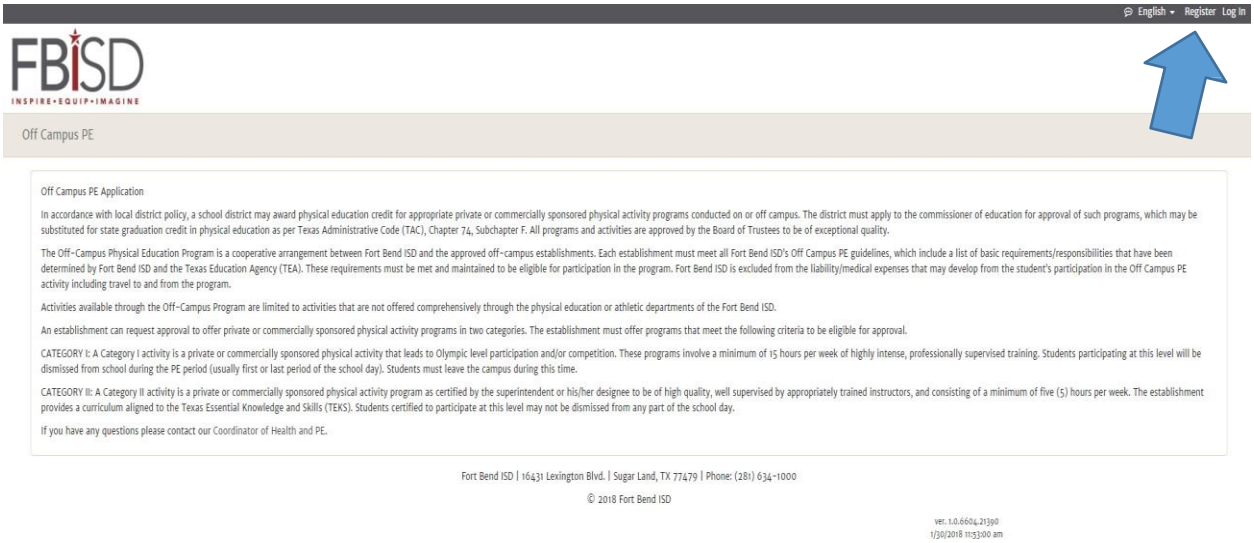
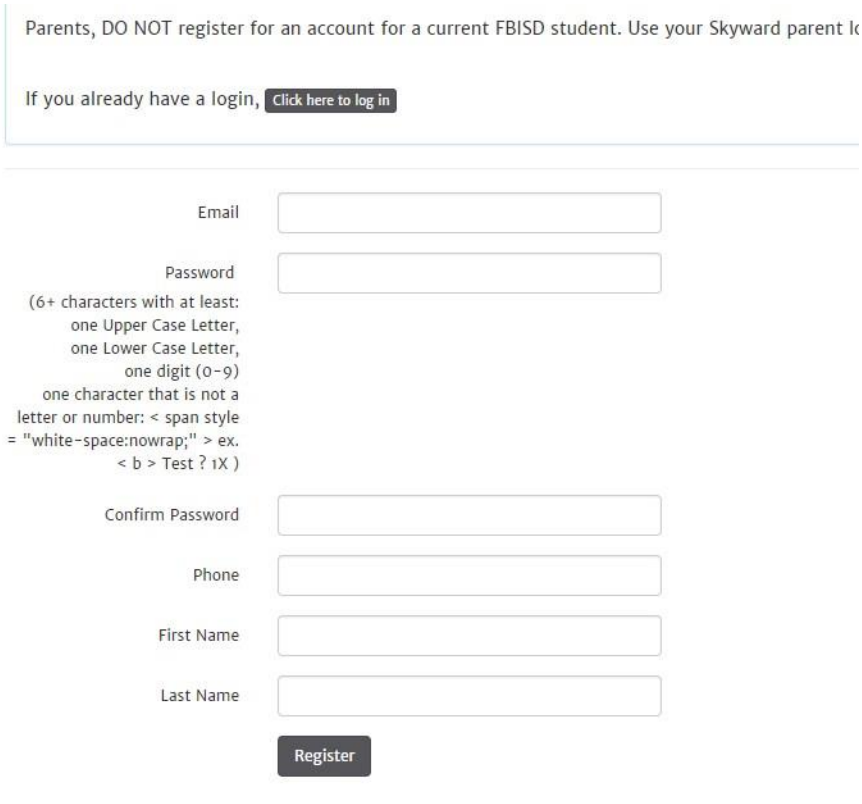
FBISD Establishment Application

