

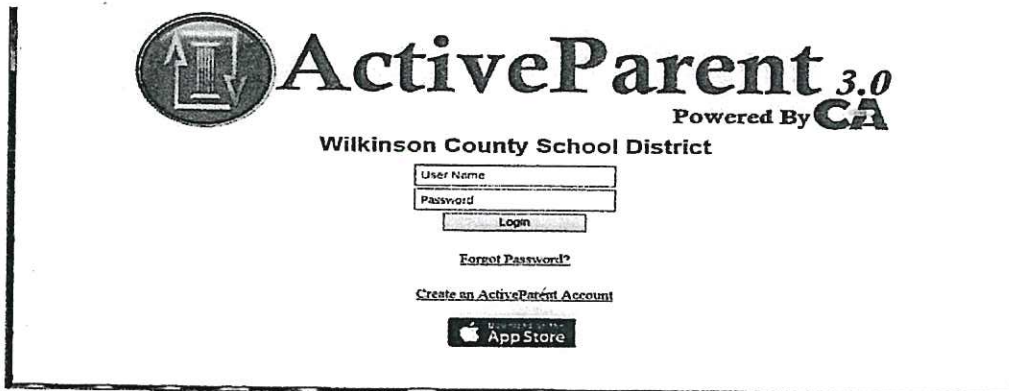
WILKINSON COUNTY SCHOOL DISTRICT


SAM7 Online Registration

Active Parent Accounts


Registrations through Online Student Registration (OSR) are done entirely through ActiveParent using the parent's existing account. All parents will be required to create an account if they do not have an ActiveParent Account. They will need their ActiveCode before they can create their account. ActiveCodes will be emailed to the parent/guardian. Parents may have one account for multiple students.

1. The parent/guardian will go to our website www.wilkinson.k12.ms.us and click on "For Parents" they will see the screen below. If they do not have an ActiveParent account they will click on "Create an ActiveParent Account". If they have an existing account, they can login with their current username and password.



 **ActiveParent 3.0**
Powered By **CA**
Wilkinson County School District

User Name
Password

[Forgot Password?](#)
[Create an ActiveParent Account](#)


2. If the parent/guardian clicked on "Create an ActiveParent Account" or logged in with their current username and password, they will see the screen below.




 **ActiveParent 3.0**
Powered By **CA**
Wilkinson County School District

Please enter a valid ActiveCode. After validating the code, you will be required to enter your information.

Note: The ActiveCode will not be used until you finish creating a user.

ActiveCode: - -

3. The parent/guardian will enter the ActiveCode and enter the required information and click "Create User". If the parent/guardian has an existing account, they will automatically be directed to their ActiveParent account and will need to click on the new online registration icon  to start the online registration process.



ActiveParent 3.0

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Wilkinson County School District

Create ActiveParent Account

Valid ActiveCode. Continue creating a user.

Note: The ActiveCode will not be used until you finish creating a user.

ActiveCode: - -

Please fill out YOUR information.

You will be able to request particular students after logging in.

* Denotes a required field.

Name:

* *

Address:

Phone Number:

Email Address:

*

User Name:

*

Password:

*

Re-enter Password:

*

4. Once the account is created successfully the student is now attached to the parent/guardian for registration and it will bring them back to the login page below. They will click on "Return to login Page"



ActiveParent 3.0

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User Successfully created. You can now login to ActiveParent and request and/or register students.

The ActiveCode was used and attached to new user.

- The parent/guardian will login using their username and password.



ActiveParent 3.0

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practicetest


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Login

[Forgot Password?](#)

[Create an ActiveParent Account](#)



- Upon logging into ActiveParent, the parent will see a new icon  in the top right corner next to the Settings and Logout buttons. This new icon is the Online Student Registration icon. Parents will need to click on it to begin the process.



User Setup

You have no students attached to your account yet. If you have already requested a student, please be patient while your request is processed. Rights to certain aspects of ActiveParent have not been set up. You are welcome to routinely check back by logging in at a different time.

Account User Name:	PRACTICETEST
Account Created Date:	2/27/2019 11:55:45 AM
Password:	[change] (hidden)
Full Name:	[change] Practice Test
Address:	[change] (no address saved)
Phone Number:	[change] (no phone number saved)
Email:	[change] shernet@jcsd.k12.ms.us

- After clicking on the registration icon they will see the screen below. Since parent/guardians can be linked to multiple students, they will need to select the student they wish to continue

with. Once the parent chooses a student, additional information will populate (including the school note). The parent will select a Registration Type and be allowed to begin registration. If the parent has already begun registration and is returning to complete it, the button will say "Update/Continue Registration". The parent may return and continue to update the student's registration even after submission until the school has processed the registration in SAM.

