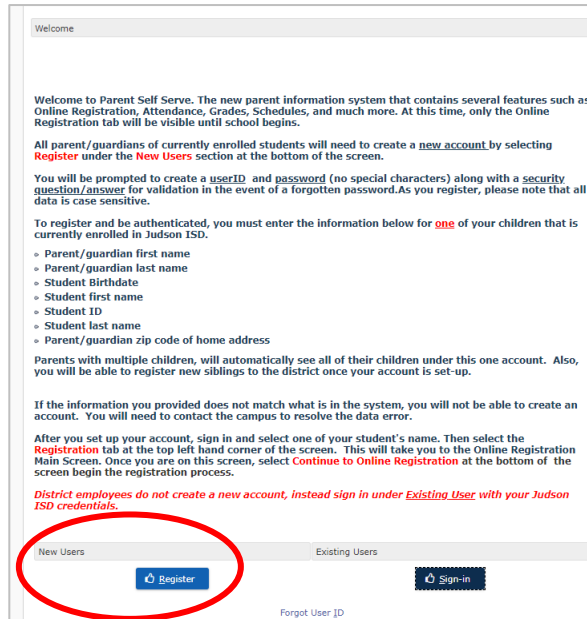


Judson ISD Registration Guide Existing Families

Registering for an Account

All **existing families** in the district will need to REGISTER for a Parent Self Serve account in order to begin the registration process.

1. On the Frontline Education main page, click **REGISTER** under **New User** at the bottom of the screen.



Welcome

Welcome to Parent Self Serve. The new parent information system that contains several features such as Online Registration, Attendance, Grades, Schedules, and much more. At this time, only the Online Registration tab will be visible until school begins.

All parent/guardians of currently enrolled students will need to create a new account by selecting **Register** under the **New Users** section at the bottom of the screen.

You will be prompted to create a userID and password (no special characters) along with a security question/answer for validation in the event of a forgotten password. As you register, please note that all data is case sensitive.

To register and be authenticated, you must enter the information below for **one** of your children that is currently enrolled in Judson ISD.

- Parent/guardian first name
- Parent/guardian last name
- Student Birthdate
- Student first name
- Student ID
- Student last name
- Parent/guardian zip code of home address

Parents with multiple children, will automatically see all of their children under this one account. Also, you will be able to register new siblings to the district once your account is set-up.

If the information you provided does not match what is in the system, you will not be able to create an account. You will need to contact the campus to resolve the data error.

After you set up your account, sign in and select one of your student's name. Then select the **Registration** tab at the top left hand corner of the screen. This will take you to the Online Registration Main Screen. Once you are on this screen, select **Continue to Online Registration** at the bottom of the screen begin the registration process.

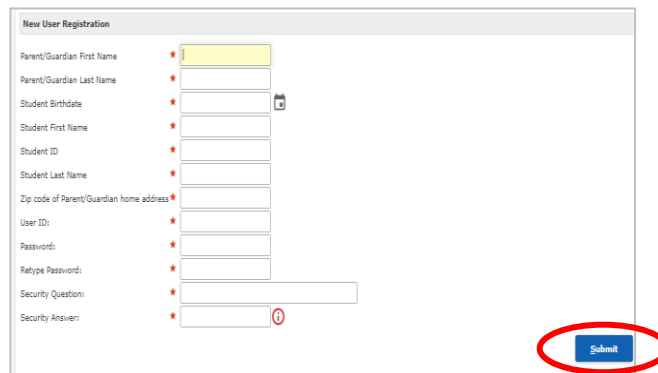
District employees do not create a new account, instead sign in under Existing User with your Judson ISD credentials.

New Users Existing Users

Register Sign-in

Forgot User ID

2. Create a parent account by filling in all the information including choosing a user ID, password, and security question and then click **SUBMIT**.



