![Judson ISD Logo - JUDSON INDEPENDENT SCHOOL DISTRICT]

**Judson ISD Registration Guide**
**Returning Families**

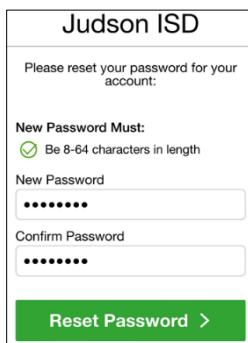## Registering a Returning Student Step by Step

1. From the main registration page, click **RETURNING STUDENTS** at the bottom of the screen. If you have new siblings that you want to enroll, you will be able to enroll them at the same time. (See page 3)
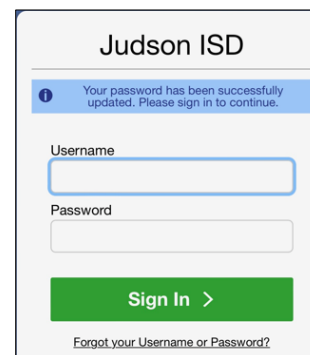


2. You will receive an email with your Family Access username. Click on Reset Password.
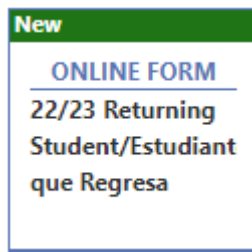
> **Subject: Family Access Account Information**
> **Reply-To: "**
>
> You have been given permissions to use Family Access
>
> Reset Password

3. Enter a password of your choice and select Reset Password.

> **Judson ISD**
>
> Please reset your password for your account:
>
> **New Password Must:**
> ✓ Be 8-64 characters in length
>
> New Password
> ••••••••
>
> Confirm Password
> ••••••••
>
> **Reset Password >**

4. Enter your username and password in the screen below.

> **Judson ISD**
>
> ⓘ Your password has been successfully updated. Please sign in to continue.
>
> Username
>
> Password
>
> **Sign In >**
>
> Forgot your Username or Password?

**5.** Click on the 22/23 Returning Student Estuduant que Regresa icon to begin registration.

> **New**
> ___ONLINE FORM
> **22/23 Returning Student/Estudiant que Regresa**

6. You will be prompted to the Instructions screen. Click on START to complete the registration process.

> **Start >**

7. You will be asked to complete several steps throughout the registration process. At the end of each step there will be **Previous** and a **Complete & Next** tab.

| Instructions | Step 1 Family Information | Step 2 Emergency Contacts | Step 3 Health Provider | Step 4 Health Condition | Step 5 Student Residency Questionnaire |
|---|---|---|---|---|---|

< Previous          Complete & Next >

8. In the Steps, there will be places where you will be asked to download a document. These are documents that provide you with important information.

**DOWNLOAD FILE**

An explanation of distributing student release information.

Una explicación de la distribución de información de liberación de estudiantes.

Distribution of Student Information / Distribución de información del estudiante     ⬇ Download

9. In the Steps, there will be places where you will be asked to upload documents such as a birth certificate, proof of residency, driver's license/ID and other items.

**UPLOAD FILE**

Upload Birth Certificate here /Subir acta de nacimiento aquí;     ⬆ Upload

10. In the Steps, there will be places where you will be asked to provide your signature. Check the "I Agree" box to electronically provide your signature.

| *I Agree | ☐ |
|---|---|
| Signed By | |

11. Judson ISD offers School of Choice for families that want to transfer their student to a school outside of their attendance zone.

**Step 20** optional
**School Of Choice**

School of Choice/Escuela de elección  School of Choice/Escuela de elección

School of Choice/Escuela de elección   [                    ▼]

12. Once you have completed all the steps, you will be asked to review your information prior to submitting your registration.

**Review**

Electronic Signature

☐ I confirm that all of the above information is correct to the best of my ability.

< Previous          Submit Form >

13. Your registration packet will be submitted to the school registrar to verify the information you provided. You will receive an email once your application has been reviewed and approved.

Thank You!

Thank you for completing the online registration. Your child has been registered but is not enrolled until all the forms and documents have been verified. Please make sure to upload all the required documents to avoid delaying your student's enrollment. You will receive an email confirmation once your registration has been accepted. The school may contact you to request original documents or any other information that is required for verification.
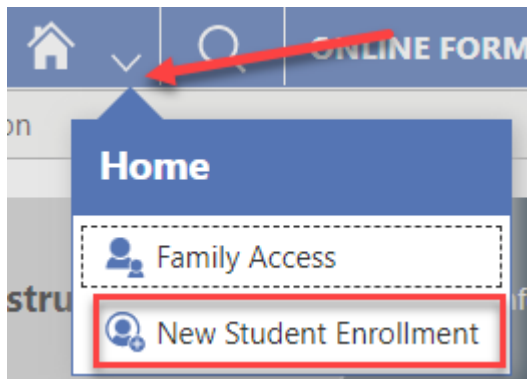
Gracias por completar el registro en línea. Su hijo ha sido registrado pero no está inscrito hasta que se hayan verificado todos los formularios y documentos. Asegúrese de cargar todos los documentos requeridos para evitar retrasar la inscripción de su estudiante. Recibirá una confirmación por correo electrónico una vez que se haya aceptado su registro. La escuela puede contactarlo para solicitar documentos originales o cualquier otra información que se requiera para la verificación.
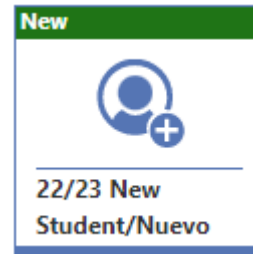
To return to the dashboard, click here

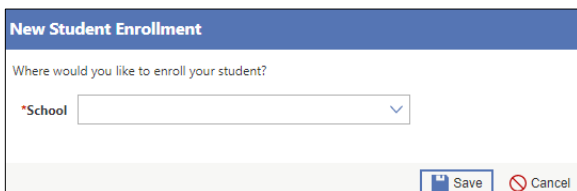**Registering a New Sibling of a Currently Enrolled Student**

1. Go to the Home button at the top of the Family Access page. Click on the down arrow and choose **NEW Student Enrollment**.
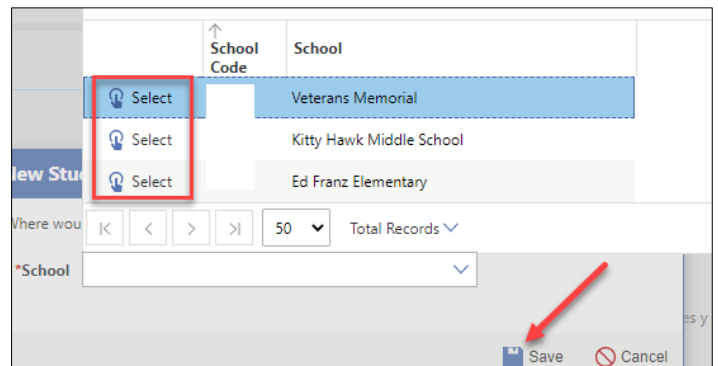
2. Click on the 22/23 New Student/Nuevo icon to begin registration.

3. You will be prompted to choose what campus you want your student to attend.

4. Click on the **Select** button to choose one of the campuses from the drop-down menu. Then, click on SAVE.

5. You will be prompted to the Instructions screen. Click on **START** to complete the registration process. Follow Steps 7-13 of the Returning Students steps shown on pages 1 and 2.