Step 1: Click on this link to the Off Campus PE Application

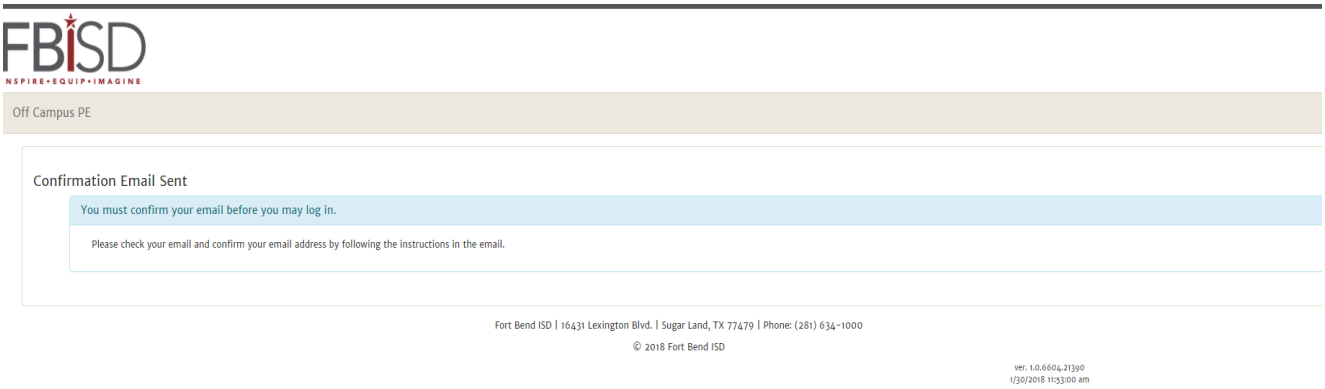
Step 2: Click on “Register” in the top right hand corner.



Step 3: Create and account by filling in all the required information and clicking “Register”.

