

## Waunakee Summer School Registration – New Account Setup

**\*\* Everyone will need to setup a new account for Summer School 2024 \*\***

Information on Waunakee Community School District (WCSD) students who will be active in 2024-2025 has been uploaded into the registration program.

1. On the login page, click on “Create Account.”

WAUNAKEE COMMUNITY SCHOOL DISTRICT Waunakee Summer School Will Test- Skip Test | Log Out

Dashboard Courses Settings

Login

Username

Password

Looking to add this registration signup software to your school? Contact sales today!

Login Forgot Password **Create Account**

2. Enter parent information. Click “Save”. If you would like to view the registration program in Spanish, select the Spanish button in the upper right corner of the screen. Every time you log in, the screen will be displayed in the language you selected. If you want to change the language, you may. You will need to log out and then log back in again in order for the system to update and make the change.

WAUNAKEE COMMUNITY SCHOOL DISTRICT Waunakee Summer School

Register Parent

Back Spanish

Parent information

First Name\*

Last Name\*

Email (Username)\*

Phone\*  (XXX-XXX-XXXX)

New Password\*   
Password must be between 8 and 20 chars and must contain at least one letter and one number.

Confirm Password\*

Address

City


State

Zip


CAPTCHA

Save Cancel

3. Check your email and click on the link to activate your account. If you do not receive an email, check your spam/junk folder.

 **WAUNAKEE**  
COMMUNITY SCHOOL DISTRICT

Waunakee Summer School

 **Successfully saved account. Please check your email to activate your account.**

**Login**

Username

Password


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## SignUpHelper Activation Inbox x



**accounts@signuphelper.com**

 to me ▾

Dear Test,

[Please click on this link to active your account.](#)

Thank you

**Note: The link is only active for 30 minutes. If you do not access it during that window of time, you will need to have the system resend you a new link.**

4. Once your account is activated, login to your account. Your username is your email address.

**WAUNAKEE**  
COMMUNITY SCHOOL DISTRICT

Waunakee Summer School

Successfully activated user. You can now login.

**Login**

Username: test\_family@waunakee.k12.  
Password: [masked]

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Login | Forgot Password | Create Account

5. Accept End User License Agreement.

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Eula

You must agree to the EULA before continuing.

**SOFTWARE LICENSE AGREEMENT**

IMPORTANT - PLEASE READ CAREFULLY BEFORE DOWNLOADING, INSTALLING OR USING ANY PART OF THE SOFTWARE. THIS IS A LEGAL DOCUMENT THAT STATES THE TERMS AND CONDITIONS THAT GOVERN A LICENSEE'S USE OF THE SOFTWARE. BY DOWNLOADING, INSTALLING OR USING THE SOFTWARE, THE LICENSEE ACKNOWLEDGES THAT THE LICENSEE HAS READ THIS AGREEMENT, UNDERSTANDS IT AND AGREES TO BE LEGALLY BOUND BY ITS TERMS. PLEASE READ THE TERMS CAREFULLY BEFORE PRESSING THE "AGREE" BUTTON OR USING THE PROGRAM, BECAUSE PRESSING THE "AGREE" BUTTON OR USE WILL INDICATE YOUR AGREEMENT TO SUCH TERMS. IF YOU DO NOT AGREE, DO NOT USE THE SOFTWARE.

This END USER LICENSE Agreement ("Agreement") is a legal agreement by and between you, or, if you represent a legal entity, that legal entity (hereinafter "Licensee") and PF Data, LLC, a Wisconsin Limited Liability Company ("PF Data") and is applicable to the Software that is accompanied by this Agreement.

WHEREAS, the Licensee desires to contract with PF Data to obtain a license to use SignupHelper, a web-based registration software tool; and

WHEREAS, PF Data is ready, willing and able to provide a license for the web-based software pursuant to the terms of this Agreement.

Accept

Cancel

- Click "Manage Your Account" on the dashboard to add your student(s) to your account.

**WAUNAKEE** COMMUNITY SCHOOL DISTRICT | Waunakee Summer School | Test Family | Log Out

Dashboard | Courses | Settings

### Dashboard

**Manage Your Account**  
Prior to registration, make sure to add students to your account. You'll need your child's Student ID Number

**Review Course Listings**  
Before registration day, you can review the course listings and even 'favorite' your preferred courses and sections to make them easier to find later.

**Course Review and Cost**  
Once you have registered your child for classes, you can review total cost of course expenses here

**Add/Drop Courses**  
Registration is live.

- Enter your student's Student ID. You can find this information by logging into Infinite Campus, selecting your student from the dropdown menu, and the ID number for that student will be listed next to the picture. Each student can only be added to one parent account. The student can only be registered using the account they were added.

**WAUNAKEE** COMMUNITY SCHOOL DISTRICT | Waunakee Summer School | Test Family | Log Out

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### Edit User

[Back](#)

**User Information**  
First Name \*   
Last Name \*   
Email (Username) \*   
Phone \*  (XXX-XXX-XXXX)  
Address   
City   
State   
Zip

[Save](#) [Cancel](#)

**Student Information**  
Student ID  [Add](#)  
Associated Students None

8. On the “Manage Your Account” screen, students are listed at the bottom. Continue to add students until all of your children are listed on your account.

Student Information

Student ID	<input type="text"/>	<a href="#">Add</a>
Associated Students	Family, Test Jr	<a href="#">Remove</a>

If you have multiple students in your family, you can either create a separate adult login for each child or you can link all children to the same account. If you link all children to the same account, it is possible to login to that account on multiple devices at the same time (for example one parent on one computer for Child A and one parent on a different computer for Child B).