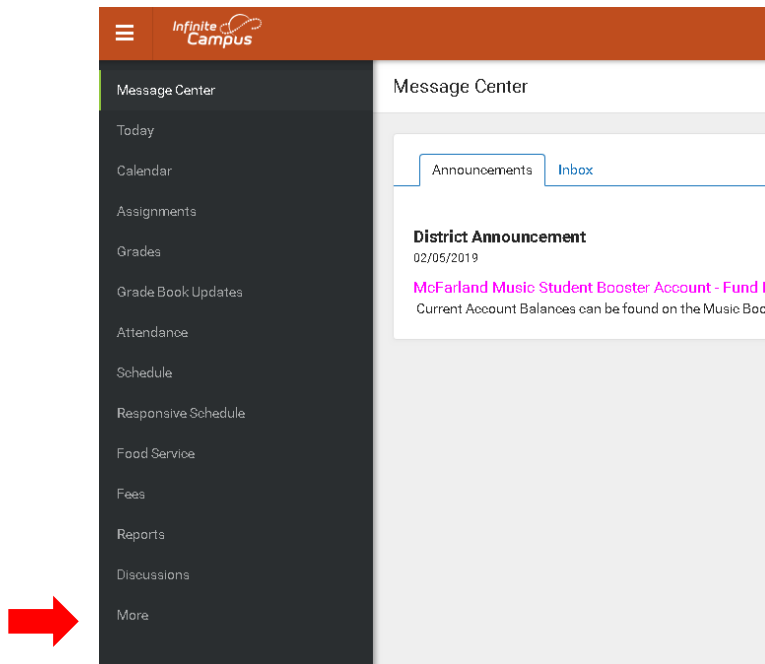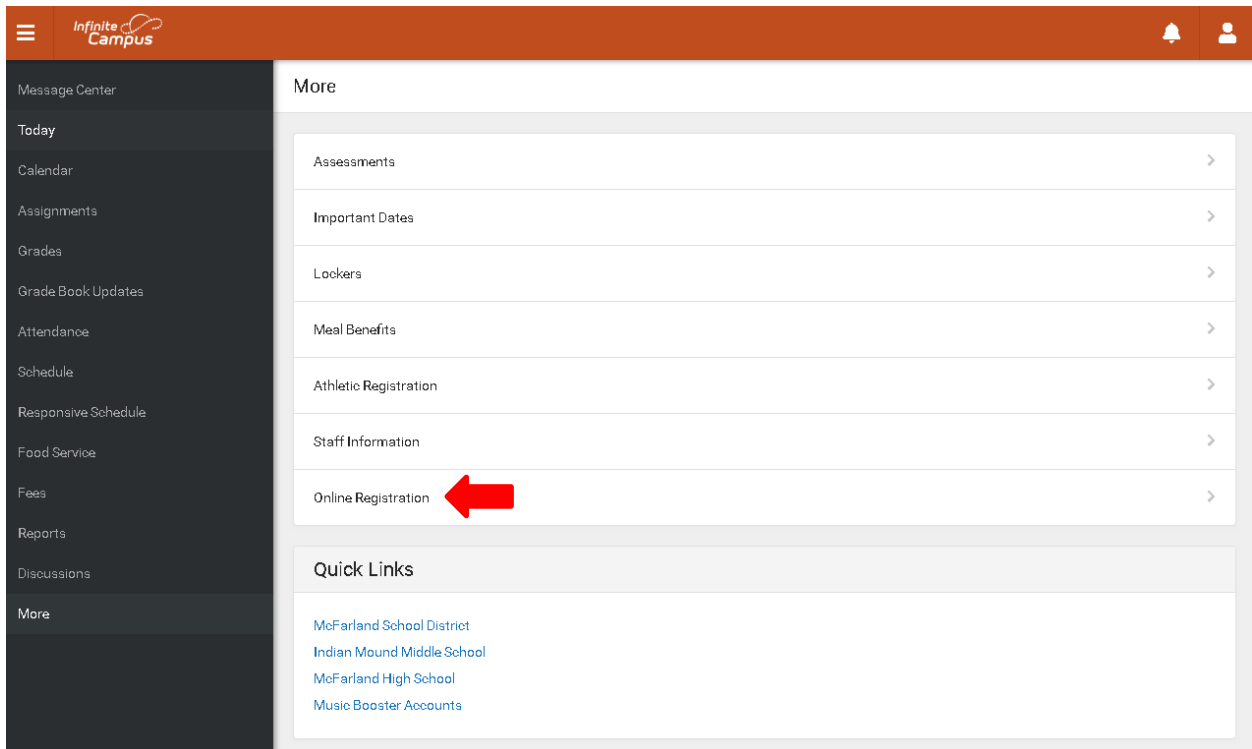# McFarland School District Annual Student Registration

Step 1: Log into your Infinite Campus Portal Account. Select the 'More' option at the bottom of the left-hand index

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Step 2: Click the 'Online Registration' link

Step 3: Under 'Existing Student Annual Registration' click 'Start' on the "24-25 School Year" line.

