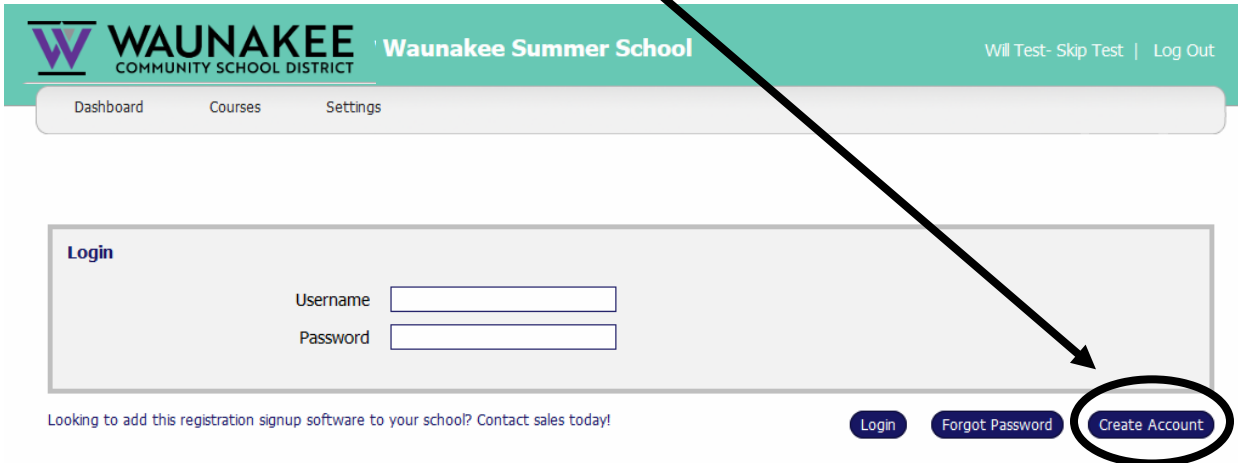


Waunakee Summer School Registration – New Account Setup

**** 2024 Parent Accounts were saved in the system for 2025 ****

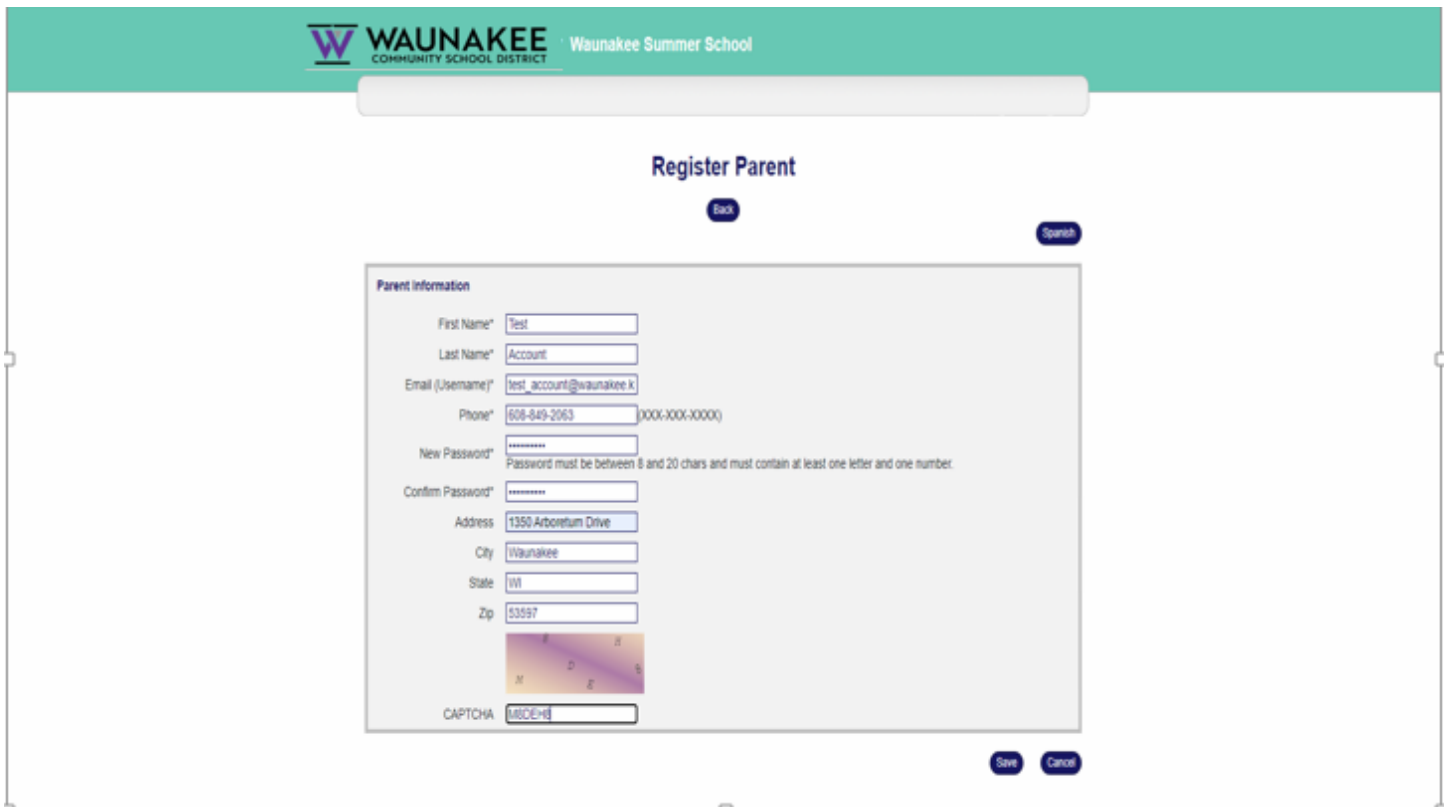
2024 Student information was deleted from the registration program. Information on Waunakee Community School District (WCSD) students who will be active in 2025-2026 has been uploaded into the registration program. **If you are using a 2024 parent login, you will still need to add your student to your account with their 2025-2026 information.**

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




The screenshot shows the top navigation bar with the Waunakee Community School District logo and 'Waunakee Summer School' text. Below the navigation bar are links for 'Dashboard', 'Courses', and 'Settings'. The main content area is titled 'Login' and contains two input fields for 'Username' and 'Password'. At the bottom of the login form are three buttons: 'Login', 'Forgot Password', and 'Create Account'. The 'Create Account' button is circled in red, and a black arrow points from the text 'On the login page, click on “Create Account.”' to this button.

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.




