



2022-2023

# Project Link Enrollment

for families with existing parent portal accounts



**Enrollment in 2022-2023 Project Link is completed through your parent portal account. Instructions for the online enrollment process follow:**

1. Log in to your parent portal
2. Click the registration button and in the drop down field select the location
3. Select Enroll in Project Link under the correct grade and location
4. Select the child(ren) you are enrolling and click submit
5. Indicate Start Date (8/24/22 is the 1st day of school)
6. Complete all required fields
7. When enrollment is complete click Add to Cart
8. If enrolling addition children in different grade/location click Add More Programs and repeat steps 3-6
9. Click complete registration and acknowledge the confirmation questions then click complete registration steps again
10. Check your email to review confirmation

Your account will be debited for the enrollment fees at the time of enrollment and you will receive an email confirmation. If your account is not charged and you do not receive confirmation then the enrollment process has not been successfully completed. You may also check your enrollment status by clicking the attendance button on the home screen of the parent portal and ensuring the session is listed under program assignments.

Please contact us with any questions or if you need assistance.

projectlink@wlake.org

440-835-6306

<https://family.daycareworks.com/login.jsp> - **Parent Portal Log In**