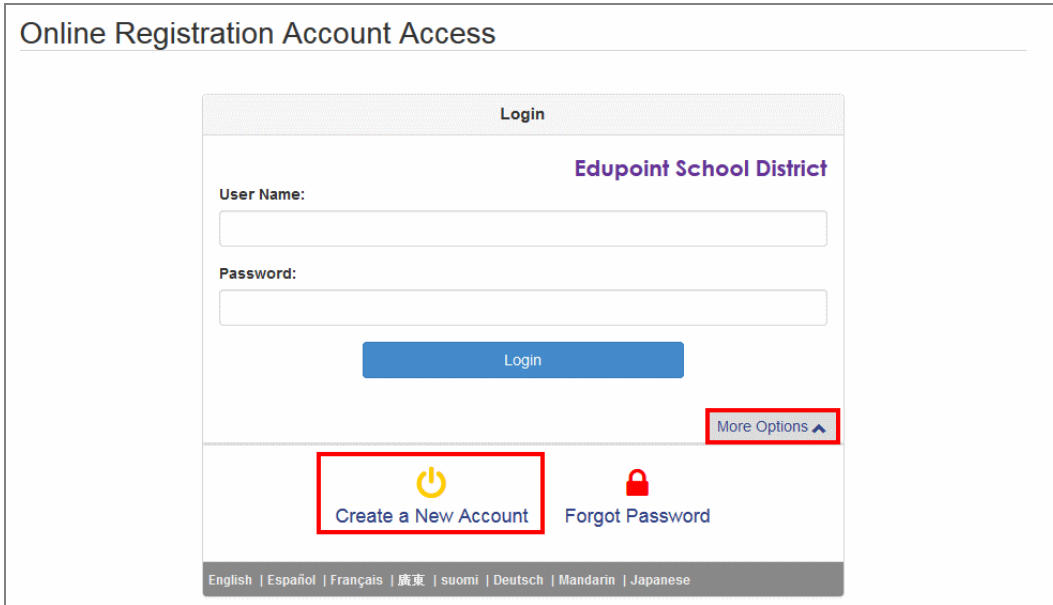## Create Account

⚠️ If you are already an existing parent in the district, contact your school for your activation key.

1. Navigate to the Online Registration Account Access screen.
2. Select **More Options**.
3. Click **Create a New Account**.
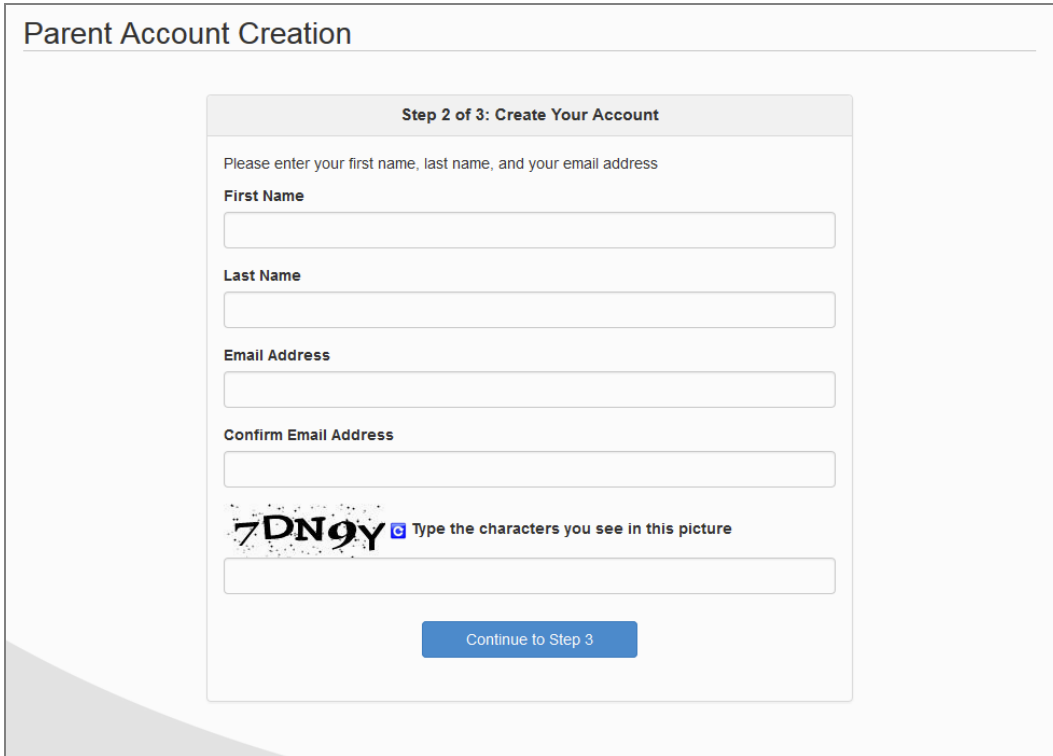
Online Registration Account Access Screen