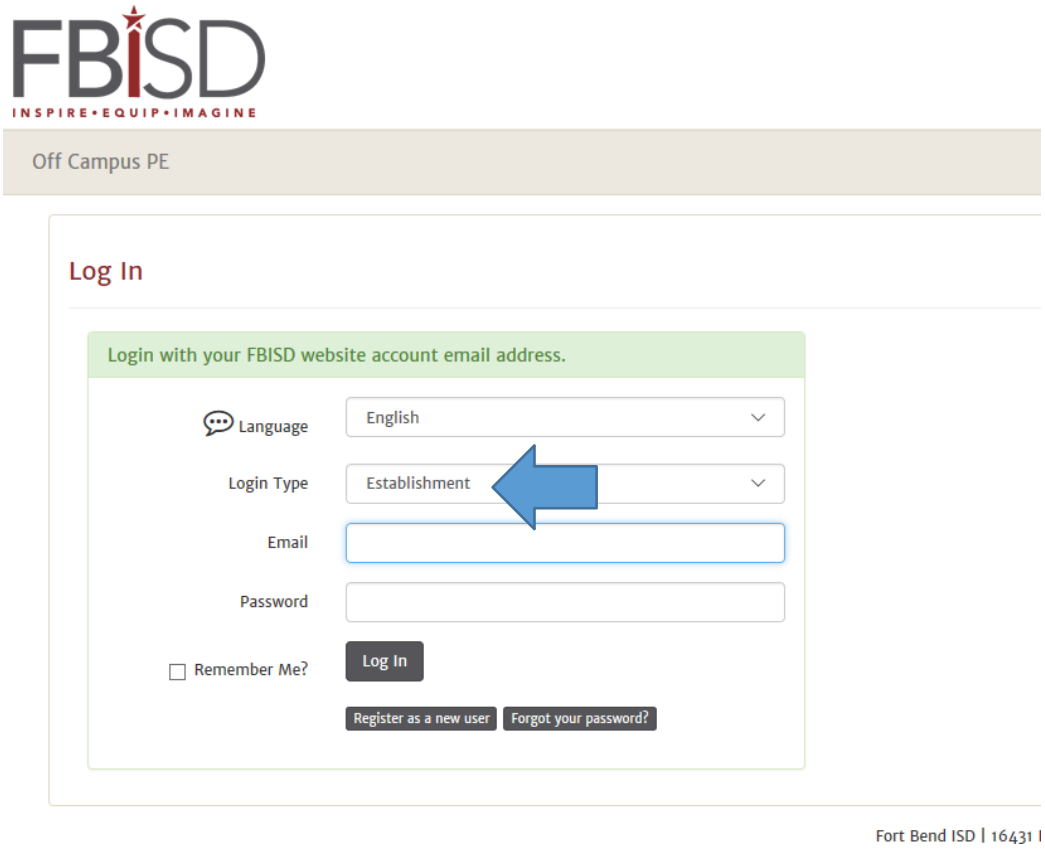


Step4: You will receive confirmation that an approval e-mail has been sent.

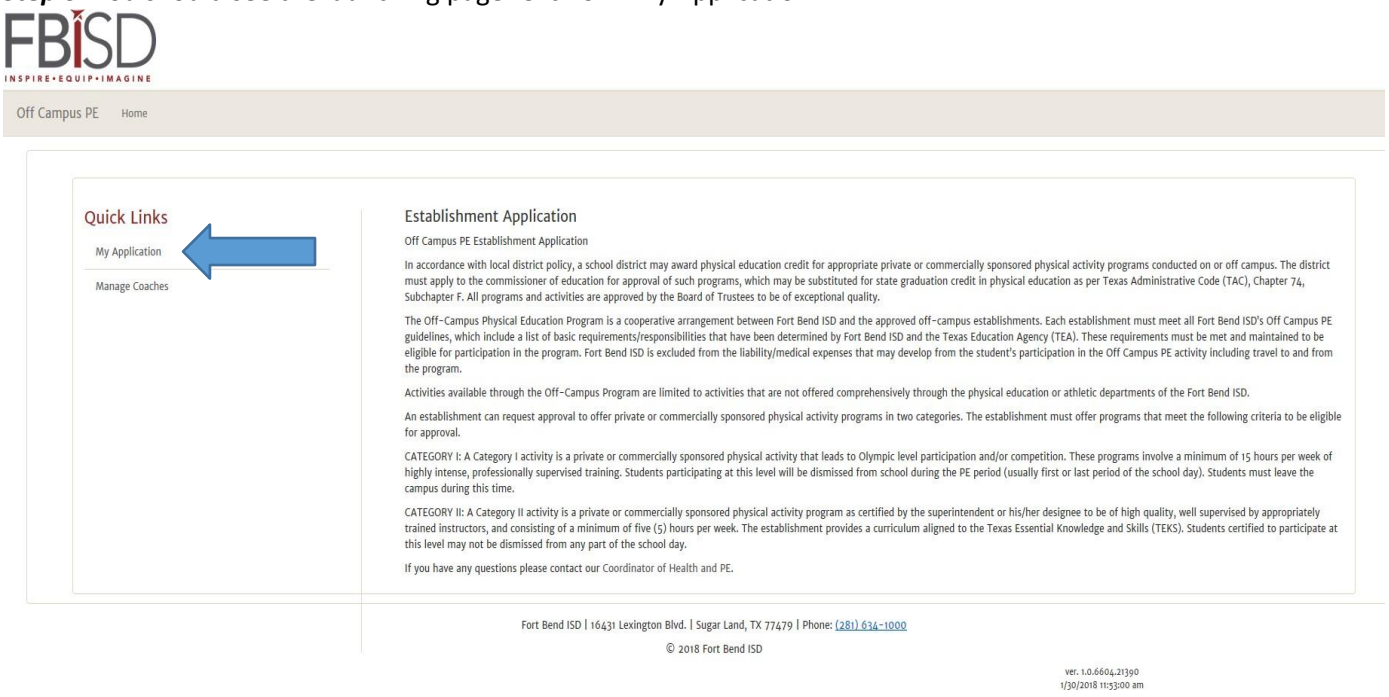


Step 5: Go to your e-mail and open the confirmation e-mail. Then login to verify your account.

