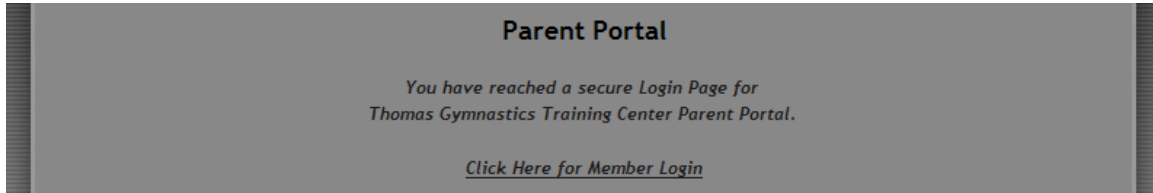


## Instructions for New Students

### Online registration & access to your account in iClassPro:

Starting from the Online Registration Page, press the Register Here Button to be redirected to a page that looks like:



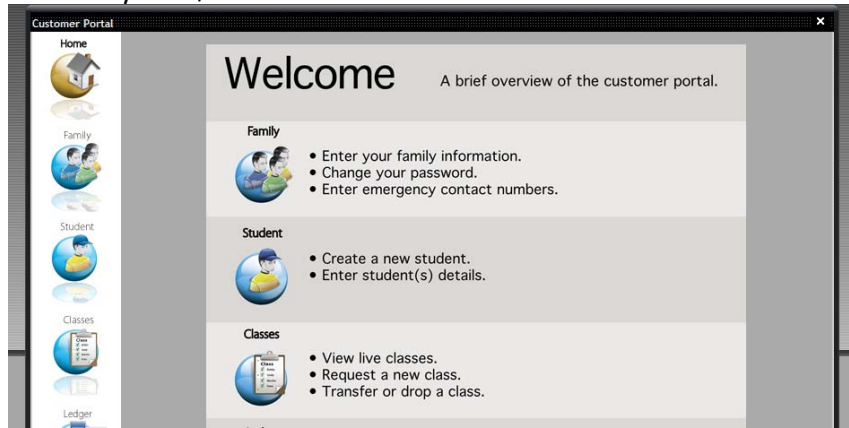
Click to enter secure login area (this automatically directs to iClass).

On the sign in page, there are three options:

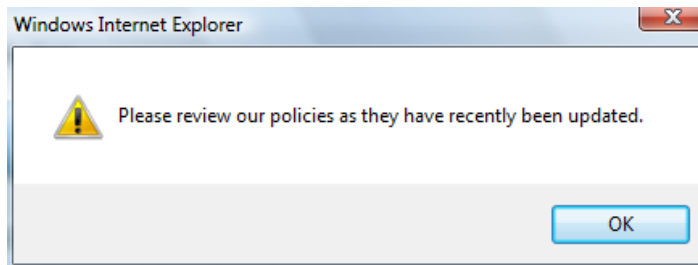
A screenshot of a sign-in page. At the top, it says "Members: Enter your email and password, then click Login." Below that, there are two input fields: "Email Address" and "Password". Below the input fields, there are two links: "Forgot Password?" and "New? Create an Account". At the bottom, there is a "Login" button. Below the button, there is a note: "If you are already a client, please call to set up your password for your account".

1. Sign in
  - o Once you have your user name and password, this is the option you will use each time you visit the parent portal.
2. Forgot password
  - o This will reset your current password and send you an email with a new one.
  - o For **your first visit**: if you have tried to sign in and had some trouble, use this option with your email and it will send you a new pass code.
3. Create Account - **USE THIS** to create your new family account.

Once you are in the system, the Welcome Screen should look like this:

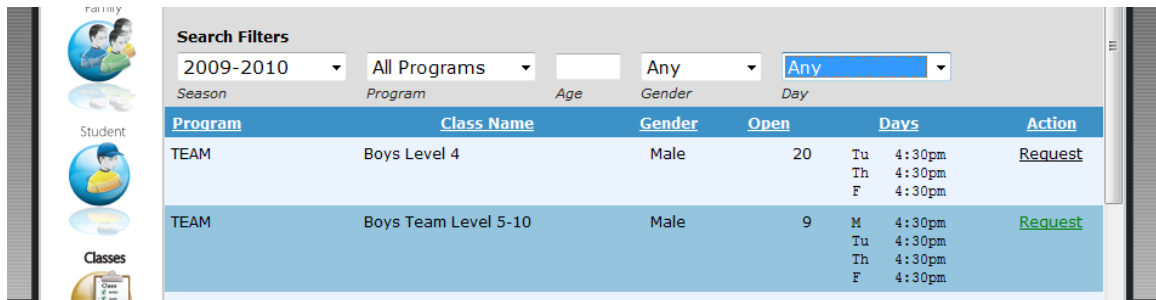


1. If this is your first time to login, you will be prompted "Please review our policies..." this is similar to our current Registration Form.

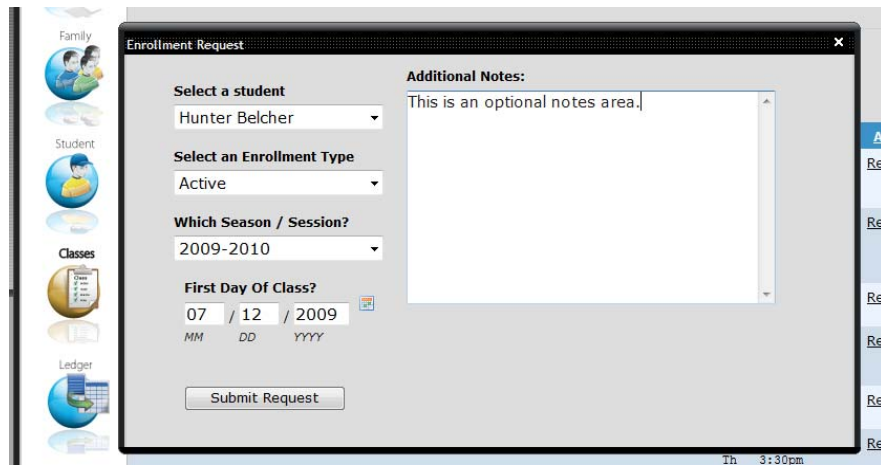


Press the Policies Button, review the information, and press Save.

2. To register your child, press the Classes Button.
3. Select the 2009-2010 Season - find your child's class or team (you can change other search filters to narrow down the selections).



4. Once you have found the class or team, press the Request button and you will see a pop up box appear.



5. Check the information in this new dialog box: child's name, enrollment type (active), and any optional notes needed. When the information looks correct, just press the Submit Request button.