



CREATING and MANAGING YOUR ONLINE ENROLLMENT SYSTEM ACCOUNT – PARENT GUIDE

The Creating an Online Enrollment System Account process is for families new to Guilford County Schools or returning after being enrolled outside of Guilford County in the 2018/2019 school year.

Online Enrollment System accounts should only be created by the parent. The phone numbers and email addresses used to create the account should also be the parent’s information. This site is **not** for students.

The Online Enrollment System account will allow you to do the following things:

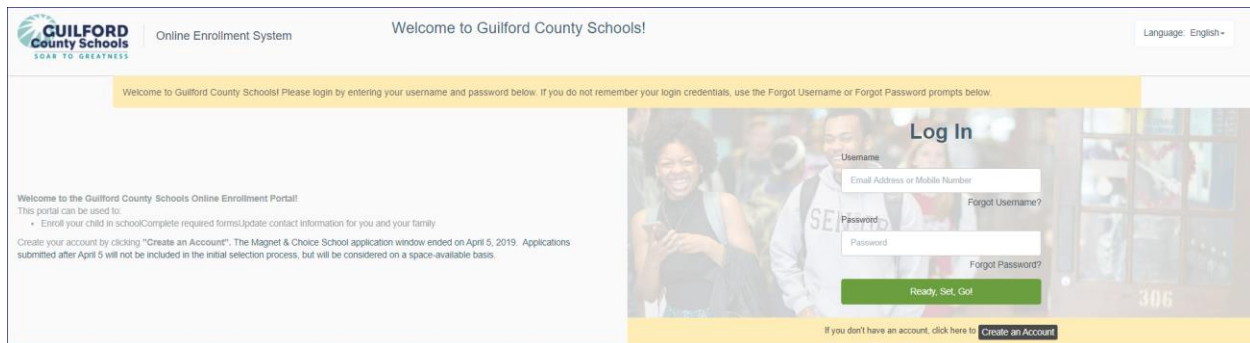
1. Enroll student in a Guilford County School for the first time.
2. Update your contact and emergency contact information for your student. (Not yet available)
3. Complete a change of address form due to a move, if you intend to stay at your current school.
4. Complete a School Choice application during the school choice application period, which usually takes place in late January, early February.

I. Creating your Online Registration Account

From the Guilford County School [Online Enrollment System](#) website

[Guilford County School Online Enrollment System](#)

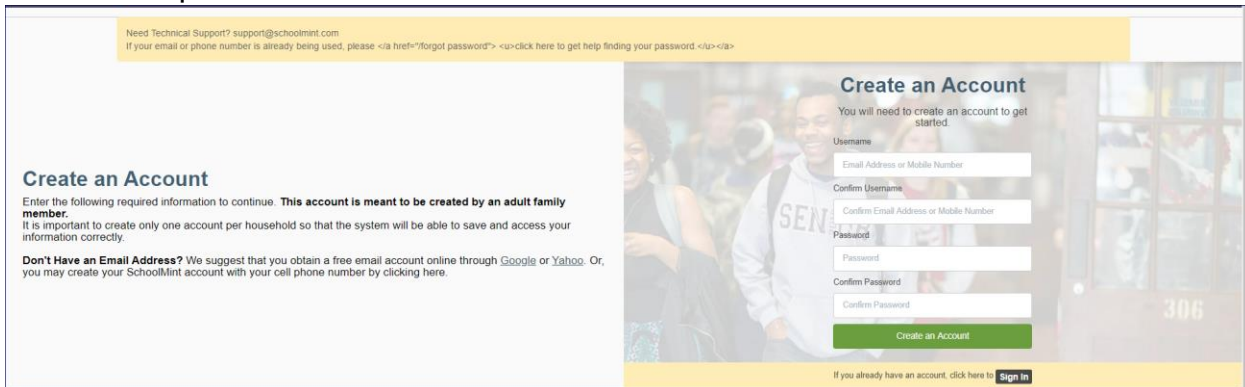
1. Click on **Create an Account**



2. Enter the following information, then click **Create an Account**.
 - a. Parent’s Email address or Parent’s mobile phone number (format as XXXXXXXXXXXX)
 - b. Confirm Parent’s email address or Parent’s mobile phone number (format as XXXXXXXXXXXX)
 - c. Enter the desired password – Must be at least 6 characters long.

