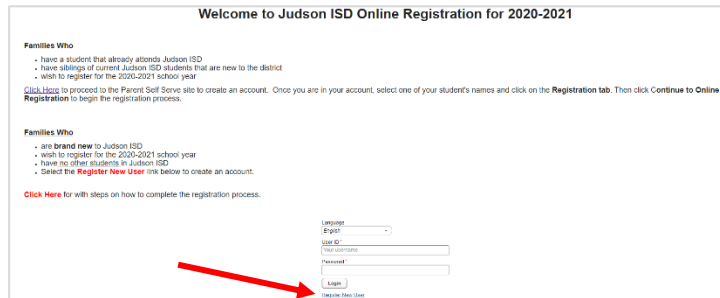


## Judson ISD Registration Guide New Families

### Creating an Account

All **new families** to district will need to set-up a parent account to begin the registration process.

- From the main registration page, click **Register New User** at the bottom of the screen.



Welcome to Judson ISD Online Registration for 2020-2021

**Families Who**

- have a student that already attends Judson ISD
- have siblings of current Judson ISD students that are new to the district
- wish to register for the 2020-2021 school year

[Click Here](#) to proceed to the Parent Self Serve site to create an account. Once you are in your account, select one of your student's names and click on the **Registration** tab. Then click **Continue to Online Registration** to begin the registration process.

**Families Who**

- are **brand new** to Judson ISD
- wish to register for the 2020-2021 school year
- have **no other students** in Judson ISD

Select the **Register New User** link below to create an account.

[Click Here](#) for with steps on how to complete the registration process.

Language: English

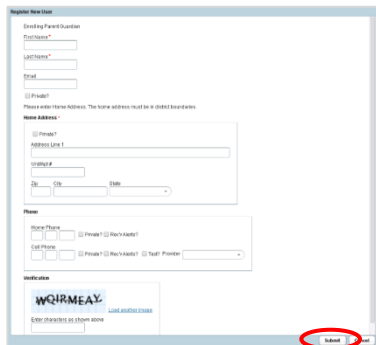
User ID:

Password:

Security Question:

Register New User

- Create a parent account by filling in the information and then click **Submit**.



Register New User

Existing Parent/Student

First Name\*

Last Name\*

Email

Home Address

Address Line 1

City

State

Phone

Home Phone

Cell Phone

Submit

- Create a User ID, password, and security question with answer then click **Submit**



Register New User

Create User

Create Login: Password must contain at least one number, one uppercase letter, one lowercase letter

User ID\*

Password\*

Security Question\*

Submit

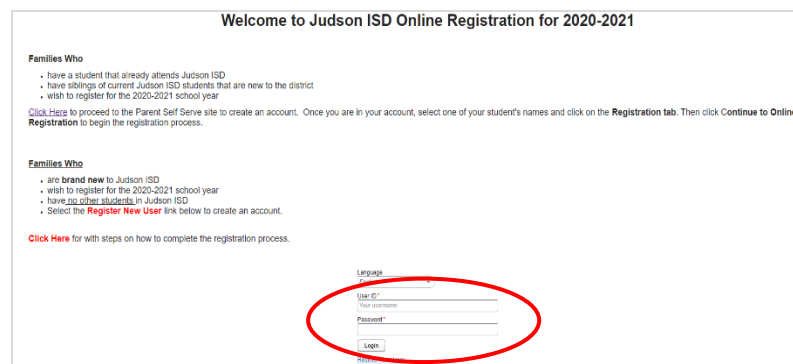
- You are now ready to log into the JISD Registration site. Once you click on **Continue**, you will be directed to the main page. This is where you will enter the User ID and password you created in Step 3.



Success

User registration completed. Click continue to proceed to the login page.

Continue



Welcome to Judson ISD Online Registration for 2020-2021

**Families Who**

- have a student that already attends Judson ISD
- have siblings of current Judson ISD students that are new to the district
- wish to register for the 2020-2021 school year

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**Families Who**

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Select the **Register New User** link below to create an account.

[Click Here](#) for with steps on how to complete the registration process.

