



Pittsburg ISD Registration Guide New Families

Registering a NEW Student Step by Step

1. From the main registration page at www.pittsburgisd.net, click **NEW STUDENTS** at the bottom of the screen. **THIS IS ONLY FOR FAMILIES THAT DO NOT HAVE ANY STUDENTS IN THE DISTRICT.**



2. You will be directed to the **NEW Student Enrollment** site. Fill out all the information and click Submit.

New Student Enrollment

Welcome! This form is the first step to enroll your new student online. Complete the required fields to request an account you will use to log in to a secure New Student Enrollment system. Please provide legal guardian information for the student you would like to enroll below.

If you already have an account, please [sign in](#) with your username and password and select New Student Enrollment.

*Guardian First Name

*Guardian Last Name

*Street Number

*Street Name

Unit

Unit Number

*City

*State

*ZIP Code

*Email Address

*Confirm Email Address

*Phone Number

Previously In District

* required fields

[Submit >](#)

3. You will receive an acknowledgement that your request has been submitted. An email will be sent to you with your username.

Pittsburg ISD

THANK YOU! Your Account Request has been successfully submitted. An email has been sent to you with instructions on how to continue enrolling your new student.

[← Sign In](#)

4. Once you receive the email, click on **Reset Password**.

Subject: New Student Enrollment Account Information

You have been given permissions to use New Student Enrollment!

[Reset Password](#)

5. Enter a password of your choice and select **Reset Password**.

Pittsburg ISD

Please reset your password for your account:

New Password Must:

- Be 8-64 characters in length

New Password

Confirm Password

[Reset Password >](#)

6. Enter your username and password in the screen below.

Pittsburg ISD

! Your password has been successfully updated. Please sign in to continue.

Username

Password

[Sign In >](#)

[Forgot your Username or Password?](#)



Pittsburg ISD Registration Guide New Families

7. Click on the 25/26 New Student/Nuevo icon to begin registration.



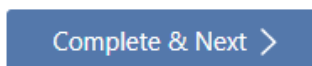
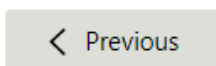
8. You will be prompted to the Instructions screen. Click on START to complete the registration process.



9. Next, you will be prompted to enter the child's birth date.

10. Once you enter the birth date, a grade level is determined and a school will be visible in the drop-down menu based on the birth date. Click on the Select button to choose the campus and then click Save.

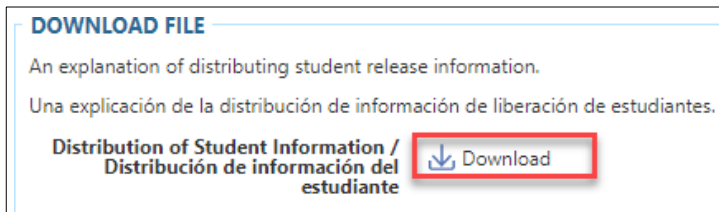
11. You will be asked to complete several steps throughout the registration process. At the end of each step there will be **Previous** and a **Complete & Next** tab.



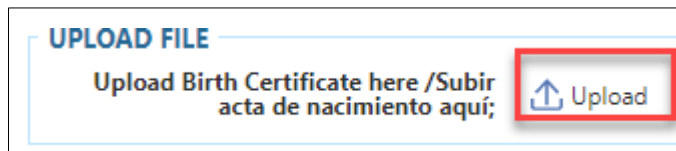


Pittsburg ISD Registration Guide New Families

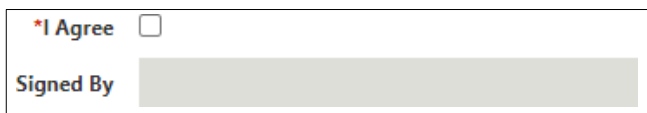
12. In the Steps, there may be places where you will be asked to download a document. These are documents that provide you with important information.



13. In the Steps, there will be places where you will be asked to upload documents such as a birth certificate, proof of residency, driver's license/ID and other items.



14. In the Steps, there will be places where you will be asked to provide your signature. Check the "I Agree" box to electronically provide your signature.



15. Pittsburg ISD offers Pre-K to eligible students. Please make sure you provide the proper documentation requested to determine eligibility to the Primary Campus.

16. Once you have completed all the steps, you will be asked to review your information prior to submitting your registration.



17. Your registration packet will be submitted to the school registrar to verify the information you provided. You will receive an email once your application has been reviewed and approved.