– Make sure the “Login Type” field says “Establishment”

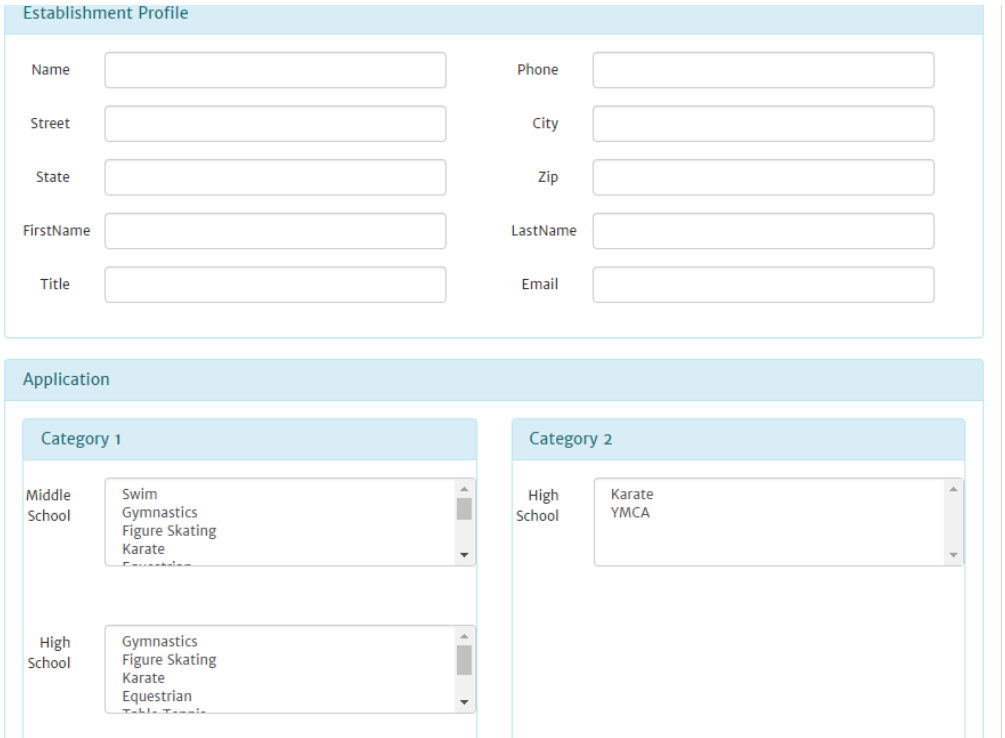


Step 6: You should see the launching page: Click on “My Application”