The screenshot shows the 'Register Parent' form. At the top, there is a 'Back' button and a 'Spanish' button. The form is titled 'Parent Information' and contains the following fields: 'First Name*' (Test), 'Last Name*' (Account), 'Email (Username)*' (test_account@waunakee.k), 'Phone*' (608-849-2063), 'New Password*' (with a note: Password must be between 8 and 20 chars and must contain at least one letter and one number), 'Confirm Password*' (with asterisks), 'Address' (1350 Arboretum Drive), 'City' (Waunakee), 'State' (WI), and 'Zip' (53597). Below the form is a CAPTCHA image and a 'CAPTCHA' input field containing 'MRDE=H'. At the bottom right of the form are 'Save' and 'Cancel' buttons.

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


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

[Login](#) [Forgot Password](#) [Create Account](#)

SignUpHelper Activation Inbox x



accounts@signuphelper.com

 to me ▾

Dear Test,

[Please click on this link to activate 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

Password

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

Login Forgot Password Create Account

5. Accept End User License Agreement.

WAUNAKEE
COMMUNITY SCHOOL DISTRICT

Waunakee Summer School

Test Family | Log Out

Dashboard Courses Settings

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

6. 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.

7. 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

Dashboard Courses Settings

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 [Add](#)

Associated Students Family, Test Jr [Remove](#)

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).