Language: English

User ID:

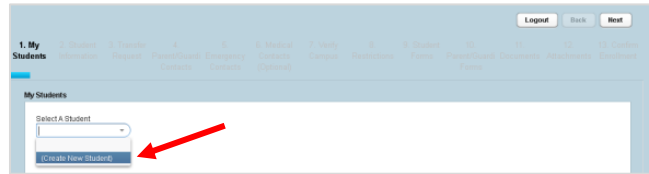
Password:

Login

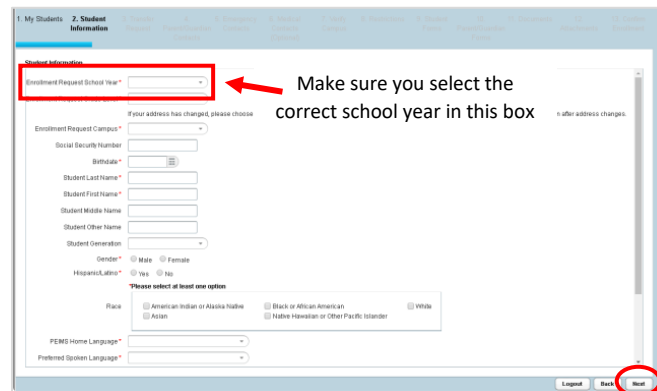
## Judson ISD Registration Guide New Families

### Registering a NEW Student Step by Step

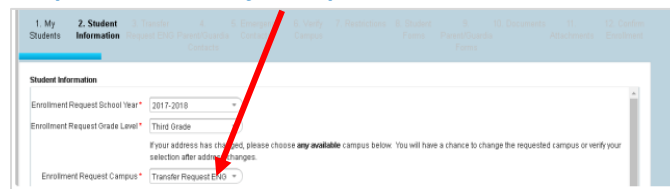
- Under the **My Student** tab select **Create a New Student** from the drop down menu then click **NEXT**.



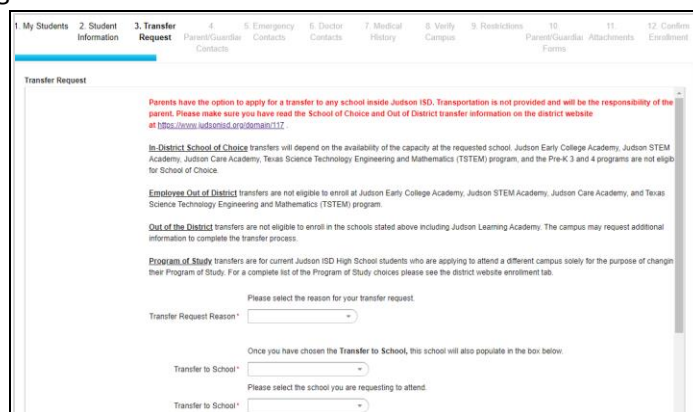
- In the **Student Information** tab, you will be asked to complete information about your student. Your student is automatically zoned to a campus based on your address. All red asterisks (\*) are required fields.
  - Make sure to select the **correct school year (2021-2022)** in the first dropdown menu
  - 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**.

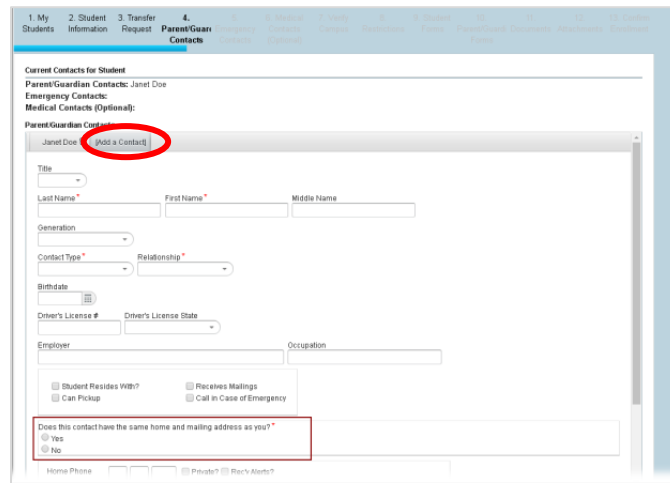


You will be directed to the **Transfer Request** tab, where you will select the reason for the transfer and the campus you are requesting.