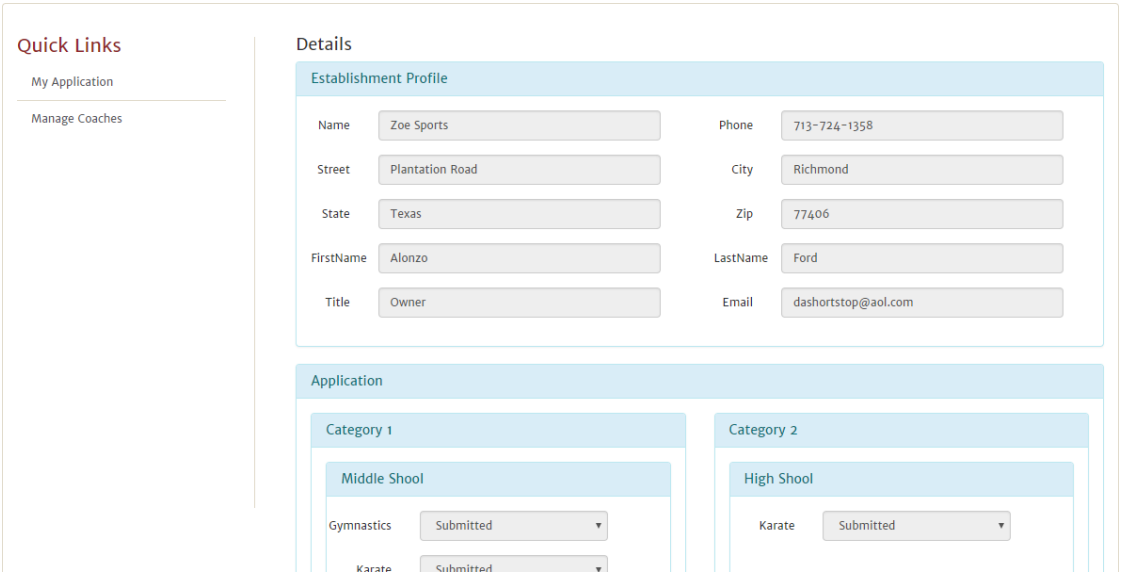


Step 7: Complete the application and then click “Submit” at the bottom.

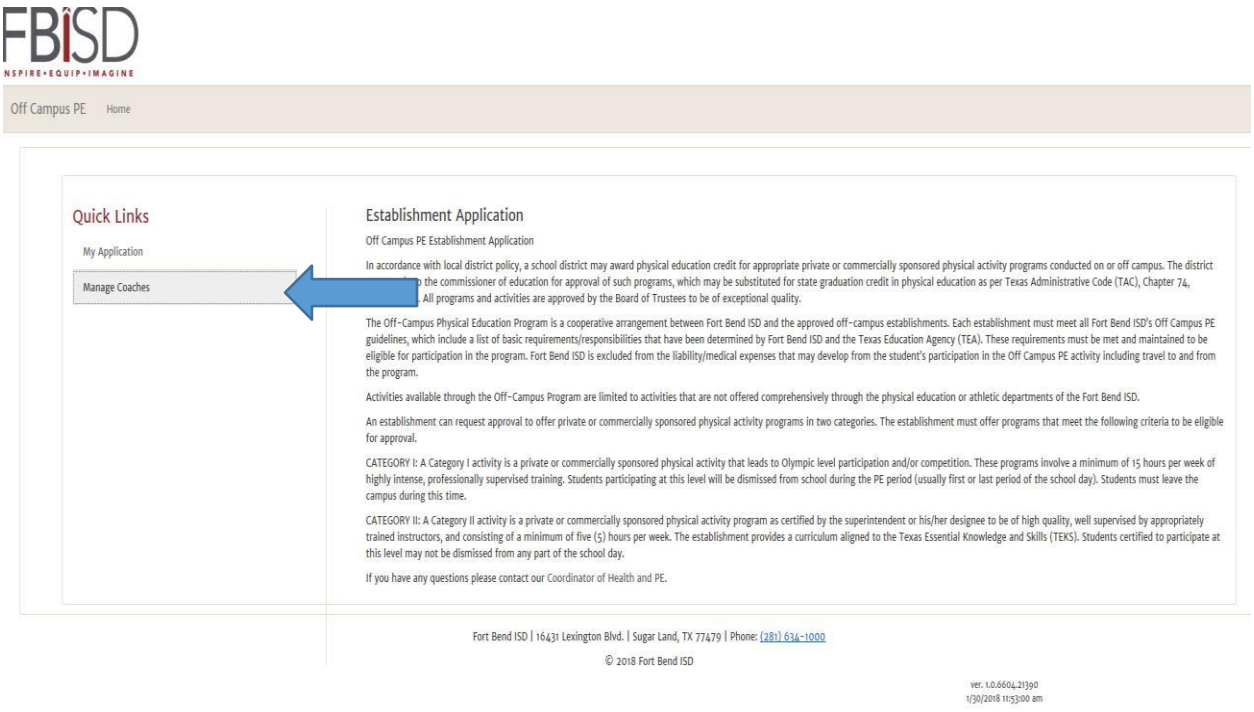
Notes: You can select multiple activities for each category and level by holding down the “ctrl” key.