4. Complete the steps and enter your information.

Online Registration Parent Account Creation Screen

5. Click **Submit**. Online Registration sends a confirmation message to your email account, which contains a link that allows you to complete the account creation process.

Online Registration Confirmation Message

6. Click the link in the email. The Complete Account Creation window displays.

   a. Change your **User ID**, if necessary. The default is your email address.

   b. Enter a **Password**.

Synergy®
Student Information System

c. Enter the password again in **Confirm Password**.

Online Registration Complete Account Creation Screen

7. Click **Save and Continue**.
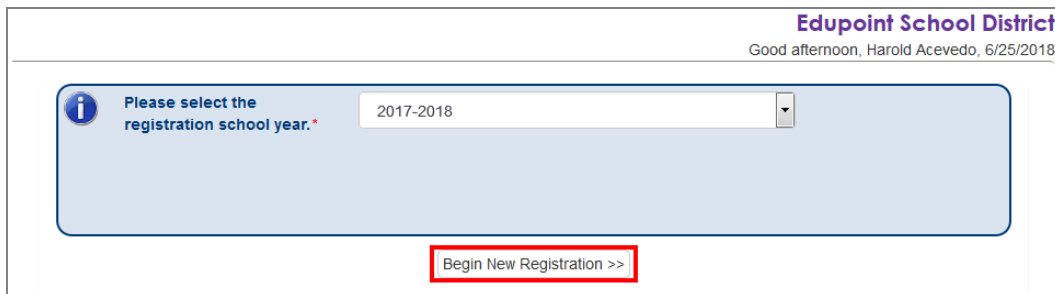
Beginning Registration

Depending on the time of year, you have the option to register for the current school year or the next school year. Start of enrollment for the next school year can vary.
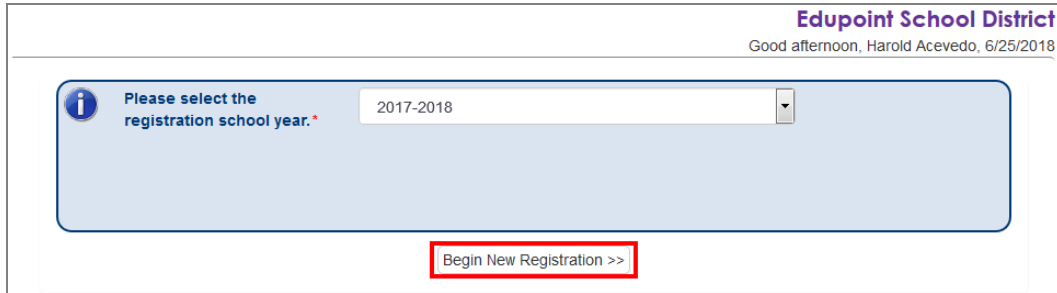
Current School Year Only