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d. Confirm the password



Need Technical Support? support@schoolmint.com
If your email or phone number is already being used, please [click here to get help finding your password](#).

Create an Account

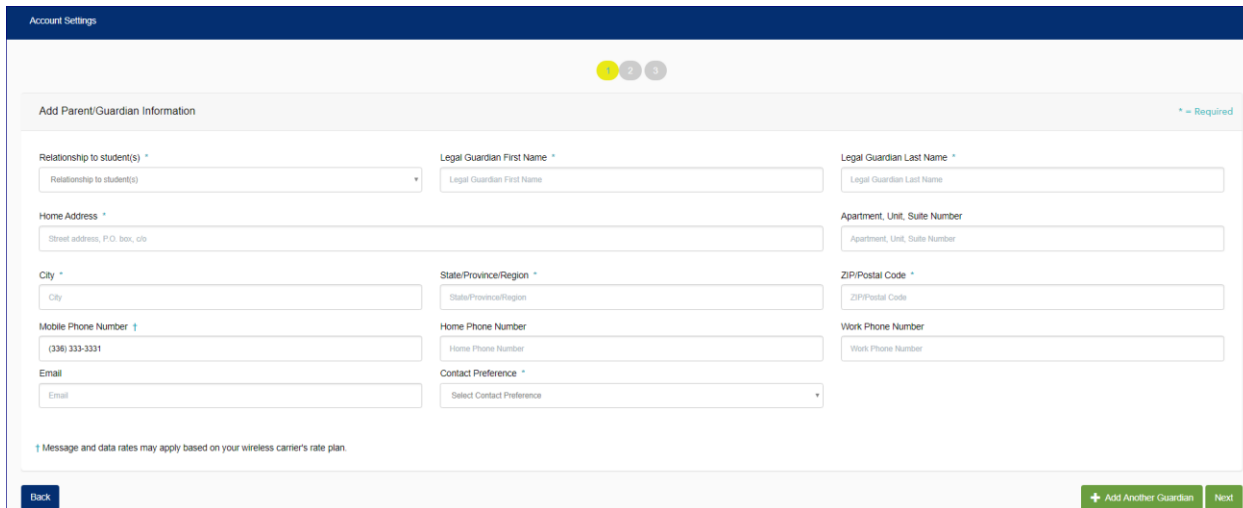
Enter the following required information to continue. **This account is meant to be created by an adult family member.** It is important to create only one account per household so that the system will be able to save and access your information correctly.

Don't Have an Email Address? We suggest that you obtain a free email account online through [Google](#) or [Yahoo](#). Or, you may create your SchoolMint account with your cell phone number by clicking here.

Username
Email Address or Mobile Number
Confirm Username
Confirm Email Address or Mobile Number
Password
Confirm Password
Confirm Password
Create an Account

If you already have an account, click here to [Sign In](#)

- Complete the **Add Parent/Guardian Information** screen, then click “**Next**” or, if you want to add an additional parent/guardian, click “**+ Add Another Guardian**”.



Account Settings

1 2 3

Add Parent/Guardian Information

* = Required

Relationship to student(s) *
Relationship to student(s)

