

Online Registration Instructions

Creating an Online Registration Account:

Go to: www.ETownsSchools.org

Under “**Find It Fast**”, choose the icon “**Enroll in the District**”. Then under “**Enroll a Student**”, choose “**How to Enroll a Student**”. You will find access to the online form at the bottom of this page.

COMMUNITY WEB PORTAL STUDENT REGISTRATION

Elizabethtown Area School District

Registration Login

Registration Login
If you already have an account, please enter your information here.

Email:

Password: [Forgot Password?](#)

[Create a new account](#) [Confirm my Email Address](#)

Click on “**Create a New Account**”.

The next screen will appear. Please complete the information and click “Next”.

COMMUNITY WEB PORTAL STUDENT REGISTRATION

Elizabethtown Area School District

Create New Account

If this is your first time accessing the online registration system, you will need to create an account. Please enter the information below.

Your First Name:

Your Last Name:

Your Email Address:

Confirm Your Email Address:

Your desired Password:

Confirm your Password:

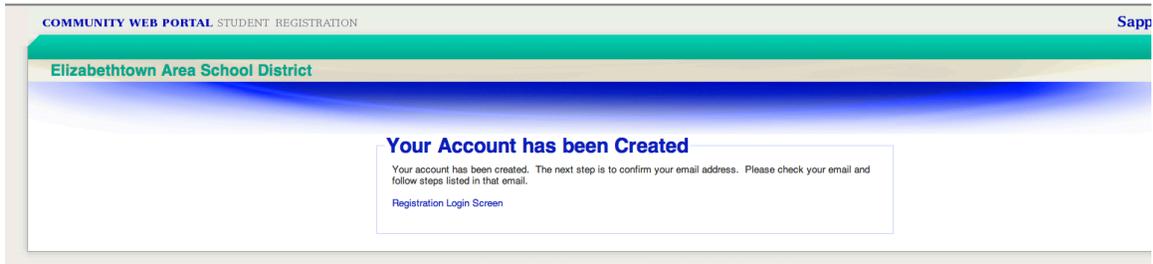
Sample Security Questions:

Security Question:

Security Answer:

Once your account has been created a validation code will be sent to your email account. If you do not receive an email with your validation code within a few minutes please check your “trash” and “spam” files. You will need this code to confirm your email address

The following screen will appear:



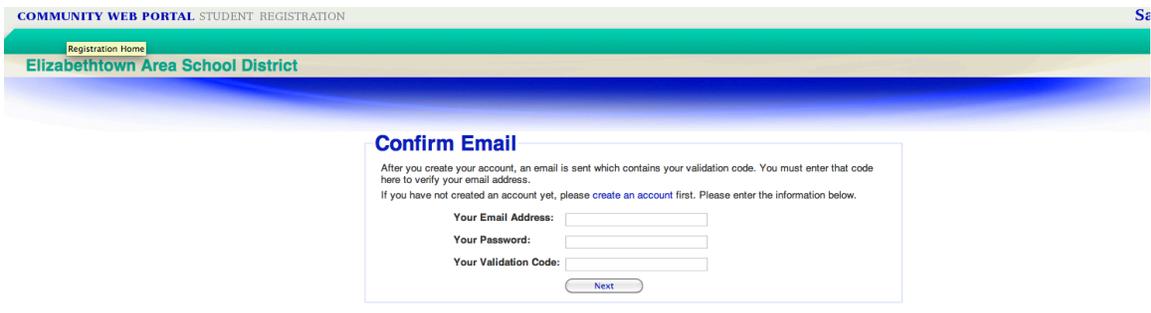
Click on “Registration Login Screen”.

On the next screen you will need to confirm your email address:



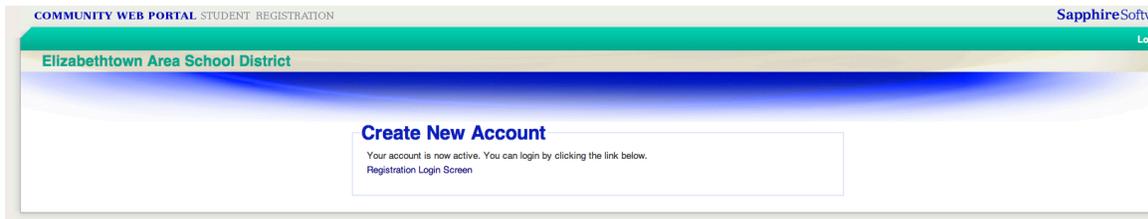
Click on “Confirm My Email Address”.

The following screen will appear:



Please enter your password. Then click on “Next”.

The next screen will appear and indicate that your account is now active:



Click on “Registration Login Screen”.

This will take you to the Registration Login screen. Please enter your email address and password. Click on “Login”.

The following screen will appear:



Click on “Create” and begin entering student data.

The first page is the Registration Index Screen. This page will inform you if the pages are complete or incomplete. The Registration website will take you through enrollment using the “Next” and “Previous” buttons.

All required fields must be completed. Questions with a red asterisk (*) are required and must be completed. Enter all required information and select “Next” to continue moving through the registration pages. Pressing “Next” automatically saves the information that you have entered. There is also a “Save” button on the lefthand side of your screen. If you need to leave the program save your information and log out. You may return to the registration account at any time and log in using your email address and password. When you have logged back into the Registration website click on the existing registration and press “Edit” under the registration you need to complete.

Submitting your registration:

Once you have completed all of the required registration information simply press “Submit Registration” to complete. The page will confirm whether or not you have completed all of the required information. Your registration will not be reviewed/approved if you do not complete all of the required fields. Please go through your registration and verify that all pages are complete before submitting.

Required documentation for registration:

- Student’s birth certificate
- Student’s immunization record
- Photo ID of parent/guardian
- Current photo of your child(ren) for safety and security reasons
- TWO Proofs of residency of parent/guardian’s residency in the Elizabethtown Area School District

Required documentation can be uploaded to the online registration form. Please remember to click “Save” after uploading. If not, the documents will not be saved into the program. If you are unable to upload the required documentation, you may email them to the registrar at becky_greenly@etownschoools.org, fax them to 717-361-1842 or make an appointment to drop them off at the office.

Please watch for an email from the registrar once you submit your online registration form.

Most registrations will not require an in-person appointment. If you would like an in-person appointment, please contact the Registration Office at 717-361-4893.