



## How to ...

# Complete an Online Registration

**THIS FORM MUST BE COMPLETED BY A CUSTODIAL PARENT OR GUARDIAN.**

Enrollment must be verified by the school before officially being enrolled.

A. Select your preferred language and Registration Option then click NEXT.

The screenshot shows the Infinite Campus logo and navigation links: English | Español | العربية | Français | Korean | Chinese | Portuguese | Russian. Below this is the question "What are you registering for?\*" with a radio button selected for "Current Year 2023-24". A blue "Next" button is visible at the bottom left.

B. Create an online account based on the information from the person completing this process.

The screenshot shows the registration form with the following fields and instructions:

- Registration Year: Next Year 2022-23
- Parent/Guardian First Name: [Text Input]
- Parent/Guardian Last Name: [Text Input]
- Parent/Guardian Email Address: user@example.com
- Verify Email Address: user@example.com
- Check box: Please check this box if any student being entered has attended a school in this district in the past.
- Image: Please type the letters and numbers you see displayed below. If you cannot read the letters and numbers, please click the blue wheel beneath the image to receive another image. (Image shows "apch8")
- Button: Begin Registration

The screenshot shows the Infinite Campus Online Registration logo and navigation links: English | Español | العربية | Français | Korean | Chinese | Portuguese | Russian. Below this is a confirmation message: "Thank you for starting the Online Registration process. The email address you entered will receive an email shortly. That email will contain a link that will lead you to the official registration page. Thank you."

C. You will receive an email containing a link to the official registration page at the email address that you entered

- The email will come from InfiniteCampus@fultonschools.org.
- If you are using a Gmail account, you will need to check both your Spam and Junk folders.

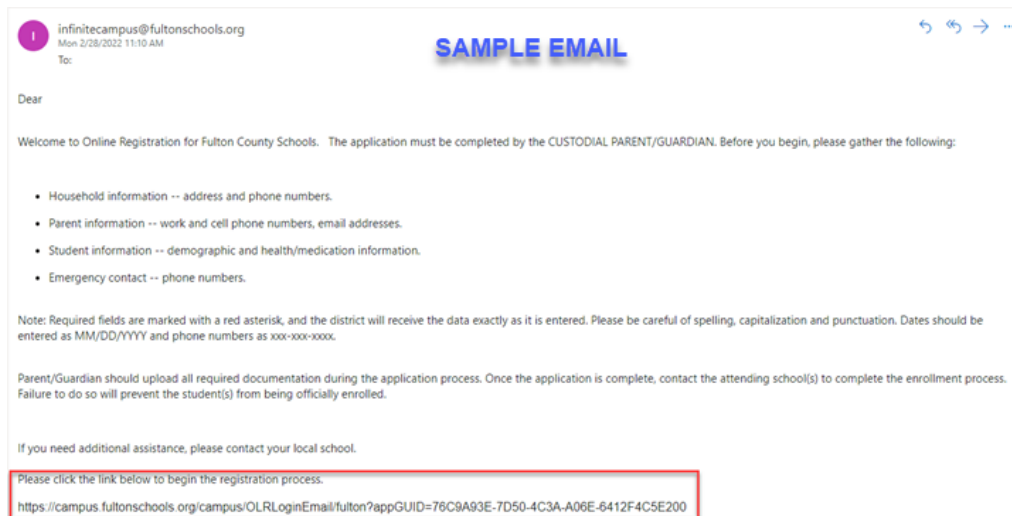
Before beginning the process, verify that you live within the zone for Fulton County Schools.



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A. Click on the hyperlink in the email.



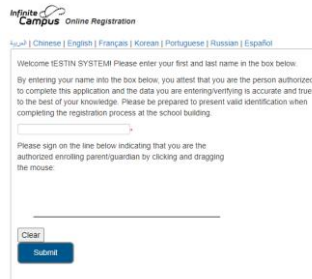
B. Select preferred language



Application Number

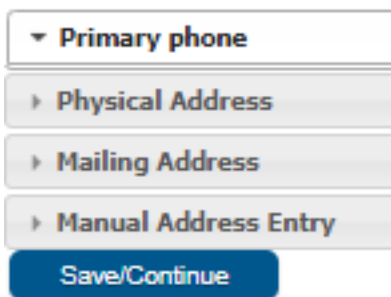
العربية | Chinese | English | Français | Korean | Portuguese | Russian | Español

C. Confirm submitter identity



D. Begin application (take note of the application number as you will need to provide that number to the school to complete the process). Complete the information in each tab. Any incomplete information will show up in red. All required questions have a red asterisk (\*)

- **Student(s) Primary Household Tab** - Enter the information in all four (4) sections. Click next to move to next section



- **Physical Address** - As you enter the house number, potential addresses will appear in the box. If your address is listed, select the address.



