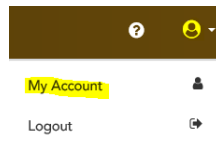


# Existing Parent Portal Account for New Student Registration

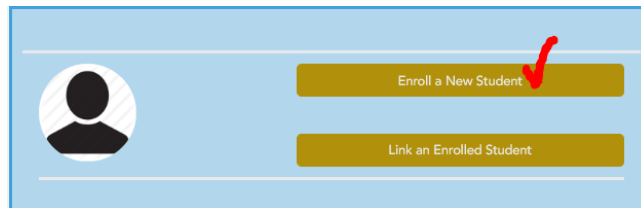
If you have an existing Parent Portal Account, you can begin the registration process for a new student from that account. Simply follow the steps below.

Visit the [Parent Portal site](#) and log into your account.

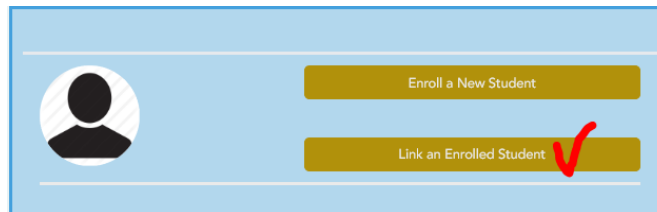
Look in the upper right-hand corner and select the person icon. From the drop-down menu, select My Account.



You will see a list of your currently enrolled students on this page. You will want to select the box without a child on it and select **Enroll a New Student**.



That will start the enrollment process. At the enrollment event, you will receive a printed out portal id for this student. You will then login, add them to your existing account with this information. Follow the steps above, however, you will select to **Link an Enrolled Student**. Once they are enrolled, you will have additional forms to complete. Please complete these forms and submit them to complete their enrollment.



You will still need to bring your enrollment documents to the registration meeting to provide those for verification. The secretary can make copies and return them to you.