New User Registration

Parent/Guardian First Name *

Parent/Guardian Last Name *

Student Birthdate *

Student First Name *

Student ID *

Student Last Name *

Zip code of Parent/Guardian home address *

User ID: *

Password: *

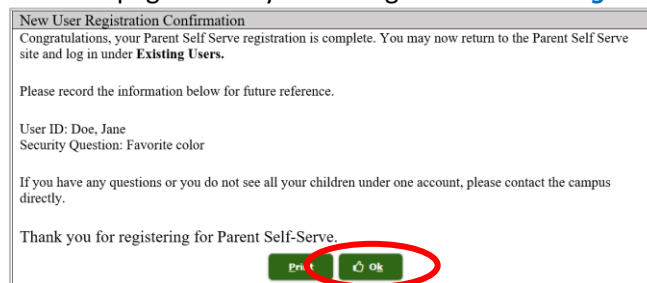
Retype Password: *

Security Question: *

Security Answer: *

Submit

3. Congratulations, your account has been created! Once you click **OK**, you will be directed to the Frontline Education/Parent Self Serve main page where you can log in under **Existing Users**.



New User Registration Confirmation

Congratulations, your Parent Self Serve registration is complete. You may now return to the Parent Self Serve site and log in under **Existing Users**.

Please record the information below for future reference.

User ID: Doe, Jane
Security Question: Favorite color

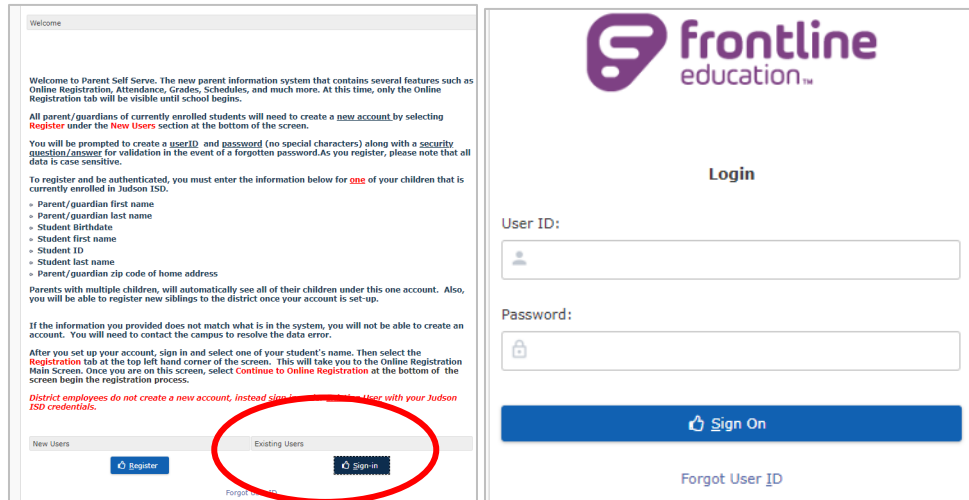
If you have any questions or you do not see all your children under one account, please contact the campus directly.

Thank you for registering for Parent Self-Serve.