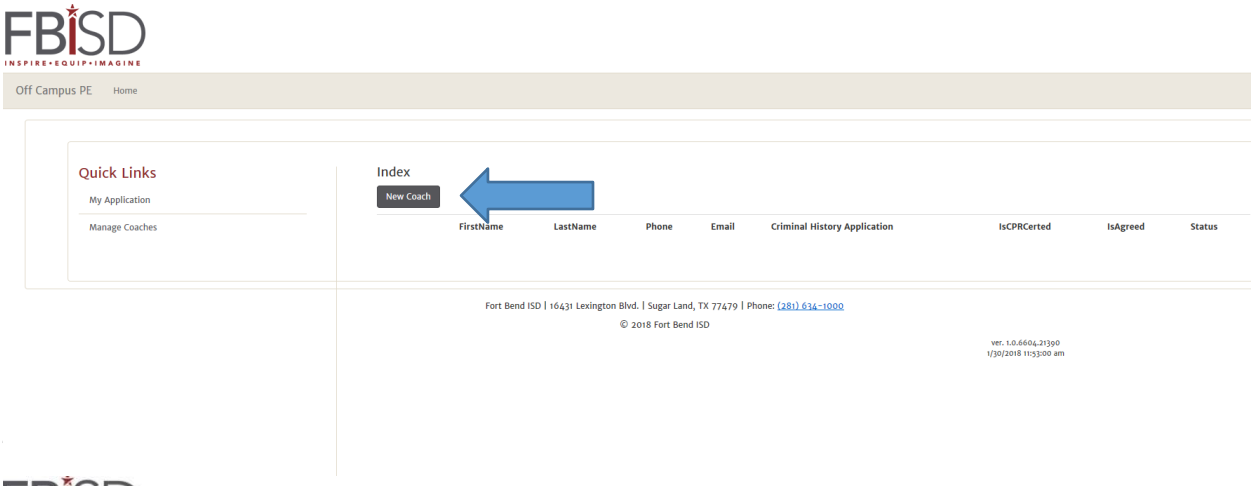
Step 8: View the details of your application

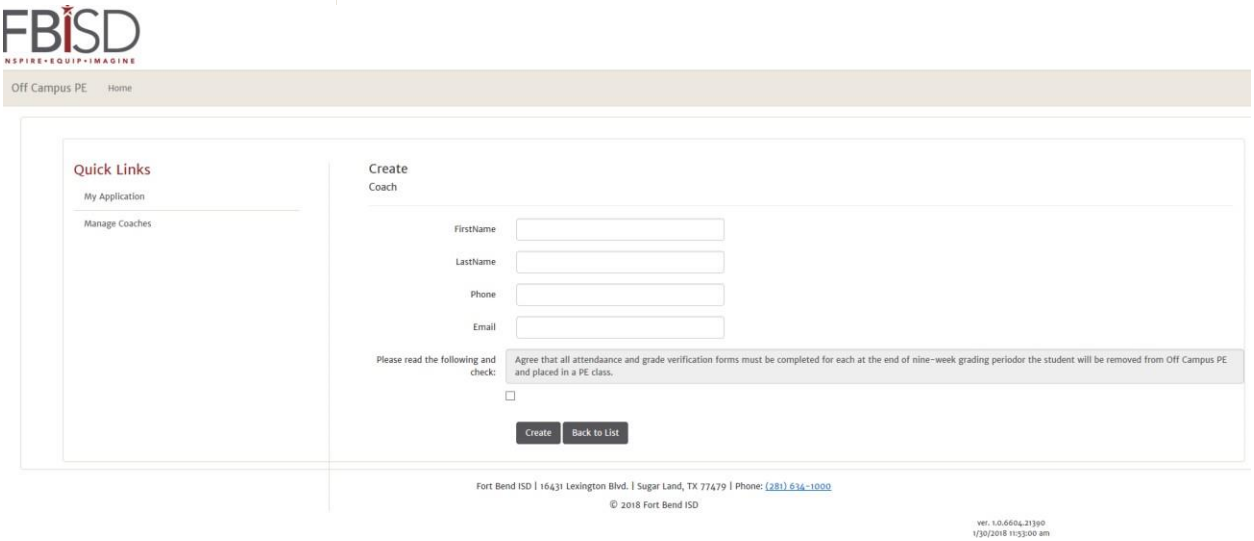


Step 9: Add coaches. Click on "Manage Coaches"

