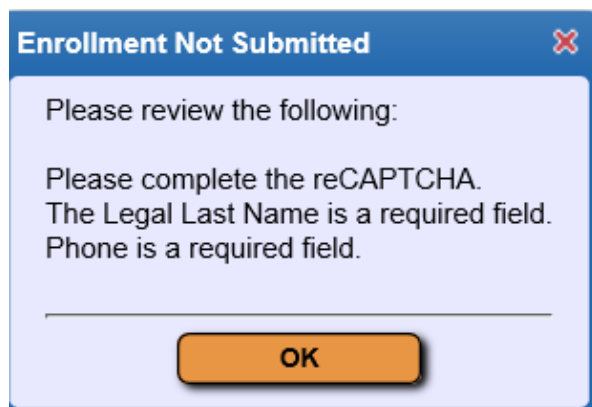
The guardian will receive an error message if the emails do not match and they will be unable to complete the application.

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.

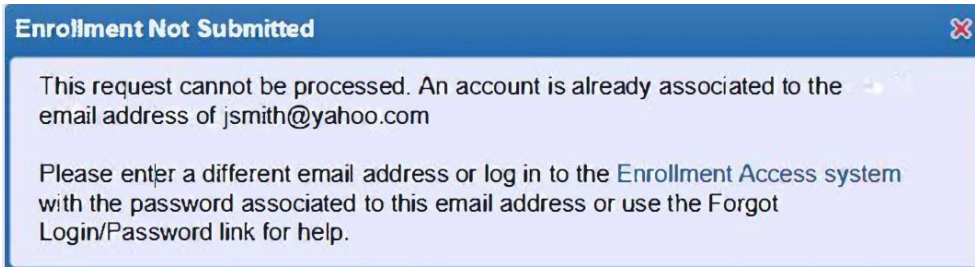
ENROLLMENT NOT SUBMITTED ERRORS



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

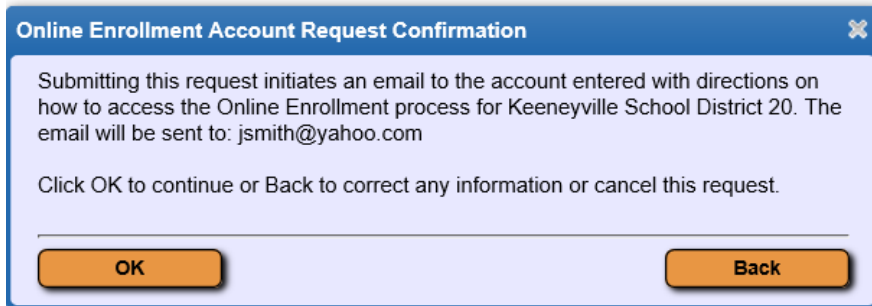
New Student Enrollment Acct Request Instructions

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

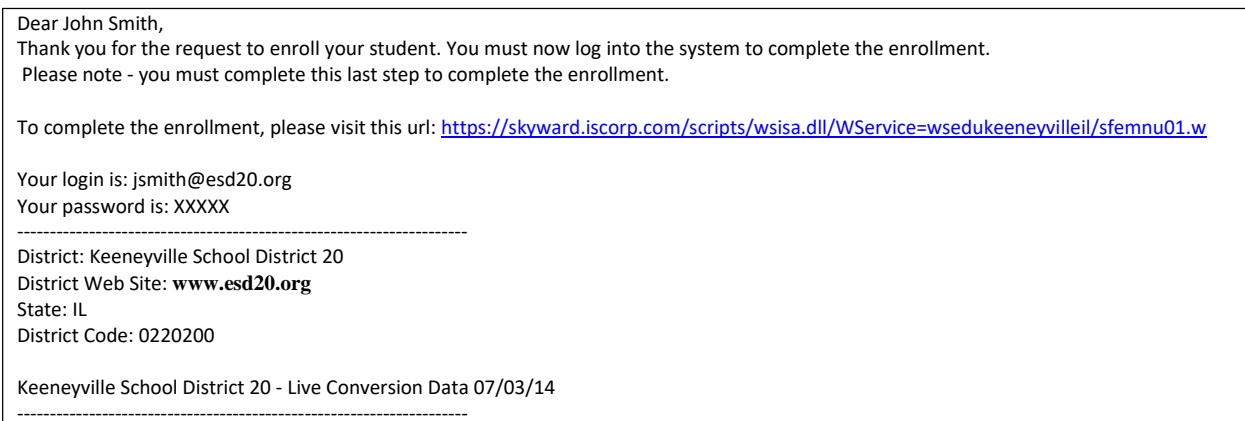


If a user enters an email that a guardian with an active Family Access account has, they will receive the above message after clicking the button. This will not happen for Family Access users whose accounts are inactive.

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