



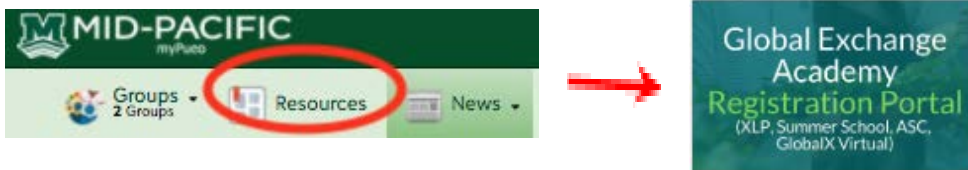
GlobalX Registration Instructions

Instructions for Registering:

If you have used this registration portal to register before, *please go to Step 3.*

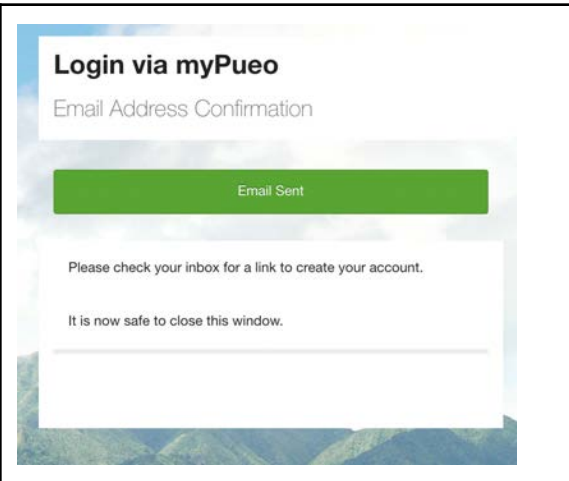
Step 1 - Log in to your myPueo account at: <https://midpac.myschoolapp.com/app/#login>

Click on “Resources” => “Global Exchange Academy Registration Portal”



Step 2 - For **first-time** registrants using this registration portal:

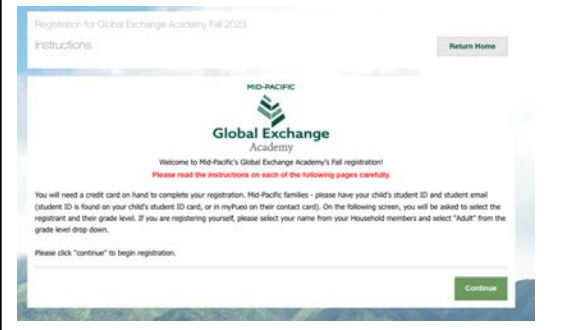
	<p>Clicking on the portal link will take you to the Center for Advancing Education registration page.</p> <p>Please click “Login using myPueo”</p>
	<p>Click Continue.</p>



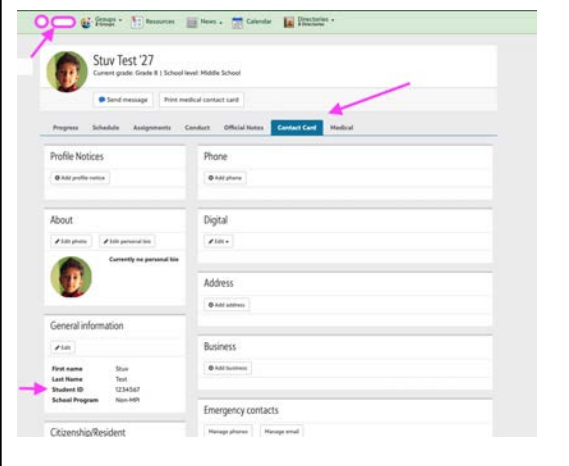
Check your email for the link to the registration portal.