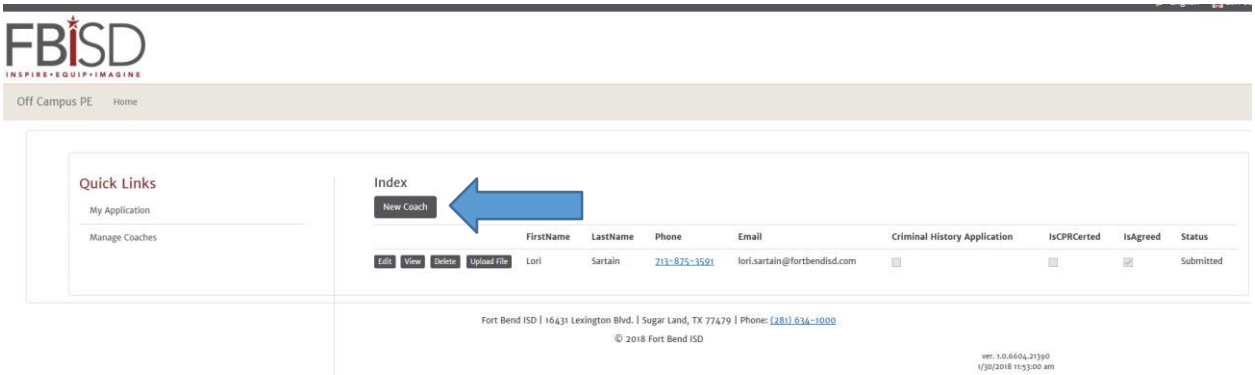


Step 10: Select “New Coach”.



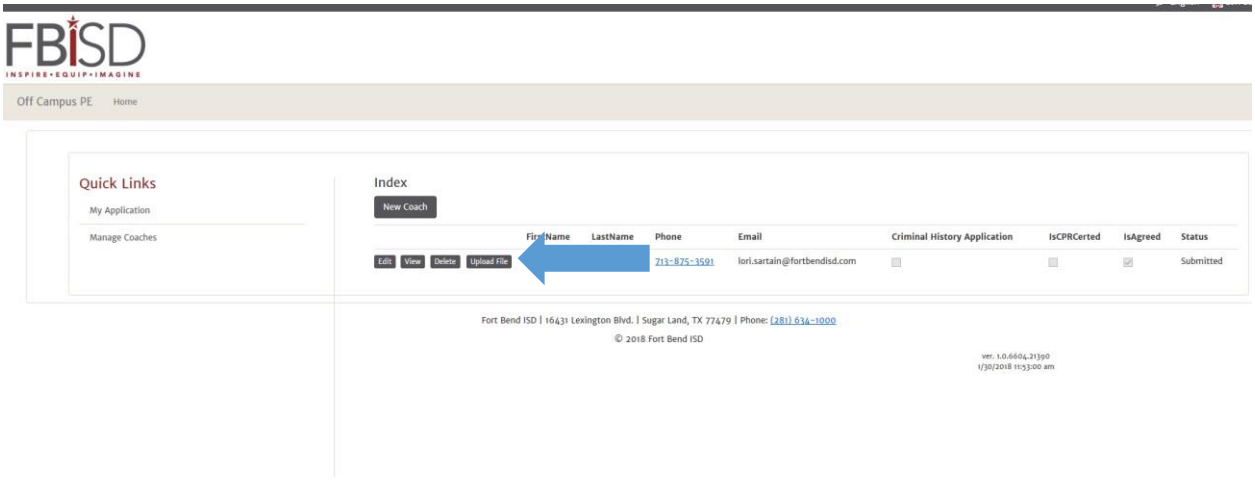


Step 11: Add more coaches, by clicking “New Coach”.



FBISD admin will check the Criminal History Application box once it has been approved or denied.

Step 12: Upload CPR Certificaiton, by clicking “Upload File”.



Thank you so much for all you do for the students in Fort Bend ISD. If you have any questions, please contact us at OffCampusPE@fortbendisd.gov