1. Login to the Online Registration Account Access screen.
2. Click **Begin New Registration**.
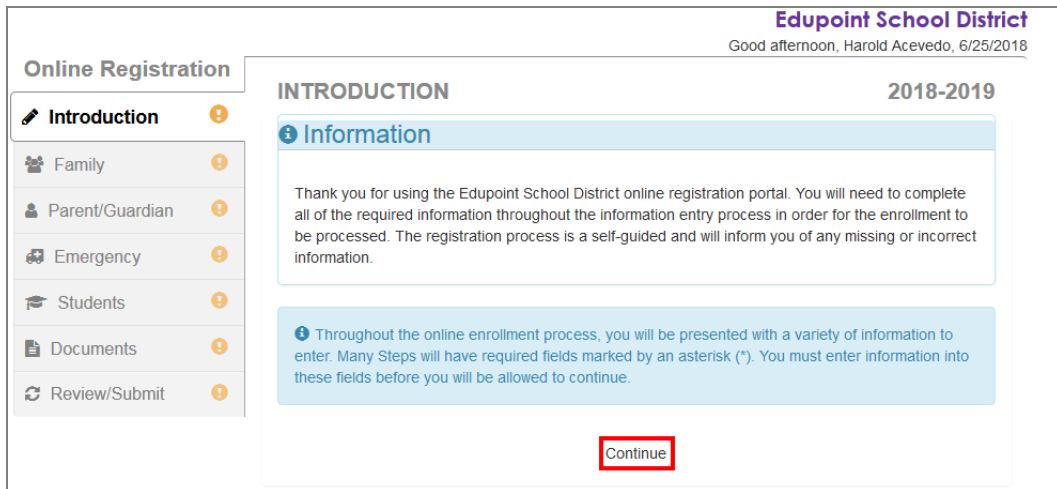

Online Registration Home Page

Current School Year or Next School Year

1. Login to the Online Registration Account Access screen.

2. Select a school year.

3. Click **Begin New Registration**. The Introduction displays.

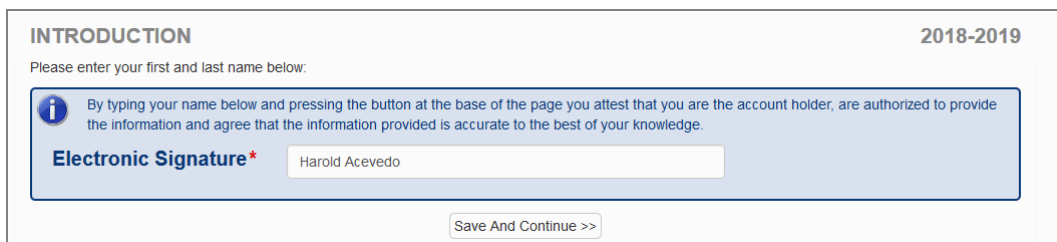*Online Registration Home Page*

4. Click **Continue**.

Online Registration Introduction Page

5. Enter your **Electronic Signature** to indicate that you are the account holder.

> The **Electronic Signature** must exactly match the name on your account.

Online Registration Introduction Page

6. Follow the prompts to complete the enrollment.

- A red asterisk (*) indicates required information.

Online Registration Student Page

- A progress bar displays as you advance through a section.

Online Registration Progress Bar

- Completed sections have a green check mark in the Navigation Menu. Incomplete sections have a yellow exclamation mark.
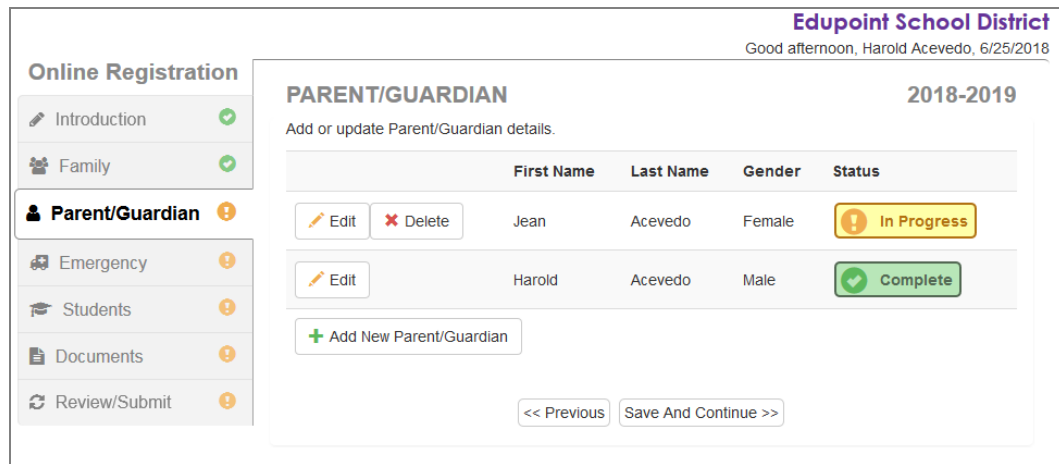