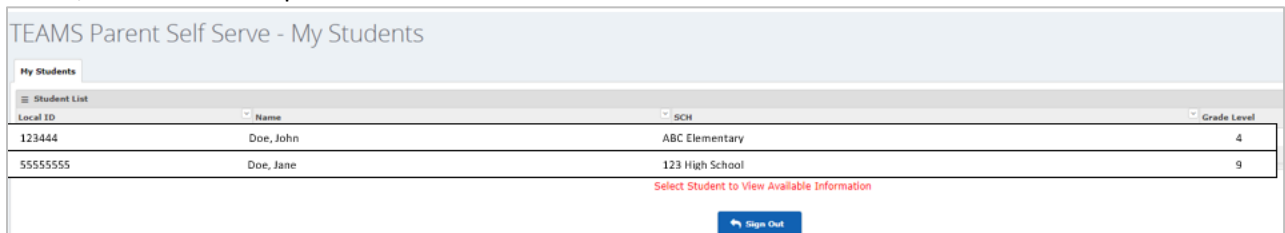
Print OK

Judson ISD Registration Guide Existing Families

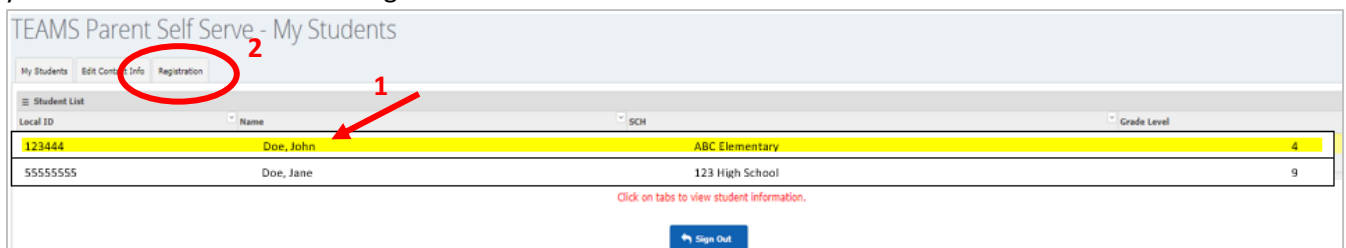
- Select **Sign In** under *Existing Users*. You will then be prompted to enter the User ID and password you created in Step 2.



- Once you log in you will see all the students that are linked to your account. If you do not see all of your students, contact the campus.



- Click on one student name (1) and then click the **Registration** tab at the top of the screen (2). This will take you to the Judson ISD Online Registration Main screen.



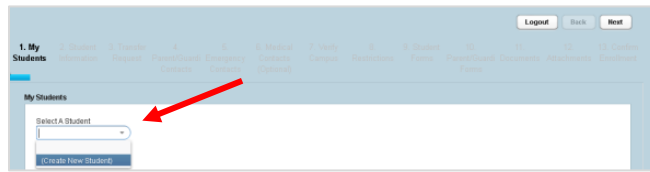
- Once you are on the Judson ISD Online Registration page, click **Continue to Online Registration** at the bottom of the screen to begin the registration process.



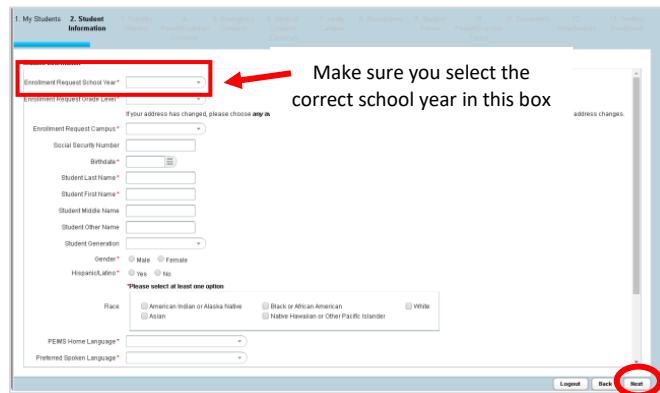
Judson ISD Registration Guide Existing Families

Registering a Student Step by Step

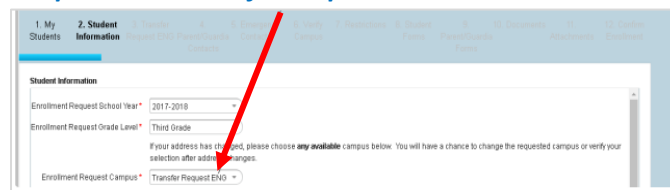
- Under the **My Student** tab select the student you want you register from the drop down menu then click **NEXT**.