Legal Guardian First Name *
Legal Guardian First Name

Legal Guardian Last Name *
Legal Guardian Last Name

Home Address *
Street address, P.O. box, etc

Apartment, Unit, Suite Number
Apartment, Unit, Suite Number

City *
City

State/Province/Region *
State/Province/Region

ZIP/Postal Code *
ZIP/Postal Code

Mobile Phone Number †
(336) 333-3331

Home Phone Number
Home Phone Number

Work Phone Number
Work Phone Number

Email
Email

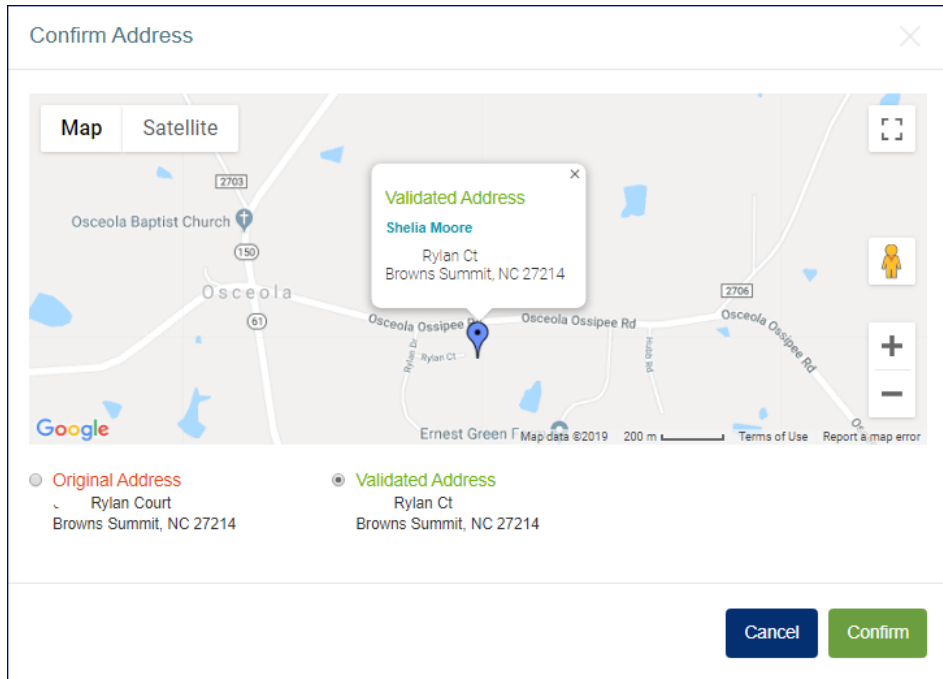
Contact Preference *
Select Contact Preference

† Message and data rates may apply based on your wireless carrier's rate plan.

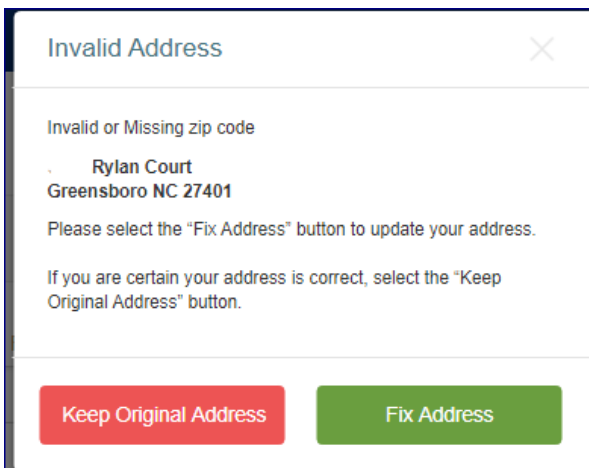
Back + Add Another Guardian Next

- Some Parents may receive a “**Confirm Address**” screen. If this screen appears, select the validated address and click “**Confirm**”.

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5. Some Parents may receive an **“Invalid Address”** screen; to correct your address, click on **Fix Address**. If you believe your address to be correct, click **Keep Original Address**.



6. Complete the **Student Information** screen, then Click **“Next”** or click **“+ Add Another Student”** if you wish to add any additional students to your account.



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Applicant Information * – Required

Personal Information

Legal Student First Name * Legal Student Middle Name Legal Student Last Name *

Birth Date * Gender (as on Birth Certificate) * GCS Student ID Number (same as student's lunch number)

Current Grade * Grade Applying to *

Student's Primary Address

Rylan Ct.
Browns Summit, NC, 27214 New Address

1 Student Information 2 Choose Preferred Schools 3 Rank schools 4 Fill out Application 5 Confirm Application

Instructions

To Add A Student
Click on "Add another student". You will be taken to a new screen to add your student's information. When done click "Save" and you return to this screen.