Online Registration Navigation Menu

- If you stop the enrollment process and log out, Online Registration saves the entered information. You can click **Resume Registration** or **Start Over**.
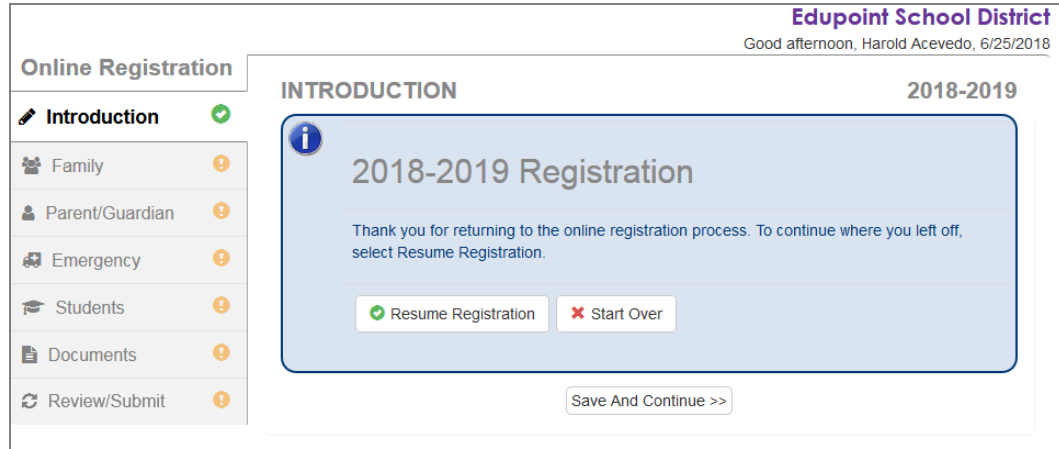
Online Registration Introduction Page

- On the Parent/Guardian page, Students page, and Emergency contacts page, the following options display:
    - Click **In Progress** to complete incomplete information.
    - Click **Edit** to edit the information.
    - Click **Delete** to delete the person from the registration.
    - Click **Add New Parent/Guardian**, **Add New Student**, or **Add New Contact** to add another person's information, depending on which page you are on. If your district only allows reenrollments, **Add New Student** does not display.
    - Click **Save and Continue** to move to the next screen if **Complete** displays for all individuals.

Online Registration Parent/Guardian Page

Select **No further information is known for this Parent/Guardian** when adding new parents/guardians to only enter the **First Name** and **Last Name**.

Online Registration Parent/Guardian Page

- When entering students, the options displayed are different based on:
  - Your district setup. Your district can allow both new enrollments and reenrollments, deny new enrollments, or only allow new enrollments.
  - Include or exclude the student from Online Registration.
    - Click **Include** to move a student from the Students to exclude section to the Students to enroll section.
    - Click **Exclude** to move a student from the Students to enroll section to the Students to exclude section.
    - Click **View** to view an excluded student.