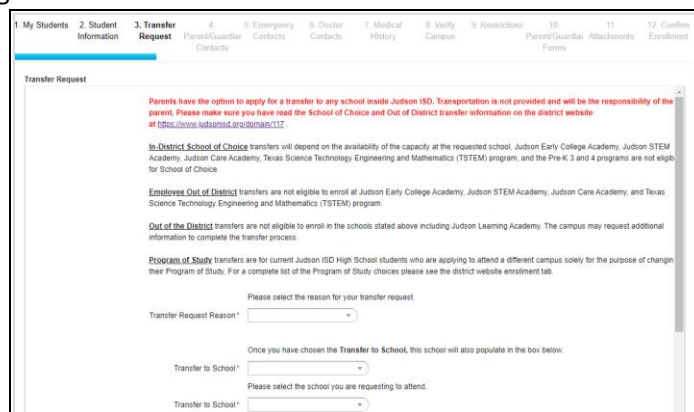
- The **Student Information** tab will already be populated with the information we have in our system. Please **verify** all the information and make corrections as needed. Your student is automatically zoned to a campus based on your address or the campus they are currently attending. All red asterisks (*) are required fields.
 - Make sure you select the **correct school year (2021-2022)** in the first dropdown box
 - If you would like to **apply to transfer** to a different campus **continue to Step 3**
 - If you wish to **enroll in the zoned** campus click **NEXT** then **continue to Step 4**



- Under **Enrollment Request Campus** select **Transfer Request** then click **NEXT**.

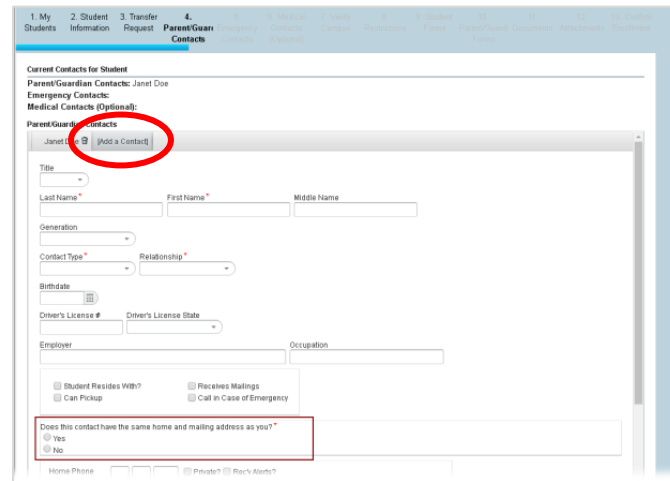


You will be directed to the **Transfer Request** tab, where you will select the reason for the transfer and the campus you are requesting.

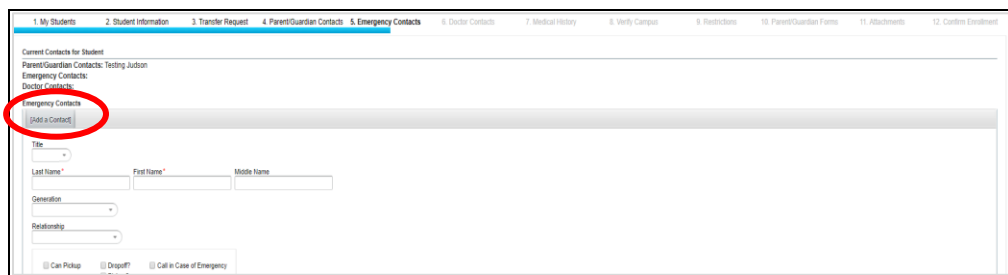


Judson ISD Registration Guide Existing Families

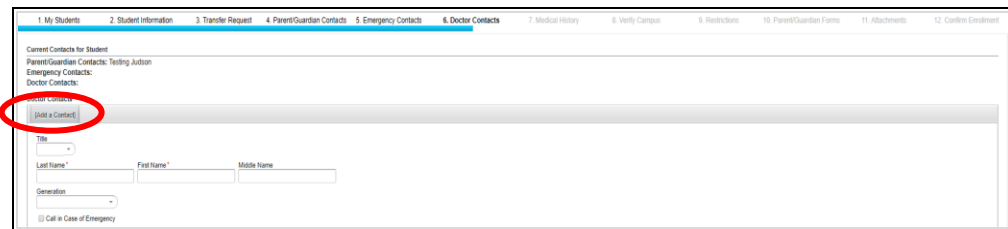
4. The **Parent/Guardian Contacts** tab is where contact information is update or added. To add another parent/guardian click the **Add a Contact** tab. Once you have added/updated all the contacts click **NEXT**.