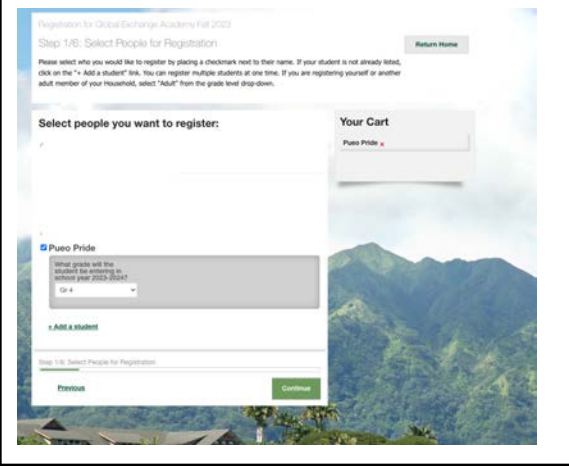
Click on "Start application."



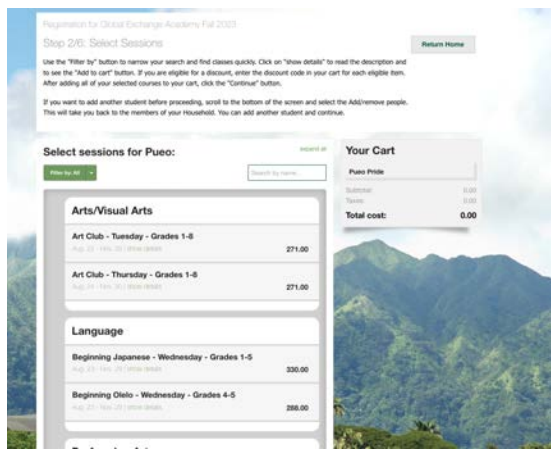
Read instructions carefully.
Click Continue.



For Mid-Pacific students, to complete registration, you will need your student's ID number.
To find the ID number, log in to myPueo. Under parent, click your student's name, click Contact Card.
Student ID # is listed on the screen's left side, under General Information.
Write down student ID # as you will need it to complete registration.
You will also need your student's Mid-Pacific email address.



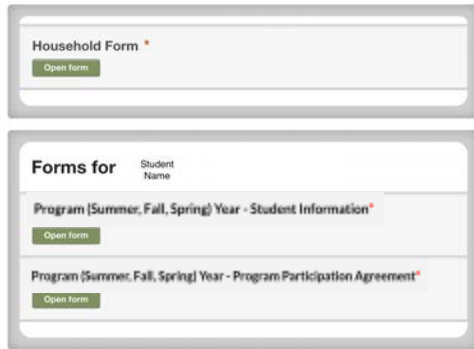
Select all the children you want to register and enter their current grade level for the classes during the current school year. In summer, enter the grade student(s) will be in the upcoming school year when prompted.
On the next screen, each child will appear on their own tab and all classes they are eligible to enroll in will be listed.



Select GlobalXLP Program class.
Click on the green button that says “Add to cart.”

Fill out forms:

Forms marked with an asterisk(*) are mandatory.



Check your Household Form to ensure that the details are correct.

Complete:

- Household Form
- Student Information
- Program Participation Agreement

Please review before submitting:

Registration items

Add/remove sessions Add/remove people

Woodstock Test Student

Morning Classes

- Reading and Writing 3-4 June 5 - July 7, 2023 Waitlisted

Forms

Edit forms

Household Form *

COMPLETED

Step 5/6: Review and Submit the Application

Previous

Submit application

You will see registered and/or waitlisted classes and the forms that are completed.


