

Step-by-Step Online Registration Instructions

1. Log on to your TeacherEase parent account.
2. Click on the *Miscellaneous* tab at the top of the page to get a drop-down listing.
3. Choose *Online Registration*. This will take you through a series of tabs/steps (found on the left side of the page).
 - a. Please work through each step; you must mark *Save and Mark Complete* (green box) when you finish each step. You will get a green checkmark on the left side of the page when you have completed a step.
 - b. If you must stop, you can save what you have done and return later to complete (mark *Save Only* or *Save and Mark Complete*).
4. Choose *Continue Registering Existing Student(s)*.
5. On steps where a form must be printed and completed, click *Next Step* (the only option).
6. When asked for a digital signature, type your name.
7. As you complete each step you will then click *Next Step*. Once you have completed all the steps, make sure to click the *Submit Student Data* button.

*There are some forms you will need to print out, complete, and return to school. If you do not have a printer, paper copies will be available at the School Office.

*Online payment is available, but not required. There is a convenience fee each time a payment is made by credit or debit card. You will not be able to pay online until all steps have been completed.

*Cash or check payments are still accepted in the school offices.

This is a new process, so please be patient as we work through issues.