Online Registration Students Page

- You must set a **Primary Address** associated with a parent/guardian for each student.
- If your school allows reenrollment and allows you to change your address, you can modify this on the Home Address page.
  - Select **Check here if your address has changed**.
  - A red asterisk (*) indicates required information.
  - Enter the date of your address change if your district requires it.
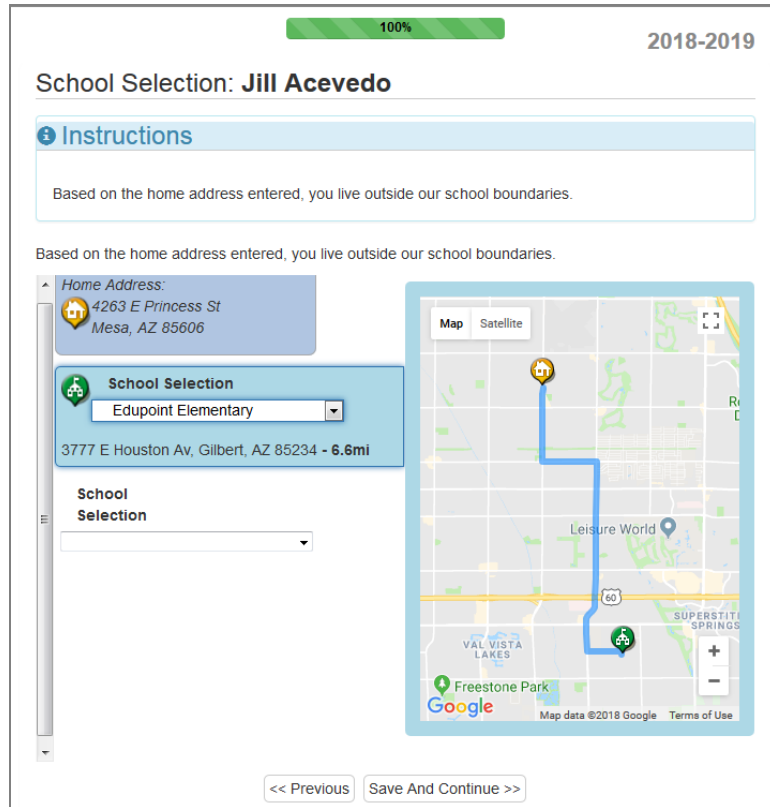
Online Registration Family Page

- The School Selection page displays if your school district allows you to enroll a student at the school of your choice.

Online Registration School Selection Page

The following icons display on the School Selection page:

- – Use to enlarge or reduce the map for better viewing

- – Indicates a school location on the map

- – Indicates your address

- – Indicates the current school selection

- – Indicates other school choices available

- The distance from your address is indicated on the screen

- The Parent/Guardian Relationships page in the Student module displays one of two options for indicating which parents have access to the student's information in ParentVUE.
    - If the **ParentVUE** column displays, use this column to indicate which parents have access to the student's records in ParentVUE.

Online Registration Parent/Guardian Relationships Page

- If the **ParentVUE** column does not display, use the **Ed. Rights** column to indicate which parents have access to the student's records in ParentVUE.

> Synergy SIS automatically provides ParentVUE access to the enrolling parent or guardian.
>
> Online Registration automatically selects the **Lives With** option if the parent has the same Primary Address as the student.

Online Registration Parent/Guardian Relationships Page

7. Select the **Transportation** page, if necessary. You can select **Student Bus Transportation Needed** or skip this module entirely. Selecting this option provides additional fields for input.

- Enter the **Responsible Person**, **Phone**, and **Address** for both Pick-up and Drop-off.
- Select one or more Special Transportation Requirements, such as **A/C** or **Seat Belts**.

Online Registration Transportation Page

8. Select the **Documents** page. Online Registration lists all of the document options you can upload here, grouped by Family and Students.

> Only students with a current IEP have the option to upload the IEP Document.

DOCUMENTS

Family

Primary Home Address Verification:

☐ I will deliver a hard copy to the school instead of uploading it.

Document Type   Rental Agreement ▾

Document   🔴 PROOF OF RESIDENCY 1.docx

Primary Home Address Verification:

☐ I will deliver a hard copy to the school instead of uploading it.

Document Type   Utility Statement ▾

Document   🔴 Utility Bill.docx

Online Registration Documents Page

9. Select the Review/Submit page.

- Click **Review** when finished to confirm all data entered during the registration process is accurate.

- Click **Print** to print a copy of the enrollment information.

> Your school might require that you review the registration prior to submission. If so, the **Submit** option at the bottom displays as **Review**.