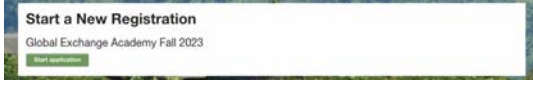
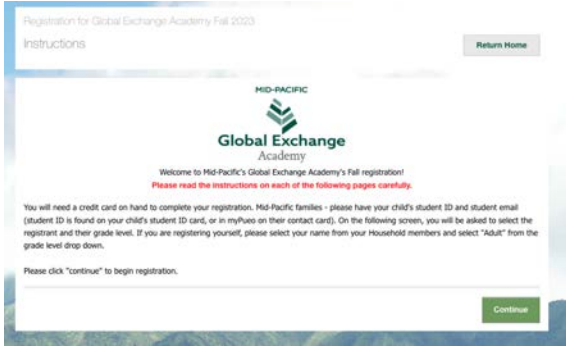
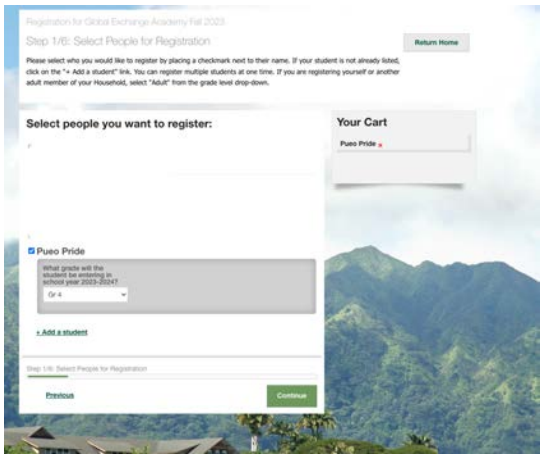
Click “Submit application.”

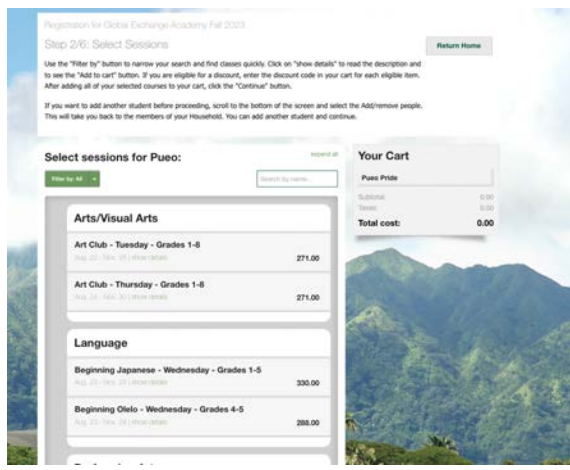
IMPORTANT:

If you received a confirmation email from the Global Exchange Academy, you have successfully registered or waitlisted.

If you do not receive a confirmation email from the Global Exchange Academy, you are not registered or waitlisted. Go to Step 4 to ensure forms are completed for registration.

Step 3: For families who have previously registered:

	<p>Navigate to the registration page.</p> <p>Sign-in with your credentials.</p> <p>Click Login.</p>
	<p>Click on "Start application."</p>
	<p>Read instructions carefully.</p> <p>Click Continue.</p>
	<p>Select all the children you want to register and enter their grade level when prompted.</p>

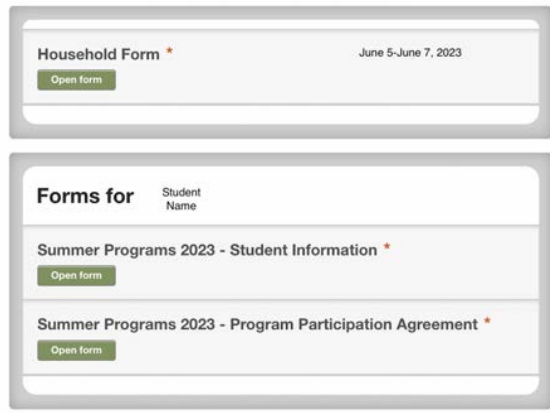


On the next screen, each child will appear on their own tab and all classes they are eligible to enroll in will be listed.

Select classes for each child.

Fill out forms:

Forms marked with an asterisk(*) are mandatory.

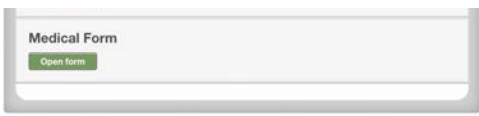


Fill out required forms

Click on the green button that says Open form for all required forms marked with a red asterisk (*). Review and complete each form. Once all required forms are marked as COMPLETED, the Continue button at the bottom of the page will turn green.

