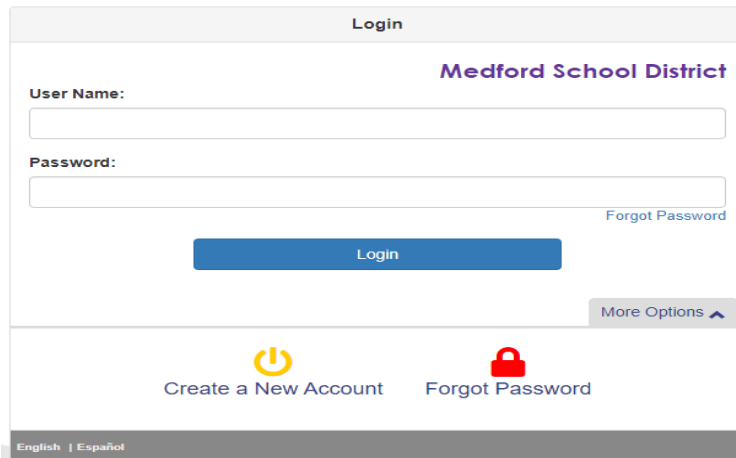


# Online Registration Steps for New MSD549c Families

1. Using your internet browser, search for [https://or-med.edupoint.com/PXP2\\_OEN\\_Login.aspx](https://or-med.edupoint.com/PXP2_OEN_Login.aspx)



The screenshot shows a web browser window with the title "Login". The page header includes "Medford School District". Below the header, there are two input fields: "User Name:" and "Password:". To the right of the password field is a link that says "Forgot Password". Below the input fields is a blue button labeled "Login". At the bottom right of the form area is a link that says "More Options" with a small upward-pointing arrow. Below the form area, there are two links: "Create a New Account" with a yellow power button icon, and "Forgot Password" with a red padlock icon. At the very bottom of the page, there is a footer that says "English | Español".

2. Click on **“create a new account”**
3. You will be asked a series of questions. Answer & select **“continue”**.

Please answer the following question(s) before proceeding.

Do you CURRENTLY have a student attending a school or a school program within the Medford School District  Yes  No

Have you EVER had a student attend a school or school program within the Medford School District?  Yes  No

Is this the first time you have ever requested access, or had access to an Online parent account in the Medford School District?  Yes  No

If you have a student who is currently or has previously been enrolled in any of the Medford School District schools, **DO NOT** create a new account. Please contact your school's registrar.

Continue

Return to login

4. Enter your first and last name as it appears on your license and/or identification card, and email address. Click on "continue"

Step 2 of 3: Create Your Account

Please enter your first name, last name, and your email address

First Name

Medford

Last Name

Schools

Email Address

Confirm Email Address

GCQH3  Type the characters you see in this picture

GCQH3

A link will be sent to your email address, follow the instructions.

Once you create your account, you will be prompted to select the online packet you wish to begin. Select the "2023-2024 Online Registration" option. Click on "begin new registration".

SELECT REGISTRATION TO BEGIN

Please select the online packet you would like to begin \*

2023-2024 Online Registration

From here you will be presented with different pages. Read through each carefully and click on “continue” or “save and continue” to proceed.

Note: There are pages that will **require** information to be entered. Answer all questions accurately and if you need assistance, please contact your school registrar.

## Signature

Please enter your first and last name below (exactly as displayed in the upper right hand corner):

By typing your name below and pressing the button at the base of the page you attest that you are the account holder, are authorized to provide the information and agree that the information provided is accurate to the best of your knowledge.

Electronic Signature \*

Medford Schools

Save And Continue >

When asked to enter your electronic signature, enter your signature exactly as it appears on your account, located on the upper right hand corner. Click on “save and continue”.

5. On the “students” page click on “add new student” to enroll your student. You will have to repeat this step for each student you be enrolling.

## STUDENTS 2023-2024

Please add or update student details for each student you want to enroll:

Students to enroll in 2023-2024

First Name	Middle Name	Last Name	Gender	Grade	Status
<a href="#">Add New Student</a>					

Follow the prompts and click on “save and continue” to proceed with the online registration packet.

### Demographics: New Student

First Name \* Samuel

Middle Name \*

No Middle Name

Last Name \* Smith

Suffix

Gender \* Male

Birth Date \* 10/19/2015

Entering Grade \* 08

Primary Address \* Schools, Medford

Home Address  Ln Medford, OR 97501

Mail Address  Ln Medford, OR 97501

Has this student ever previously attended school? Yes

Note: You will be asked to enter students immunization records. You **DO NOT** have to upload the information to complete the online registration process. You may scan, email or deliver a hard copy of immunizations records, birth certificate and any other documents to the school.

Note: You are required to enter your students previous and/or current school information please provide at least 1 most recent school information. This will help us contact the school and request the student’s cumulative file.

Once you reach the school selection page, select your school from the drop down menu. Click on **“save and continue”**.

After saving, you may add another student and repeat steps 8-11. When you are done, click on **“save and continue”**.

Please add or update student details for each student you want to enroll:

#### Students to enroll in 2023-2024

	First Name	Middle Name	Last Name	Gender	Grade	Status
Edit						
Exclude						
Delete						
	Samuel		Smith	Male	08	Complete
Add New Student						

Note: If you will be delivering hard copies to the school instead of uploading them, click on the **“I will deliver a hard copy to the school instead of uploading it”** box. Click on **“save and continue”** button to proceed.

Click on the green **“review”** button to view all the information you have entered. If there are any errors, you may edit them by clicking on the **“edit button”**.

Edit Home Address

Ln  
Medford, OR 97501

Once you have reviewed all the information, scroll all the way down the page and check the **“I have reviewed all the registration data and verified that it is correct”** button. Click on the **“submit”** button.

I have reviewed all registration data and verified that it is correct

[← Previous](#) [Submit](#)

**CONGRATULATIONS!** You have successfully completed the online registration packet for the 2023-2024 school year and your registration status is now “in progress”. Your school registrar will review the registration packet and will call you with information on next steps to complete the process. If you have any questions feel free to contact your school.

## 2023-2024 OLR

Status

The status of your registration(s) that are in progress can be found on the [status page](#)