To Update Student Information
To update your student's information, select the bubble next to their name and complete the following fields:
• Current School
• Current Grade
• Grade Applying To

Please select the school year you would like to apply to

2019-2020

Please click on your student's name

Shamar Moore
December 2nd 2010
Rylan Ct.
Browns Summit, NC 27214

Shawn Moore
December 2nd 2008
Rylan Ct.
Browns Summit, NC 27214

7. The **Student Information** screen will display, complete the Current School and Current Grade information, click **"Next"**. If you added more than one student, click on your other student's name to review and complete the student information screen.
8. During certain times of the school year, you will receive a screen with three options. If the screens are grayed out that means they are not available at this time of year.
 - a. **Registration:** Which is enrolling you student in their attendance zone school.
 - b. **Choice/Magnet:** Which is applying for a choice or magnet program.
 - c. **Request For Reassignment:** Which is applying for a reassignment to a school other than your attendance zone.



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9. Your neighborhood school will appear at the top of the screen, scroll to the bottom and click **“Next”**.

NOTE: If you receive a message next to the school which states, “non-residents may not apply to this school at this time”, please contact the first school shown on the list, by clicking on **Website** and getting the phone number from the bottom of the screen.

Select*	School*	Grades	Distance*	Location	Website
<input type="radio"/>	Southern Middle ⚠️ - Non-residents may not apply to this school at this time.	6 - 8	9.1 mi	See Map	Website

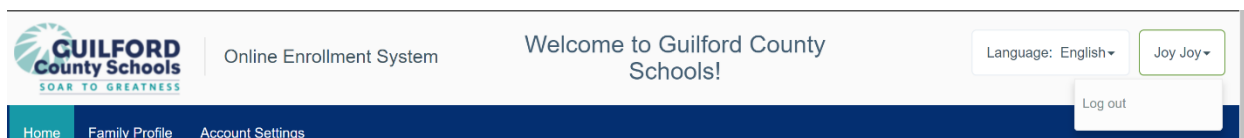
10. The Confirm Details screen will pop up; review the information, and if correct click **“Confirm Details and Continue”**. If the information is not correct, Click **“Cancel”** and update the information.

11. Complete the Enrollment Packet.
- Click **Save and Continue Later** – if you don’t have time to complete the packet now.
 - Click **Submit** if the packet has been completed, once you click submit you cannot edit the packet.



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12. Once the enrollment packet is complete, you will receive an email or text message indicating the next steps.



13. To log out of your account, click on the dropdown arrow next to your name in the top right hand corner, and select Log out.

II: Recovering your Online Enrollment System Username or Password

From the Online Enrollment System Website

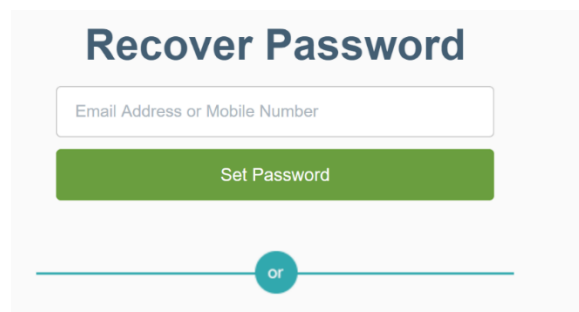
A. Recovering your **Password**

1. Click on **Forgot Password**



Enter your **email address or mobile number** > click **Set Password**.

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2. Your reset notification will be sent to your email or mobile phone via text.

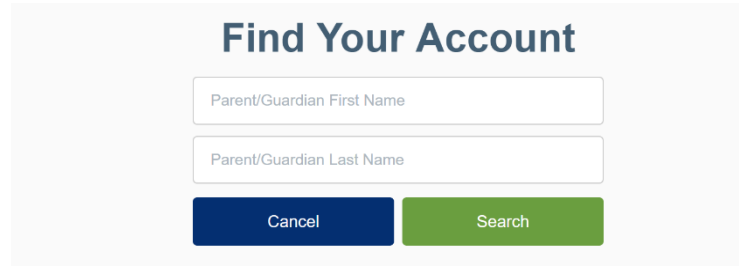
From the Online Enrollment System Website

