

# Rank one instruction:

**Step 1:** Go to the website (using a computer is easier!)

Use this link to log on to Rank One: <https://godleyisd.rankone.com/Pro/Login.aspx>

**Step 2:** This page allows you to login if you already have an account or if you are new to Rank One, you will need to create an account. (create an account tab located at the bottom of the page) You may no longer complete the forms as a guest.

- Accounts are NOT created for student's so if you have never logged on before you must create an account. It is NOT their school login.
- Be sure to click Register when done, do not just hit enter on keyboard it will clear the fields

**GODLEY ISD** Student Management Portal

Godley ISD

**Student Management Portal**

Please log in below to access eligibility forms and student profiles.

Email

**Email is required**

Password

**Password is required**

Forgot your password? [Click Here](#)

Login

Or

Don't have an account yet? [Create a new account.](#)

Create a new parent portal account.

Register with your social media account.

Register with your account

First Name

Last Name

**Email is required**

Email

Verify Email

**Password is required**

Password

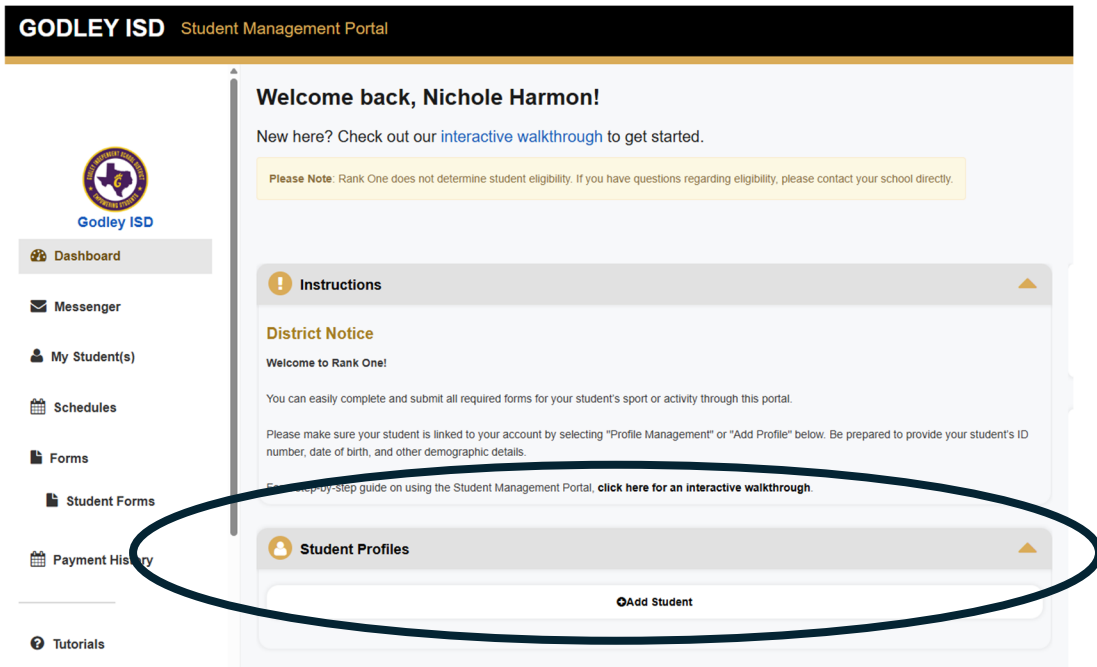
**Password Requirements:**

- ✗ Must be at least 8 characters long
- ✗ Must contain at least one uppercase letter
- ✗ Must contain at least one lowercase letter
- ✗ Must contain at least one number
- ✗ Must contain at least one special character
- ✗ Special characters cannot be used as the first character

Confirm password

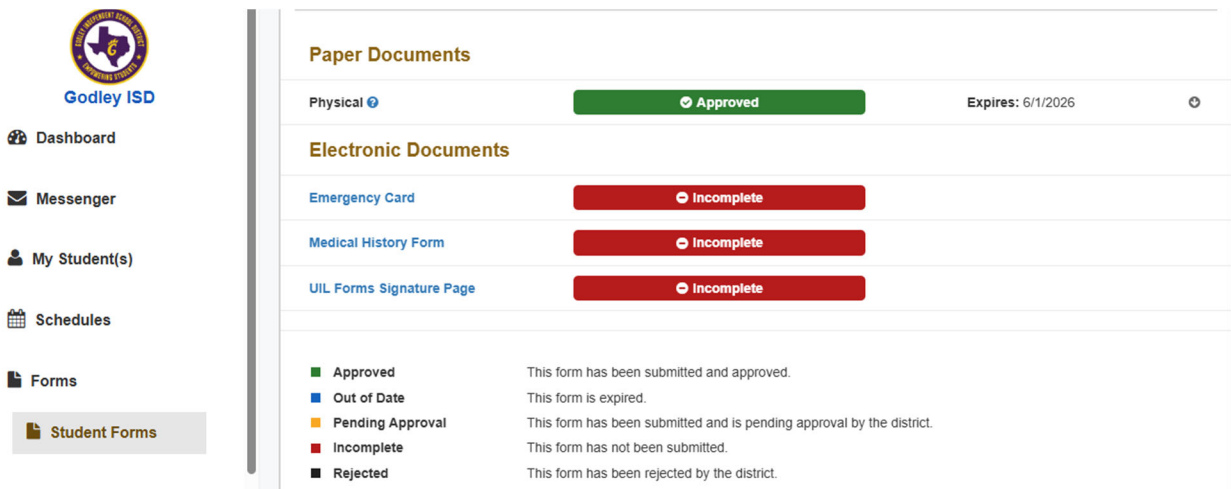
**Step 3:** Do not click on the FORMS tab on the left side of the site. You will need to go to STUDENT PROFILE and click ADD STUDENT

- You will need your student’s ID number to complete the forms. If your student’s ID starts with zeros leave those off. For example, if the ID is 003634 you will only need to put in 3634. Your student may know their ID as their lunch number.
- If Rank One says “student not found,” please email Nichole Harmon



Step 4 : Once the student is added to your account click on the button that says “Start Forms”

Step 5: You will see a page that has your student’s name on it and you will see “<your student>’s forms” with a down arrow. Click on that arrow and you will see a drop down of forms that will say incomplete.



- It will also show if there physical is on file, if the expiration date is before August 1, please be sure to get them an updated physical before then and email them to Nichole Harmon

- You will click each individual form to fill out and sign

**Godley ISD**

- Dashboard
- Messenger
- My Student(s)
- Schedules
- Forms
- Student Forms**

**Paper Documents**

Physical Approved Expires: 6/1/2026

**Electronic Documents**

- Emergency Card Incomplete
- Medical History Form Incomplete
- UIL Forms Signature Page Incomplete

Approved This form has been submitted and approved.  
Out of Date This form is expired.  
Pending Approval This form has been submitted and is pending approval by the district.  
Incomplete This form has not been submitted.  
Rejected This form has been rejected by the district.

- For medical history if it says pending for approval it just means the athletic trainer needs to go in and review it make sure anything that is a yes is ok and does not need additional information. It will alert her to review it. Any issues and she will reach out.

Step 6: Once you have completed the forms hit “Submit”. If it does not submit, please check the form to ensure that no required fields were left empty.