REVIEW/SUBMIT   2018-2019

✏ Review

Review allows you to confirm all data entered during the registration process to ensure accuracy. When complete, press Submit below:

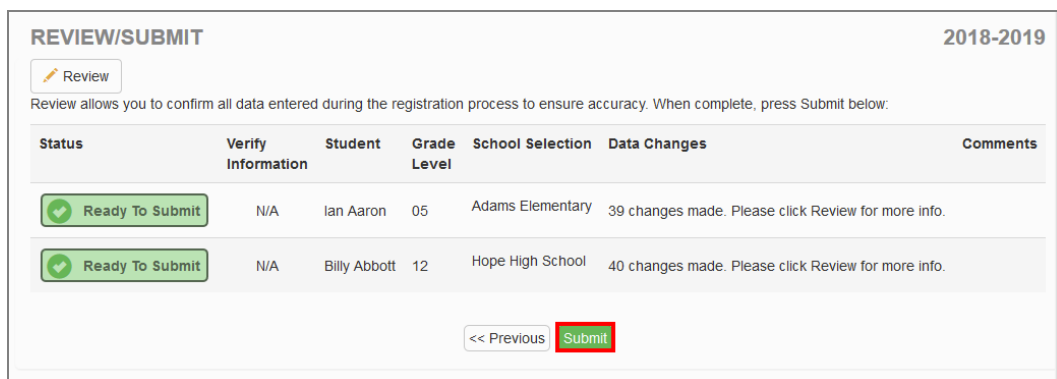| Status	Verify Information	Student	Grade Level	School Selection	Data Changes	Comments
✅ Ready To Submit		Ian Aaron	05	Adams Elementary	39 changes made. Please click Review for more info.	
✅ Ready To Submit		Billy Abbott	12	Hope High School	40 changes made. Please click Review for more info.	

<< Previous   Review

Online Registration Review/Submit Page

- Click **Previous** at the bottom of the Review page when finished reviewing.

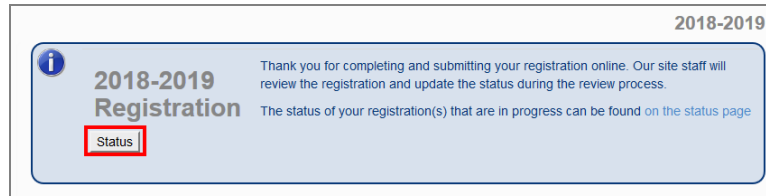*Online Registration Review Page*
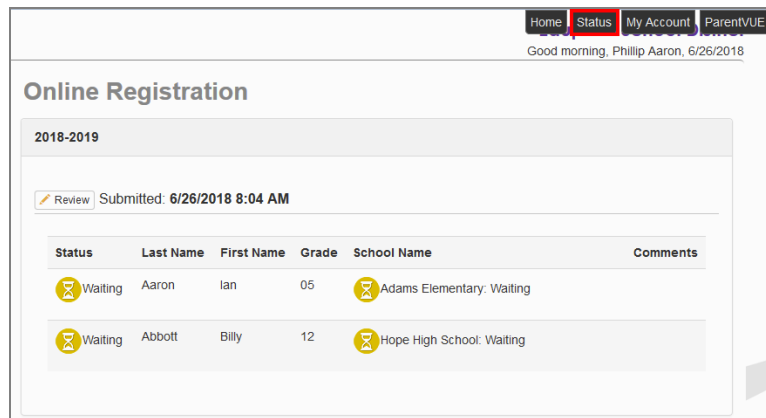
- Click **Submit**.

Online Registration Review/Submit Page

Checking Application Status

After submitting the completed registration, your school district reviews your application information. To view the status of the application, log in to ParentVUE and click the **Status** tab or click the **Status** button in Online Registration.

Online Registration Home Page

Online Registration Status Page

You can only review the registration dataon the Status page after submissal. Once the school district reviews and accepts all the registrations, you can log in to Online Registration to modify or register additional children.

Previously denied registrations move to a **Waiting** status when the school retracts the denial.