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Please enter your Physical Address into the fields below beginning with the Street Number and Street Name. Once the address appears in the box, click it to populate the other fields.

**If the address is NOT located, enter 000 Out of District, Anywhere, GA, 00000 and click NEXT. Check the box "The household does not have a separate mailing address" on the Mailing Address page and click NEXT. On the Manual Entry page Choose NO and enter the Physical address that was not located. If there is a separate Mailing address select YES to the question "Is there a separate mailing address?" and enter the address.**

Street Number: 2675 \*    Prefix:    Street Name:    Tag:    Direction:    Apartment:    City:    State:    Zip:    Ext.:    County:

Clear Address Fields

Click on your address if it appears in box

- 2675 West RD, Riverdale, GA 30296
- 2675 HOGAN RD, EAST POINT, GA 30344
- 2675 JEWEL ST, EAST POINT, GA 30344
- 2675 UNION RD SW, ATLANTA, GA 30331
- 2675 DOOSON DR, EAST POINT, GA 30344

Your address as entered above  
2675

If the address is not listed, follow instructions in the box. Click Next and complete the remaining information regarding the addresses especially mailing if different that physical address. Press SAVE/CONTINUE **Parent Guardian Tab**

- **Parent Guardian Tab** - Complete the information for all parent(s)/guardian(s).
  - All information with a red asterisk (\*) is required.
  - Add all parents and guardians for the student. This includes if the student does or does not live with the guardian. Confirm the information entered is correct.
  - Confirm all Parent(s)/Guardian(s) are listed and click SAVE/CONTINUE

\* Indicates a required field

✓ Student(s) Primary Household    ▼ Parent/Guardian    Emergency Contact    Student    Completed

### Parent/Guardian

**Changes to Pick-up**  
Per O.C.G.A. 20-2-780, only the person who enrolled the student may make changes to a student's emergency contact information/authorized pick-up list. The enrolling person may give permission to another person or persons to make changes to the emergency contacts/pick-up list.

First Name	Last Name	Gender	Completed	Record Type
				Edit/Review
				Edit/Review

Please list all primary Parent/Guardians in this area.

**Yellow** - Indicates that person is missing required information. Select the highlighted row to continue.

✓ - Indicates that person is completed.

Add New Parent/Guardian    Back    Save/Continue

- **Emergency Contacts** - Enter ALL emergency contact information of individuals OTHER THAN parent/guardian. This includes name, gender, and phone as required information. Enter only emergency contacts that have authorization to pick up the student if parent/guardian is not available. **Please list in order of priority.**



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\* Indicates a required field



## Emergency Contact

### Changes to Pick-up

Per O.C.G.A. 20-2-780, only the person who enrolled the student may make changes to a student's emergency contact information/authorized pick-up list. The enrolling person may give permission to another person or persons to make changes to the emergency contacts/pick-up list.

First Name	Last Name	Gender	Completed	Record Type	Remove Existing Contact

Edit/Review

Edit/Review

Please enter emergency contact information.

**Please note:** If the school is unable to reach a parent/guardian in the event of **AN EMERGENCY**, emergency contacts will be called in order of priority.

Proper identification will be required before a student is released to emergency contacts.

**Yellow** - Indicates that person is missing required information. Select the highlighted row to continue.

✓ - Indicates that person is completed.

The maximum number of Emergency Contacts is 4

Add New Emergency Contact

Back

Save/Continue

- **Student** - Please enter all the information for each student you want to enroll. You can enter all your students within the same Online Registration process. Select NEXT to move between sections.

\* Indicates a required field



## Student

First Name	Last Name	Gender	School	Completed	Record Type

Please include all students that need to be enrolled.

**Yellow** - Indicates that person is missing required information. Select the highlighted row to continue. Any existing student updates to locked fields must be completed at the school.

✓ - Indicates that person is completed.

Add New Student

Back

Review each section carefully. All required questions have a **red asterisk (\*)**. After entering the information for all students, click Save/Continue and affirm the information is correct. Review information and submit.

After the form is submitted online, parent must contact the attending school for each school with application number for directions on final steps needed to complete the registration process.