



PARENT REGISTRATION

HOW DO I SIGN UP?

1. Go to <https://mountgilead-oh.finalforms.com/>
 2. Click **NEW ACCOUNT** under the Parent Icon
 3. Type Name, Date of Birth, and Email—**REGISTER**
 4. Check your email for a Final Forms Email and click **CONFIRM YOUR ACCOUNT**
 5. Create your new FinalForms password and click **CONFIRM ACCOUNT**
 6. You may be asked if you want to grant another Parent/Guardian access to your registered students. Either click **SKIP THIS STEP** or type the **NAME, DATE OF BIRTH, and EMAIL**, then click **ADD PARENT ACCOUNT**
 7. Your account(s) will be created, you can then click **REGISTER STUDENT** for your first child.
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REGISTERING A STUDENT

WHAT INFO WILL I NEED?

- Basic Medical History & Health Info
- Insurance Company & Policy Number
- Doctor, Dentist, & Hospital Information
- Email Address for BOTH you and your student (if required by your district)

HOW DO I REGISTER MY FIRST STUDENT?

*****IMPORTANT***** If you have followed the steps on the previous page, you may jump to Step 3

1. Go to <https://mountgilead-oh.finalforms.com/>
2. Click **LOGIN** under the Parent Icon
3. Click **REGISTER STUDENT**
4. Complete the form including the Student's Legal Name, Email Address, Date of Birth, Gender, Graduation Year, Home Address and any other information required by your School District, then click **CREATE STUDENT**
NOTE: A student email address may or may not be required depending on your school district preferences. If so, the email address provided may be used to send reminders to your student.
5. *If your student plans to participate in a sport, activity, or club please click the checkbox for each activity.*
NOTE: A selection can be changed any time until the registration deadline.
6. Complete each form and sign your full name (e.g. "John Smith") into the Parent Signature field at the bottom of the page. After signing, click **SUBMIT FORM** and move on to the next form.
7. When all forms are complete, you will see a "Forms Finished" message
*****IMPORTANT***** *If required, an email will automatically be sent to the email address that you provided for your student prompting him/her to sign Student forms requiring his/her signature.*
8. Click **MY STUDENTS** if you are done or **REGISTER ANOTHER STUDENT** if you need to add another.
9. At any point in the future, you may login at any time and click the **UPDATE FORMS** button