

# EPISD Online Registration User Guide

Registering new or returning students

**For all students (then proceed to New or Returning student)**

**Step 1** [episd.org](http://episd.org) > Parents Tab > Registration Info



**Step 2** Online Registration System (link)



**Step 3** Log on screen



**New student in District?**

**Step 1** Select Register New User



**Step 2** Enter all info

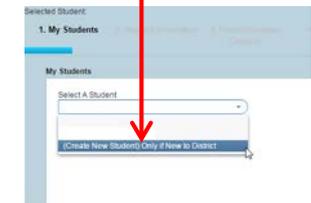


**Step 3** System takes you to Parent Portal registration



**Record your User ID & password!**

**Step 4** Log back on to Online Registration to Create New Student



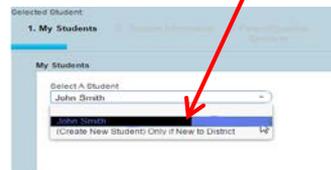
**Proceed**

**Returning student?**

**Step 1** Enter (parent) user ID & password



**Step 2** Find your student



Contact campus if student(s) isn't listed - **do not create new student record!**

Proceed

**For all students**

- Fields with (\*) are mandatory and must be filled in.
  - Student Information
  - Parent/Guardian, Emergency, Medical Contacts
  - Verify Campus
- Student & Parent/Guardian Forms
  - Fields in yellow are mandatory fields
  - Each form needs to be completed (click on submit) in order to proceed
- Documents must be downloaded, read, & acknowledged
- Record the Web Confirmation Id that you receive