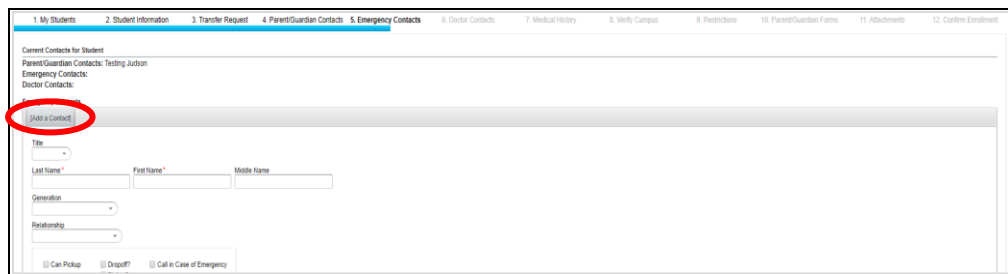


## Judson ISD Registration Guide New Families

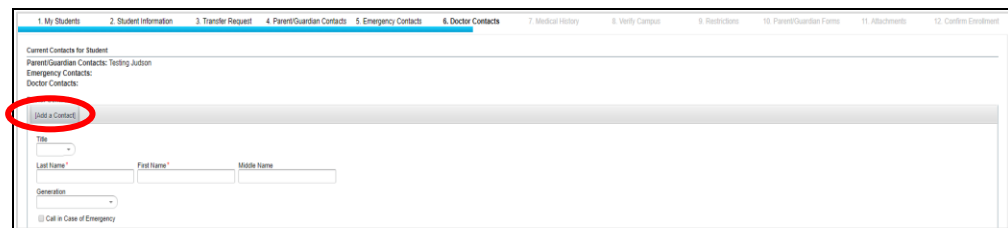
4. The **Parent/Guardian Contacts** tab is where contact information is added. To add another parent/guardian click the **Add a Contact** tab. Once you have added all the contacts click **NEXT**.



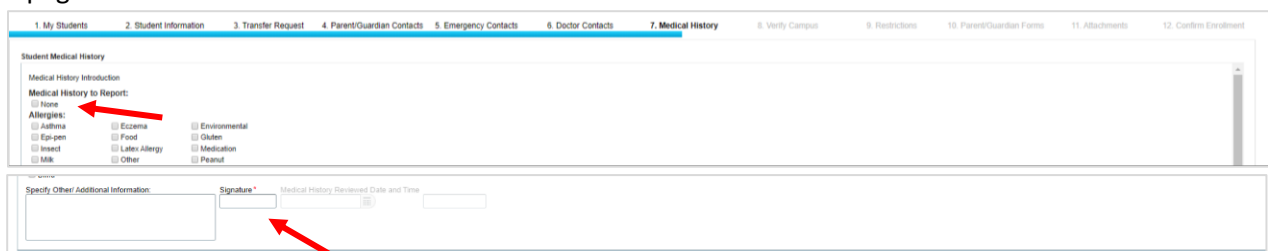
5. **Emergency Contacts** are individuals the parent/guardian would like the campus to call in case of an emergency. Please note that the parent/guardian will be contacted first. To add additional contacts click the **Add a Contact** tab. Once you have added all the contacts click **NEXT**.



6. **Doctor Contacts** are optional and are not required. To add a doctor contact click the **Add a Contact** the 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.

