

## Directions for the Annual Update

Log into the [Parent Portal](#)

Click 'More' on the left hand side menu.

Click on 'Online Registration' that appears to the right of the menu.

Message Center

Today

Calendar

Assignments

Grades

Grade Book Updates

Attendance

Schedule

Fees

Documents

More

More

Address Information >

Course Registration >

Demographics >

Family Information >

Important Dates >

Online Registration >

Click the 'Start' button for '22-23 (Next Year) Existing Student Registration':

< More | Online Registration

NAME	STATUS	ACTION
21-22 (Current Year) New Student Registration		Start
22-23 (Next Year) New Student Registration		Start
22-23 (Next Year) Existing Student Registration	NOT STARTED	Start

Your child(ren) will be listed. Click the **Begin Registration** button and follow the prompts. Current information that is in Infinite Campus will auto populate. You will need to go through all areas and correct the areas if there are any changes needed.

Some areas do not carry over from the previous year and will need to be updated.

Continue through all tabs and click the **Submit** button.

This is replacing the paper form 'Census Verification' to improve efficiency and accuracy in updating information to Infinite Campus.