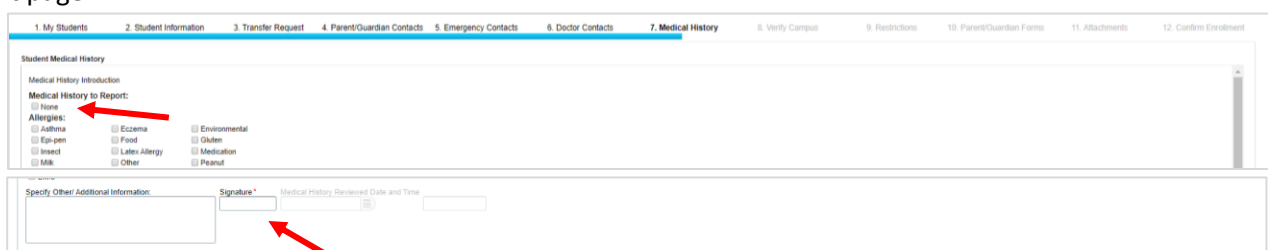
5. **Emergency Contacts** are individuals the parent/guardian would like the campus to call in case of an emergency. Please note that the parent/guardian will be contacted first. To add additional contacts click the **Add a Contact** tab. Once you have added all the contacts click **NEXT**.



6. **Doctor Contacts** are optional and are not required. To add a doctor contact click the **Add a Contact** tab. Once you have added all the contacts click **NEXT**.



7. The **Medical History** tab is where the parent/guardian will check all the medical conditions that apply for their student. If your student has no medical history to report, then select **None** at the top of the screen. A parent signature is required to acknowledge that the information is complete and accurate before you can move on the next page.

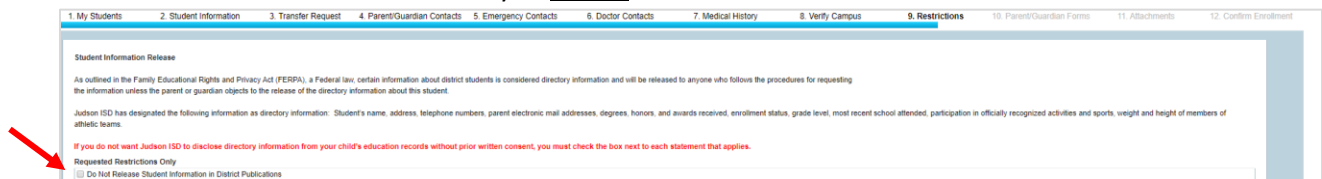


Judson ISD Registration Guide Existing Families

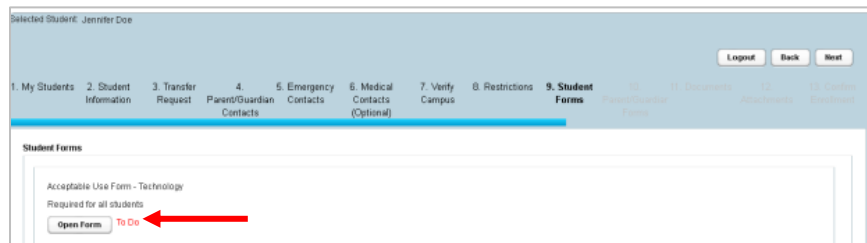
8. The **Verify Campus** tab shows the campus you are registering your student. Click **NEXT** to continue. *If you requested a transfer to another campus, the system will not allow you move on to the next page until your transfer has been approved. Once your transfer request has been **approved**, you will need to log back in from the Online Registration Main Page and complete the rest of the registration tabs as shown.*



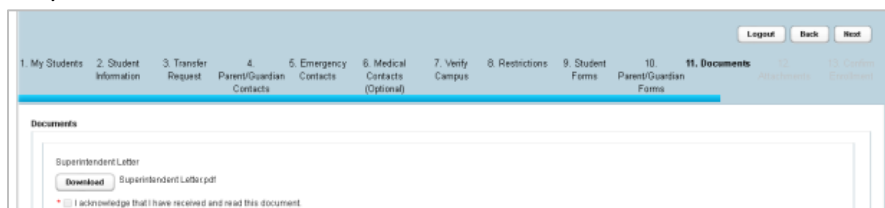
9. The **Restrictions** tab allows parent/guardian to select if they want their student information shared with others. You will need to select the boxes where you do not want the student information shared.