Complete:

- Household Form
- Student Information
- Program Participation Agreement

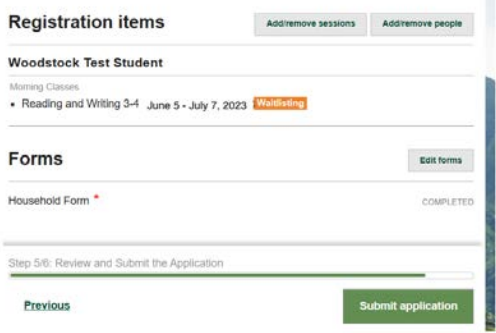


For Non-MP students only:

Medical Form must be uploaded - please refer to [Handbook](#) for deadline.

Click "Continue to the next page."

Please review before submitting:



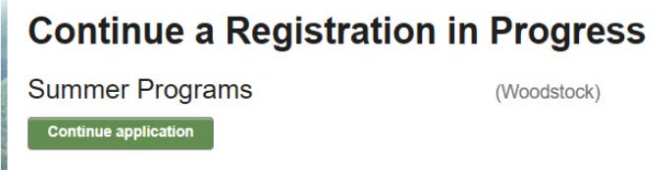
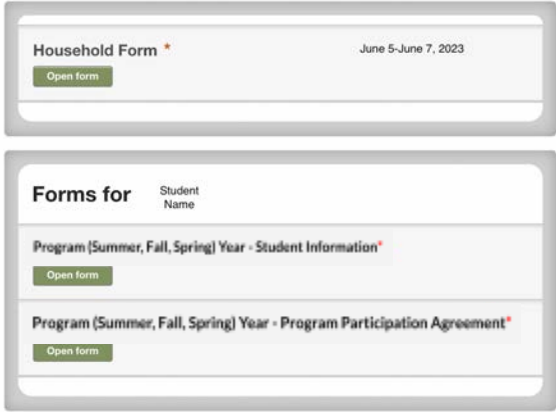
Review registration and pay: You will see registered and/or waitlisted classes and the forms that are completed. Review your registration summary and use the link called Previous at the bottom of the page to return to earlier pages to make changes and updates if necessary. Please carefully review the Change Fee and Refund policies in the [handbook](#). Once everything looks accurate, enter your credit card details, and then click the green "Submit application" button at the bottom of the page. You will receive a confirmation email with an attached registration summary.

IMPORTANT:

If you do not receive a confirmation email from the Global Exchange Academy, you are not registered or waitlisted.

Go to step 4 to ensure forms are completed for registration.

Step 4: Follow the instructions below to be sure you've completed your registration.

 <p>Continue a Registration in Progress</p> <p>Summer Programs (Woodstock)</p> <p>Continue application</p>	<p>When you go back to the registration portal, click on the "Continue application" button.</p> <p>On the next page, you will see the classes that you have already added to the waitlist (and you can add more classes here).</p> <p>Click the "Continue" button at the bottom of that page.</p>
<p>Fill out forms:</p> <p>Forms marked with an asterisk(*) are mandatory.</p>  <p>Household Form * June 5-June 7, 2023</p> <p>Open form</p> <p>Forms for Student Name</p> <p>Program (Summer, Fall, Spring) Year - Student Information*</p> <p>Open form</p> <p>Program (Summer, Fall, Spring) Year - Program Participation Agreement*</p> <p>Open form</p>	<p>Fill out required forms</p> <p>Click on the green button that says Open form for all required forms marked with a red asterisk (*). Review and complete each form. Once all required forms are marked as COMPLETED, the Continue button at the bottom of the page will turn green.</p> <p>Click Continue.</p> <p>You will see the registered and/or waitlisted classes and the forms that are completed.</p> <p>Click the submit application button. <i>(You must click submit the application to finalize registration or waitlist requests.)</i></p>

Have to make a change? To ensure that your request for a change will be received in a timely manner, please complete this change form: [GlobalX Class Change Form School Year 2023-2024](#)

Please feel free to contact us at globalx@midpac.edu or call (808) 973-5032 if you have any questions.