

## Tutorial for Completing New Student Enrollment (NSE)

Welcome to Nooksack Valley School District!

### **FOR FAMILIES NEW TO OUR DISTRICT:**

**Use the steps below to complete the New Student Enrollment:**

1. If you aren't already there, navigate to our NVSD website (<https://www.nv.k12.wa.us/>)
  2. In the middle of the Home page click on the **Enrollment** button. You will see a form to complete requesting an account for the New Student Enrollment (NSE) portal.
- NOTE:** Required fields are identified with an asterisk. You must complete required fields before you can save your work.
3. Enter your first name and last name in their respective fields.
  4. Enter the Address Information in the appropriate fields. Notice that the Street Number and Street Name are two separate fields.
  5. Enter your Email Address and confirm it by typing it again.
  6. Enter your Phone Number.
  7. Families that have been in our district before, should not use this application to enroll their student so new families will not need to check the **Previously in District** box.
  8. Complete the reCAPTCHA prompt to verify you are not a robot.
  9. Click **Submit** at the bottom right of the screen to submit your information. You will see a message that says an email has been sent to you with further instructions. The email (from [Noreply@nv.k12.wa.us](mailto:Noreply@nv.k12.wa.us)), will provide your username and a link to access the actual **NSE** portal. If you do not receive the email, please check your email's spam/trash/junk folders. If you still don't see the email, please contact the District Office (360 988-4754) for help.
  10. Use the link in the email to create a password for the NSE portal. Be sure to document your login information in case you need to pause the NSE process and log in at a later time.
  11. Once you log in to the New Student Enrollment screen, you will see a tile for the New Student Enrollment form. Click on that tile (tiles are year-specific so make sure you select the right one if there is more than one).
  12. Read the instructions/information provided, and then select **Start**.
  13. Complete the New Student Enrollment Information, New Student Guardian Information, and all other steps in the form.
  14. Select Complete & Next at the end of each step to continue to the next step.
  15. After completing all steps of the form, use the Review step to verify all of the information is accurate.
  16. Check the box at the bottom of the Review page to confirm that the information is correct then click the **Submit Form** button.
  17. You will get a thank you screen with a link to return to the dashboard where other students can be registered if needed and a new tile will appear with your submitted forms.