# HCPSS Connect

## Online Registration



Howard County Public School System✪ Office of Accountability✪ Document: HCPSS106 ✪Revision Date: 02/27/2018

**!** *=Warning*  **○** *=Timesaver*  **✉** *=Note*

## About Online Registration

Online Registration is a self-guided process. Mandatory fields will be indicated by a red asterisk (*) and will prevent you from moving forward until completed. Information provided by the parent or guardian must match the legal documentation. Once all information is complete you will be given the opportunity to review and submit your registration.

This process is required for all new registrations. Once you have completed the online registration process, the enrolling custodial parent or legal guardian must contact your designated school for an appointment. * At the school, you must provide proof of parental relationship and any other documents that were not submitted during the online process in order to finalize your student's enrollment.

* During Kindergarten Registration Kickoff Week (March 5-9, 2018), you may go to your school at any time during school hours (you do not need to contact the school for an appointment).

If you have any questions, you can contact your child's school for more information.

As you proceed through the registration process, you can stop and resume at a later date/time.

## Create an Account

If you are a new parent to HCPSS, you will need to create an account to register the student.

**✉** **NOTE**: If you already have an HCPSS Connect account, login in using your current HCPSS Connect login credentials and proceed to the Register Student section of this document.

1. Access the HCPSS Online Registration site:
   https://sisparents.hcpss.org/login_parent_oen.aspx.

   **✉** **NOTE**: This website is also accessible on the HCPSS website.



2. Click the **I do not have a ParentVUE login and need to create a new account** link.

3. You will be prompted to answer a few questions and click **Save/Continue**. If you are eligible to register online, you will advance to the next page. Otherwise, you will be directed to contact your child's school for further instructions.

4. Read through the following Privacy Statement and click the **I Accept** button to agree to the privacy agreement. You will advance to the **Create Your Account** screen.

5. Enter your **First Name**, **Last Name**, and **Email Address** in the fields provided.

6. Enter the characters as displayed.

7. Click the **Continue to Step 3** button. You will receive a confirmation message that your account has been created. You will also receive an email shortly that will contain a link that will allow you to complete your account creation and begin the enrollment process.

8. The email will provide a link that you must click to complete the registration process and begin online registration.

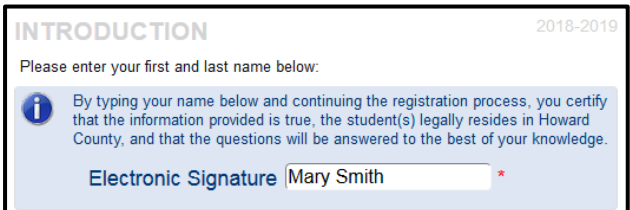9. Enter a password in both fields provided.

10. Click **Save and Continue**.

⚠️ **WARNING**: You cannot enter an email address that is already being used. Each user must a unique email address.

## Register a Student

### *Begin Registration*

1. Once you access the Online Registration site, click the **Begin Registration** button. There are seven pages to visit during the registration process.

- **Introduction** – You will create your electronic signature.
- **Family** – Enter/Verify/Edit your address.
- **Parent/Guardian** – Enter parents and legal guardians with all contact information.
- **Emergency** – Enter emergency contacts.
- **Students** – Enter student demographic information and establish relationships with parents/guardians and emergency contacts.
- **Documents** – Upload required documents or opt to bring hard copies to the school.
- **Review/Submit** – Opportunity to review all information and submit to the school.

2. Review the Introduction message and click **Continue** to proceed with the registration.

3. Enter your **Electronic Signature**. The name entered here must match the First Name and Last Name recorded in the system or that was used to create this account

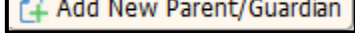4. Click **Save And Continue**.

### *Address Review*

1. Enter/Edit your physical address.

   a. If you are a new parent to HCPSS:

      i. Type your address in the field that says **Type to find an address...**. You will see potential matching addresses.

      ii. Select your address from the list provided. The address fields will complete automatically.

   b. If you currently have students or had students in HCPSS and your address is correct, no action is required.

   c. If you currently have students or had students in HCPSS and your address has changed:

      i. Select the check box to indicate that your address has changed.

      ii. Type your address in the field that says **Type to find an address**…. You will see potential matching addresses.

      iii. Select your address from the list provided. The address fields will complete automatically.

2. Click **Save and Continue**.

⚠ **WARNING**: If your address is not available in the list provided, you will receive a notice on the screen. You will not be able to proceed with the online registration, and you will need to register in person at your child's school.

3. Enter a separate mailing address or select the check box to indicate the mailing address is the same as the physical address.

