



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.



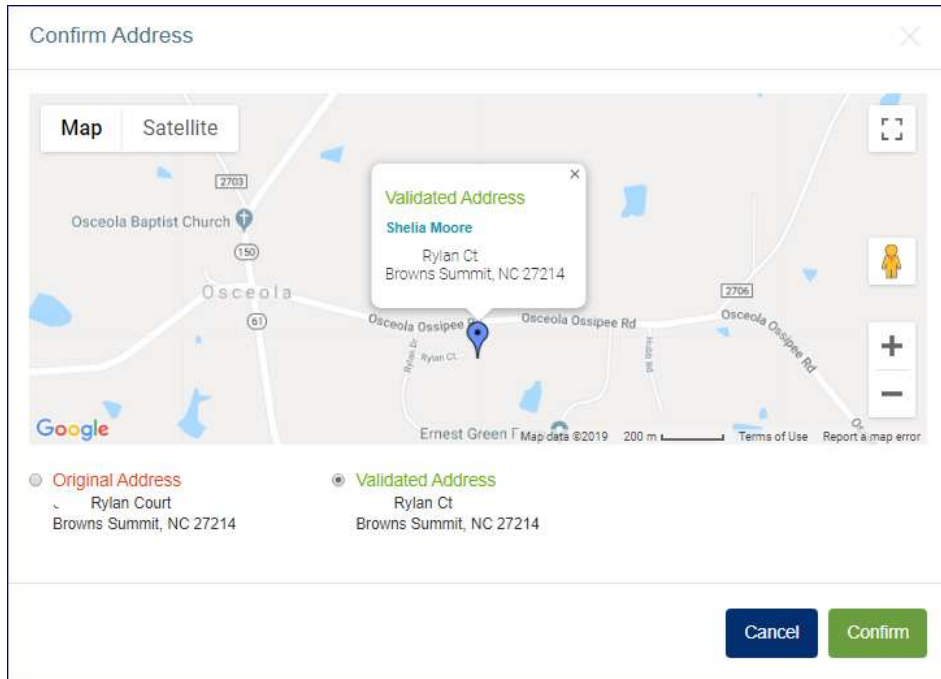
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d. Confirm the password

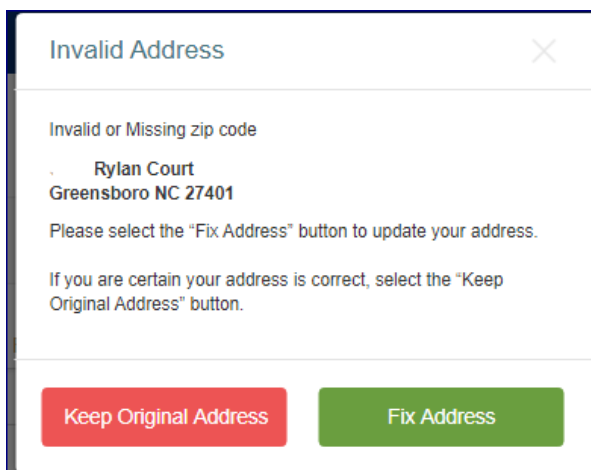
3. Complete the **Add Parent/Guardian Information** screen, then click “Next” or, if you want to add an additional parent/guardian, click “+ Add Another Guardian”.

4. 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

☒

☐ New Address

1 Student Information
 2 Choose Preferred Schools
 3 Name Selection
 4 Final Selection
 5 Confirmation

Instructions

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

To UPDATE Student Information:
To update your student's information, select the student you'd like to edit and complete the following items:

- 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 CJ
 Browns Summit, NC 27214

☐ **Shawn Moore**
 December 2nd 2008
 Rylan CJ
 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
☐	Southern Middle Non-residents may not apply to this school at this time.	K - 5	0.1 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.
 - a. Click **Save and Continue Later** – if you don’t have time to complete the packet now.
 - b. 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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The 'Recover Password' form features a title 'Recover Password' at the top. Below it is a text input field labeled 'Email Address or Mobile Number'. Underneath the input field is a green button labeled 'Set Password'. At the bottom of the form is a horizontal line with a circular 'OR' button in the center.

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**

The screenshot shows the 'Online Enrollment System' login page. At the top, it says 'Welcome to Guilford County Schools!'. Below this is a yellow banner with a welcome message and a link to 'Forgot Username or Forgot Password'. The main content area has a 'Log In' section with fields for 'Username' (which also includes a 'Forgot Username?' link) and 'Password' (with a 'Forgot Password?' link). There are 'Reset My ID' and 'Log In' buttons. At the bottom, there is a link to 'Create an Account'.

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

The 'Find Your Account' form has a title 'Find Your Account'. It contains two text input fields: 'Parent/Guardian First Name' and 'Parent/Guardian Last Name'. Below these fields are two buttons: a blue 'Cancel' button and a green 'Search' button.

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



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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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C. Changing your notification Preferences – how you receive information

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

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