



Instructions for Existing Families to Register a New Student Elizabethtown Independent Schools



Notes:

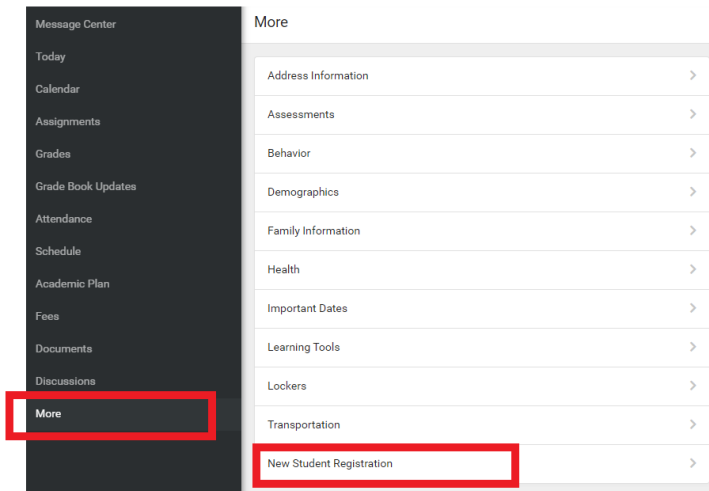
- *You must use the Parent Portal to complete the Online Registration (instead of the Student Portal)
- *It is not recommended to use a mobile device to complete the Online Registration. Although the Online Registration will work with a mobile device, it may be hard to navigate.
- *If you need access to an electronic device to complete the Online Registration, please stop by your child’s school and they will have a kiosk where you can complete the update at school
- *If you do not have a parent portal account or have forgotten your user name or password, please email parent.portal@etown.kyschools.us or call your child’s school.

Steps:

1. Navigate to the Elizabethtown Independent School website – www.etown.kyschools.us
2. Under Parents/Students, select **Infinite Campus Parent/Student Portal**



3. Read the Acceptable Use Policy and click on **I Agree.**
4. Click on **Campus Parent**
5. Using your user account, login to Campus Parent
6. On the left side of the screen, click **More**
7. Then click on **New Student Registration.**



8. Choose the correct Registration Year:
2020/2021 – if registering to start immediately
2021/2022 – if registering to begin at the start of the 2021/2022 school year

Online Registration

Welcome to Online Registration. You will see the household, parent/guardian and emergency contact information and will be able to change it if necessary. Press the Begin Registration to continue

New Student Registration
This editor is to update data for students that have not been enrolled in the district this school year.

Registration Year 2020/2021 *

Begin Registration

9. Click on **Begin Registration**
10. The current information in Infinite Campus will be preloaded for you. Click through each screen and update any information that is no longer correct. On the Parent/Guardian screen and Emergency Contact screen, each person will appear in yellow until you have updated the information for that individual.
11. All information with a **red asterisk (*)** is required. Be sure to click on each section of the application. At the end, you will have the option to print your registration.
12. To finish, click **Submit** and you are done.

If there was information you wanted to edit that the registration system wouldn't allow you to edit, please log back in to Parent Portal, click on **More**, and then on **Address Information, Demographics, or Family Information** and request an Update of the appropriate information.

If you have any problems or questions in completing the Online Registration, please call your child's school for assistance.