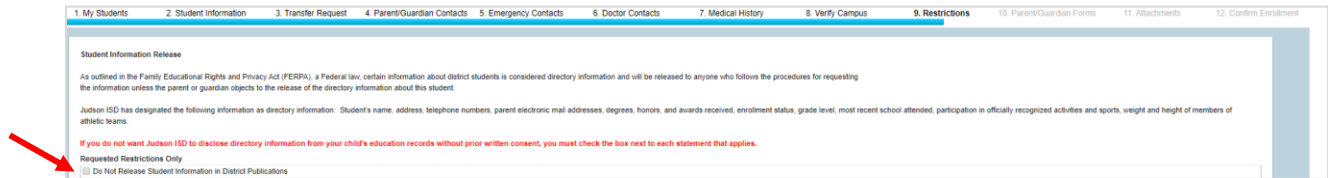


## Judson ISD Registration Guide New Families

8. The **Verify Campus** tab shows the campus you are registering your student. *If you requested a transfer to another campus, the system will not allow you move on 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.*



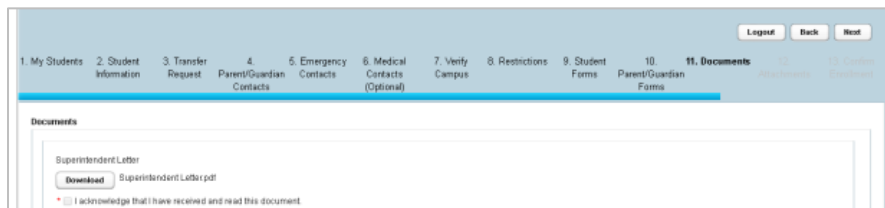
9. The **Restrictions** tab allows parent/guardian to select if they want their student information shared with others. You will need to select the boxes where you do not want the student information shared.



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.

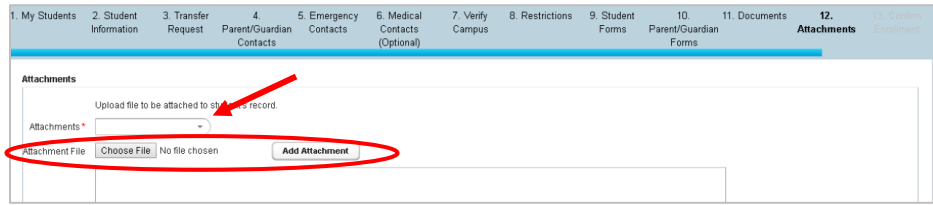


11. The **Parent/Guardian Forms** only need to be completed **ONCE**, no matter how many students are associated with the parent/guardian. Currently, there are no forms to complete on this tab. You will be notified by the campus to complete the forms when they are available in the Fall.
12. The **Documents** 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.

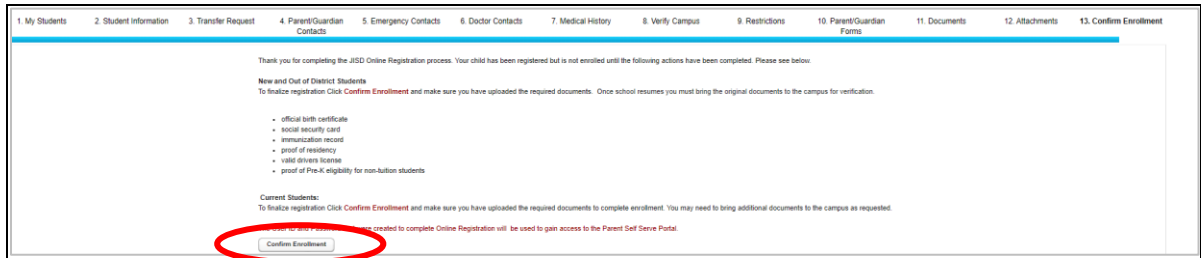


## Judson ISD Registration Guide New Families

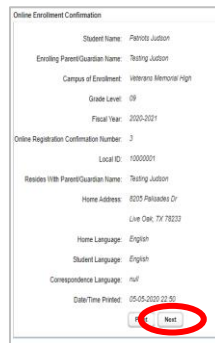
13. The **Attachments** tab allows parent/guardian to upload documents that are required for registration. You will choose the attachment from the drop-down menu, select the file from your device and add the attachment. This process will be completed for each attachment that is required to be submitted.



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 provided to the campus** 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).*



Once you click **NEXT**, you will be taken back to the **My Students** tab, where you can **create and 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.

