## Add a Student to Your ParentPortal

## CAINES VILLA

## Account

roll a new student in the district. Only 10 new student enrollments can be active at any time. If you need to enroll more than 10 students, contact the school district for g								
1	2	3	4	5	6			
Student Name								
New Student Enrollme	nt steps							
<ol> <li>Enter/verify enrollmer</li> <li>Enter address &amp; conti Enter student information</li> <li>Complete enrollment</li> <li>Complete final steps.</li> <li>'If you have previously enter the previousle enter th</li></ol>	nt key. act information. ation. forms. enrolled students, you may he student's name:	Skip to Step 4						
Middle Name:								
Last Name:								
Generation:								

1. Enter the student's full name and click

Continue

- 2. Enter/verify the enrollment key.
  - a. Option 1 **Email validation** an enrollment key is sent to you in an email message.
    - i. **Request Enrollment Key** a message is sent to your email address that contains a new 16-character student enrollment key
  - b. Option 2 **CAPTCHA validation** an enrollment key is generated once you correctly enter a CAPTCHA code.
- 3. Enter Address and Contact information.
- 4. Enter **Student Information**.
- 5. Complete Enrollment Forms.
- 6. Complete **Final Steps**.

## Agregar un estudiante a su cuenta ParentPortal



w Student Enrollment							
I a new student in the	district. Only 10 new stude	ent enrollments can be active at any	y time. If you need to enroll mon	e than 10 students, contact th	e school district fo		
Student Name	Enroliment Key	Addresses & Contacts	Student Information	Enrollment Forms	Final Steps		
1	2	3	4	5	6		
Student Name							
vew Student Enrollme	nt steps						
<ol> <li>Enter student's name</li> <li>Enter/verify enrollmer</li> <li>Enter address &amp; conti</li> <li>Enter student informs</li> <li>Complete enrollment</li> <li>Complete final steps.</li> <li>Wyou have previously of</li> </ol>	nt key. act information, tion. forms. enrolled students, you may	Skip to Step 4					
To get started, enter th	ie student's name:						
fo get started, enter ti First Name: Middle Name:	he student's name:						
To get started, enter th First Name: Middle Name: .ast Name:	he student's name:						
To get started, enter th First Name: Middle Name: Last Name:	he student's name:						
To get started, enter th First Name: Middle Name: Last Name: Seneration:	he student's name:						
To get started, enter th First Name: Middle Name: Last Name: Generation:	he student's name:						

- 1. Ingrese el nombre completo del estudiante y haga clic en Continuar
- 2. Ingrese / verifique la clave de inscripción.
  - Opción 1 Validación de correo electrónico: se le envía una clave de inscripción en un mensaje de correo electrónico. Solicitar clave de inscripción: se envía un mensaje a su dirección de correo electrónico que contiene una nueva clave de inscripción de estudiantes de 16 caracteres
  - Opción 2 Validación CAPTCHA: se genera una clave de inscripción una vez que ingresa correctamente un código CAPTCHA.
- 3. Ingrese la dirección y la información de contacto.
- 4. Ingrese la información del estudiante.
- 5. **Formularios de inscripción** completos.
- 6. Complete los **pasos finales**.