B. Recover your Username

1. Click on **Forgot Username**

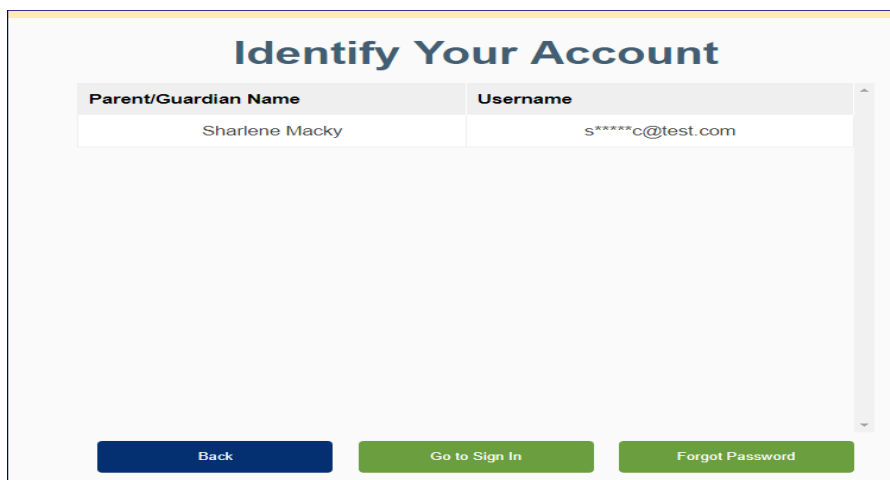


2. Enter your First and Last Name > click Set Search.



3. Identify your account and select **Go to Sign in.**

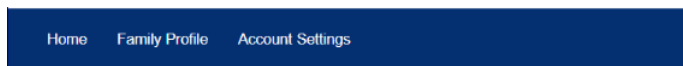
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Parent/Guardian Name	Username
Sharlene Macky	s*****c@test.com

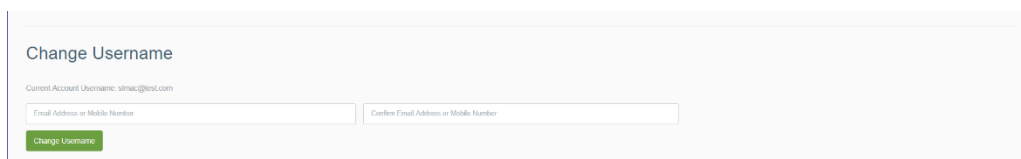
Back
Go to Sign In
Forgot Password

III: Managing your Online Enrollment System account



From the Online Enrollment System Website > Log in to your account > Select **Account Settings** in the Menu Bar

- A. Changing your **Username** – if you ever need to change your username, because you have a new email address or new mobile number



The **Account Setting** screen will appear, in the Change Username section, enter your new username and click **Change Username**

- B. Changing your Password – if you believe your password has been compromised you can change the password in the system.

The **Account Setting** screen will appear, in the Change Password section, enter your new password and click **Change Password**.

Passwords need to be at least 6 characters in length



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Account Settings

Change Password

New Password

Password Confirmation

[Change Password](#)

C. Changing your notification Preferences – how you receive information

The **Account Setting** screen will appear, in the **Contact Preference** section, click **“Edit Information”**.

Contact Preference

Guardian	Email	ID#	Contact Preference	Actions
St...	smac@test.com	3363222222	Email and Text Message	Edit Information

Message and data rates may apply based on your wireless carrier's rate plan.

The Edit Guardian screen will appear, In the **Contact Preference** field, select the dropdown arrow and change your preference > Click **Save**

Edit Guardian

Parent/Guardian Information * - Required

Relationship to student(s) * Legal Guardian First Name * Legal Guardian Last Name *

Home Address * Apartment, Unit, Suite Number

City * State/Province/Region * ZIP/Postal Code *

Mobile Phone Number * Home Phone Number Work Phone Number

Email Contact Preference *

- Select Contact Preference
- Email Only
- Text Message Only

* Message and data rates may apply based on your wireless carrier's rate plan.