4. Click **Save and Continue**.

### *Parent/Guardian*

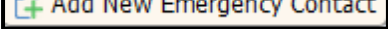Enter all parents/legal guardians for the students being registers.

1. Click the **Add New Parent/Guardian** button. Add New Parent/Guardian

2. Enter the information requested. Fields with a red asterisk (*) are required.

3. Click **Save and Continue**.

4. Review the mailing address for the parent. Edit if necessary or click **Save and Continue**.

5. Click the **Add New** button to add all appropriate phone numbers.

⚠ **WARNING**: You must have at least one phone number and select the **Primary** check box for the primary contact number for this parent.

6. Enter the email address for this parent or select the check box to indicate that the parent does not have an email address.

7. Click **Save and Continue**.

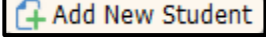8. Repeat to add additional parent/guardian records as needed.

### *Emergency*

You need to list all of the emergency contacts for all of your children on this page. You can add up to ten emergency contacts.

1. Click the **Add New Emergency Contact** button.         <kbd>⊞ Add New Emergency Contact</kbd>

2. Enter the **Name** of the emergency contact. This is the only required field on this first page.

3. Click **Save and Continue**.

4. Enter the phone numbers for the emergency contact.

5. Click **Save and Continue**.

6. Repeat to add all emergency contacts for your children.

### *Student*

Use this screen to register **all enrolling students.** When you complete the first child and if you have additional children to enroll, please select the **Add Student** button to continue.

1. Click the **Add New Student** button.     <kbd>⊞ Add New Student</kbd>

2. Enter the child's information on the pages as needed. Click **Save and Continue** to advance to each page.

   a. **Name**, **Gender**, and **Birth Date**.

   b. Select the grade level of **K** for Kindergarten.

   ✉ **NOTE**: The Online Registration tool will verify the age of the student is appropriate for the grade selected.

   c. In the **Primary Address** field, select the parent/guardian who lives with the student.

   d. Enter a **Preferred Name** if necessary.

   e. Select the **Birth County** and the **Birth verification document type**.

   f. Click the **Add New** button to add a phone number.

   ✉ **NOTE**: These are contact numbers for the child. One number must be identified as the Home and Primary number even if the home does not have a land line.

   g. Enter the child's **Email** or select the check box to indicate that the student does not have an email address.

   h. Enter the **Foster Care** information if necessary.

   i. Select the appropriate **Prior Care information**.

   j. Provide the following information about the student's ethnicity. Check all that apply.

   k. Enter the **Physician** and **Dental** information.

   l. Click the **Add New Condition** to select a **Health Condition** or select the check box to indicate that the student does not have a Health Condition or if you prefer to discuss with the nurse.

m. Click the **Add New Medication** to add medications or select the check box to indicate that the student does not need any medications or if you prefer to discuss with the nurse.

n. Complete the **Maryland Home Language Survey**.

o. Enter any **Previous Schools Attended**.

p. Select the **Relationship** for each parent. Select the check boxes as necessary to indicate who lives with the child, can be contacted, has educational rights, has custody, can receive mailings, and to whom the child can be released.

q. Select the **Relationship** for each emergency contact.

r. Drag and drop the contacts below in the order in which they should be contacted in the event of an emergency.

s. Answer the questions to provide the special services history for the child.

t. The last page will indicate the home school. Click **Save and Continue** to complete the details for this child. You will return to the **Students to Enroll** page.

3. Add another child if necessary or click **Save and Continue** to advance to Documents.

## *Documents*

You can upload the necessary documents to this page or opt to deliver a hard copy of the document to the school.

1. Click on the **Browse** button and locate the document on your computer.

2. Select the **document type** in the drop-down list for Primary and Secondary Home Address Verification and Birth Verification.

3. Click **Upload**.



**NOTE**: You do not have to upload attachments. You can select to deliver a hard copy to the school instead of uploading it.

**WARNING**: If your document exceeds the maximum size allowed, opt to deliver a hard copy of that document.

Required Documents

- Primary Home Address Verification
- Secondary Home Address Verification
- Birth Verification
- Immunization
- Photo ID

Optional Documents

- Report Card
- Custody Papers

## *Review/Submit*

1. Click the **Review** button to review the information you entered if necessary.

2. Click **Submit**.

3. Click **OK** to confirm your decision to submit.



You will receive a message on the screen that your submission was successful with instructions of what to do next. The custodial parent/legal guardian must visit the school with a photo ID to complete the registration process.



You will also receive an email indicating that your registration has been received by the school. You can check the status of your registration by clicking on the **Status** button. You will receive an email when your registration has been accepted or denied by the school.