❮ More | Online Registration

Existing Student Annual Registration

NAME	STATUS	ACTION
24-25 SCHOOL YEAR	NOT STARTED	Start

New Student Enrollment

NAME	STATUS	ACTION
24-25 SCHOOL YEAR		Start

Step 4: You should see a list of children that could be included in your online application. The column labelled 'Included in new App?' will indicate if that child will be included. If it says 'No' next to a child, there should be a reason listed in the next column. **Only one parent is able to provide information for each student** so if another parent has already begun the online process, you may see a 'No' in the Include column.

Click the 'Begin Registration' button to proceed

❮ Online Registration | Existing Student Annual Registration

This editor is to update data for students that are currently enrolled in the District. You may add new students that are registering for the SELECT year later in the process.

If you only want to enroll new students for the selected year at this time, please use the link below to go to the New Student Enrollment form.

STUDENT NAME	GRADE	INCLUDED IN NEW APP?	REASON IF NOT INCLUDED	ONLINE REGISTRATION SUBMITTED?
Mica Smith	01	Yes	Included	No
Reece Smith	02	No	In Application Number 5511	No

Begin Registration

Step 5: Type your name in the indicated box and use your mouse to sign, verifying that you are the person indicated. Then click 'Submit'

Infinite Campus Online Registration

Application Number 277

Welcome **Mary Smith** Please type in your first and last name in the box below.

By typing your name into the box below you attest that you are the person authenticated into this application or an authorized user of this account, and the data you are entering/verifying is accurate and true to the best of your knowledge.

Mary Smith

Please sign on the line below.

Mary Smith

Clear

Submit

Step 6: Read the introductory information. It tells you what you will need to complete the process. If your address has changed, you will be asked to provide proof of residency. Click 'Begin' when you are ready to begin. **Please note** that you can stop anywhere along this process and come back at a later time by redoing steps 1-3 above.
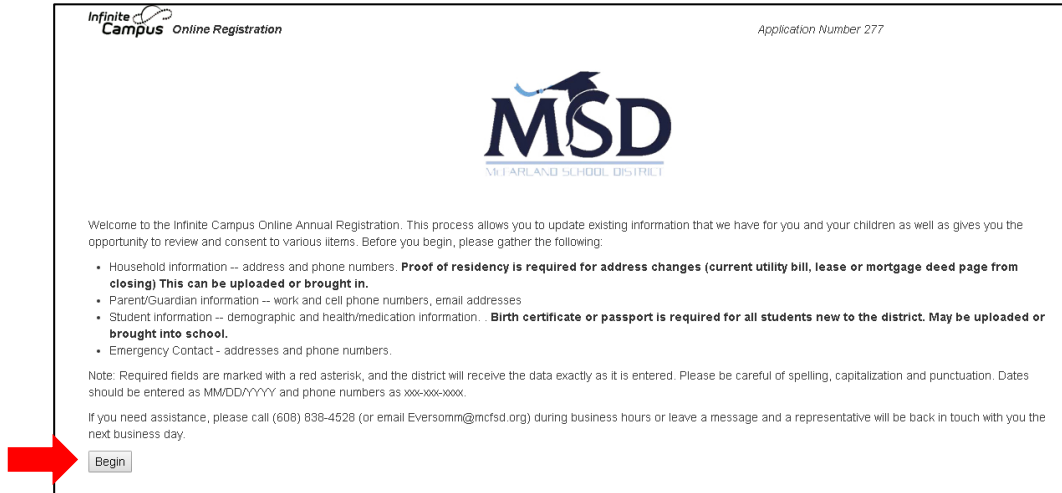
Step 7: Complete all sections - you will see the following section headers:

- Student(s) Primary Household
- Parent/Guardian
- Emergency Contacts/Physician/Hospital
- Children NOT to be Enrolled
- Student

You will be taken through the information in the order they appear. Once you finish one section, you will be taken to the next. To go from one sub-section to the next click the 'Next' (or 'Previous') button at the bottom of the screen. To go from one Section to the next, click 'Save/Continue'.   **If you do choose to leave the registration at some point and plan to return later, please make sure you Save/Continue the section you are on before closing your window.**

Step 8: Once all sections have been completed, all the section headers will appear in green and you will be taken to the 'Completed' section. At this point you are able to go back to any section to review/change information by clicking on the section header. **When you are completely finished, you must click the red 'Submit' button in order for your information to be transferred to the district.**