

SIS Portal Online Registration Directions for New Families

NOTE: Online forms are available on a desktop or laptop computer (No mobile device or tablet).

The login page will automatically default to the Staff tab, select **PARENT**.

- Select **Register New Family**.
- Select Language, select **NEXT**.
- Confirm you are registering as a **New Family** by selecting **NEXT**. If you are an **existing family**, select **CANCEL** and log in to your current SIS Portal account.
- Enter your **email address** and select **NEXT**. You will receive an email to the email address provided. This will allow you to continue the registration process.
- Select the correct year for registration.
- **Complete all fields for one Primary Parent** (you will be able to add another primary parent later in the registration process). Please be sure to complete all fields, even if not marked with an asterisk. When finished, select **NEXT** (bottom right of the screen).
- Continue to complete the necessary fields on the following screens, selecting **NEXT** each time.
- When prompted, create a password. This password will be used for future logins.
 - You will automatically be directed to the online forms.
 - There will be two groups of forms to complete: Family and Student.
 - **Family Forms:** Pertain to the whole family.
 - **Student Forms:** Pertain to each individual student. If you are enrolling more than one student, you will complete this set of forms for each student in your family.
- **Select EDIT** on the first form to begin the online registration process.

The checkbox below is at the end of each form and must be selected for the form to be marked as complete.

I have completed this form and understand that checking this box is considered to be my electronic signature of the form, certifying that the information above is true and accurate.

- Follow each form and the prompts. Select **NEXT** when you are ready to move on to the next form.
 - If needing to add information on a form, select the + sign located in the bottom toolbar.
- You will receive a prompt letting you know all forms have been completed. Select **OK** on the box.
- Select **SUBMIT FORMS** to send forms to the district registrar.

If you have any questions regarding the online forms, please contact tmusante@lindberghschools.ws.

NOTE: If you need to log out at any time and you are not finished with the forms, select **SAVE**, then **Return to List**. When you log back onto the Parent Portal, you can start where you left off.