10. The **Student Forms** tab houses district and federal forms that a parent/guardian will need to complete. If a form is listed as **TO DO**, then it is a required form that must be completed before you can move on to the next screen.

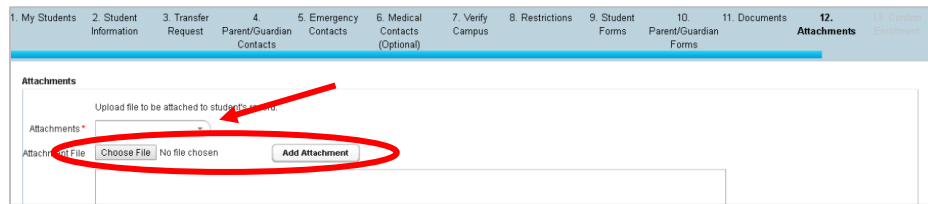


11. The **Parent/Guardian Forms** only need to be completed **ONCE**, no matter how many students are associated with the parent/guardian. Currently, there are no forms to complete on this tab. You will be notified by the campus to complete the forms when they are available in the Fall.
12. The **Documents** tab has acknowledgements the parent/guardian must review before they can move on to the next screen. Some acknowledgments are not required to be completed, but they provide information regarding process, programs and/or services offered.

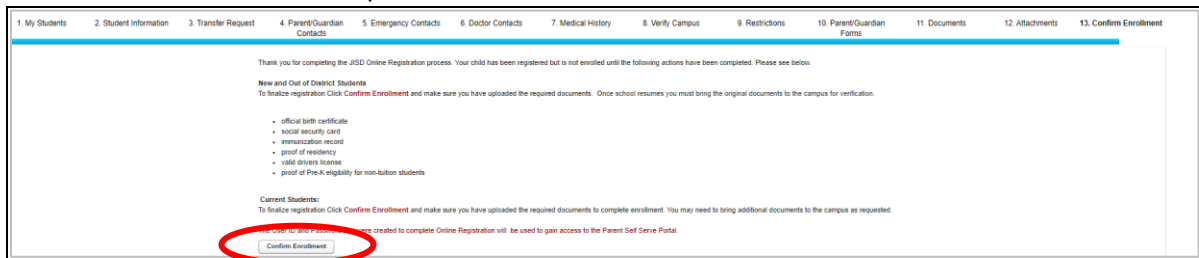


Judson ISD Registration Guide Existing Families

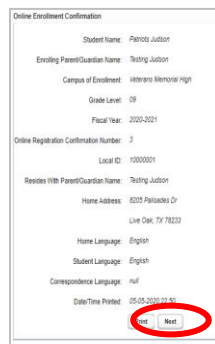
13. The **Attachments** tab allows parent/guardian to upload documents that are required for registration. You will select the attachment from the drop-down menu, *Choose the File* from your device and *Add the Attachment*. This process will be completed for each attachment that is required to be submitted.



14. The **Confirm Enrollment** tab is the final step in the online registration process. Click *Confirm Enrollment* to finish the online registration process. *Your student is not completely enrolled until all the documents have been submitted* as stated in the Confirm Enrollment screen. You will receive a Web ID that can be used to check on your enrollment status with the campus.



Once you click **Confirm Enrollment**, an *Online Enrollment Confirmation* page will display. You may print or save this for records. *As a reminder, your student is not enrolled until all documents are brought the campus and verified.*



Once you click **NEXT**, you will be taken back to the **My Students** tab, where you can **register additional students** or logout. You will have the option to copy over the existing contacts that were created for the first child. Follow the same steps for each additional student you wish to register.