Online Student Registration

Please Choose A Student To Begin Registration

Student:

[Have a code to enter? Click here.](#)

8. Parent/Guardian will click "Begin Registration"

Online Student Registration

Please Choose A Student To Begin Registration

Student:

[Have a code to enter? Click here.](#)

School:

Date of Birth:

Registration Last Updated:

Registration Type

9. The parent/guardian will be taken to the actual registration page.

Online Student Registration - Jones, Christopher

Step 1 - Demographics

Student Name

First: Christopher
 Preferred Name: Chris
 Middle: Jones
 Last: Jones
 Suffix:

Important Student Info

Home Code: *
 SSN: 444-44-4444
 Date of Birth: 09/09/2011
 Grade Level: 2nd
 Race: White
 Additional Races: White, Black, Hispanic, American Indian, Asian, Pacific Islander
 Gender: Male
 Language Background: English

Home Language Survey

Is a language other than English spoken at home? Yes * No
 Is your child's first language a language other than English? Yes * No
 Did your child start school outside of the United States? Yes * No

Cancel Registration Save Progress And Continue Later Next Step

All required fields as determined by the school will be marked with a red asterisk * so that the user immediately knows they are required. The user can save and come back later at any point by clicking the "Save Progress And Continue Later" button. All the user's current progress will be saved and they will be returned to the student selection page. The user can also cancel registration at any point by clicking the Cancel Registration button. This will revert any changes they have made during this session and return them to the student selection page. The user can advance through the steps by clicking the Next Step and Previous Step buttons at the bottom right of the page or by clicking any of the steps on the left side of the page. The user will advance through steps, filling in required information and uploading required files as determined by the school. For existing students, data will be prepopulated from SAM so that the user will not have to re-enter data that has not changed. Any clarification needed for any step can be provided by the school via the multiple notes visible throughout the registration process.

Online Student Registration - Jones, Christopher

Step 2 - Residence Info

Student Address:

Address: 44 Jones Street
 City: Miami
 State: FL 33101
 Phone Number: 305-555-1234
 Type: Home Address (Primary)
 Labels: Home, Mailing, Billing, Contact

Student Phone Number:

Phone Number: 305-555-1234
 Type: Home (Primary)
 Labels: Contact

Student Email Address:

Email Address: christopher.jones@jones.com
 Type: Home (Primary)
 Labels: Contact

Residence Proof Document Upload

Upload Document

Cancel Registration Save Progress And Continue Later Previous Step Next Step

Online Student Registration - Jones, Christopher

Step 3 - Birth & Early Childhood

Birth Certificate Info

Birth Certificate Number: 0000000000
 Birth City: Jackson
 Birth State: Mississippi
 Birth County: Hinds
 Birth Country: United States

Birth Certificate Upload

Birth Certificate Documents

Early Childhood Program Information

Program Type: Head Start
 Program Name: Central Head Start
 Program Location: Central, MS

Cancel Registration Save Program And Continue Later Previous Step Next Step

OSR Registration - Birth & Early Childhood Step

Online Student Registration - Jones, Christopher

Step 4 - Immunization & Medical

Immunization Proof

Immunization Documents

Medical Conditions

ALLERGIC REACTIONS

Condition	Name	Age	Onset	Severity
None				

Cancel Registration Save Program And Continue Later Previous Step Next Step

Online Student Registration - Jones, Christopher

Step 5 - Permissions

Permissions & Waivers

Student info can be published online Yes No
 Student info can be published in the newspaper Yes No
 Student allowed to attend use at school Yes No
 Allow PE release Yes No
 Student allowed to participate in PE Yes No
 Student allowed to appear in the yearbook Yes No
 Allow PE release to Armed Forces Personnel and III Yes No
 Student allowed to receive corporate presentation Yes No
 Allow M to perform to receive corporate presentation Yes No

Permissions Waivers File Upload

Permissions & Waivers Documents

Cancel Registration Save Program And Continue Later Previous Step Next Step

Online Student Registration - Jones, Christopher

Step 6 - Parent & Guardian

- 1. Demographics
- 2. Address, Phone, & Email
- 3. Birth & Early Childhood
- 4. Immunization & Medical
- 5. Permissions
- 6. Parent & Guardian
- 7. Miscellaneous
- 8. Finish

John Jones (Father) Save Cancel

Display Name: John Jones
DOB: 08/08/1950
Relationship: Father

Parent/Guardian Contact Attributes:
 Register With Student
 Emergency Contact
 Allowed To Check In/Out Student
 Access Via [tag Allowed] Campus Web System

History Affiliation: N/A
Occupation: Business
Primary Language: English
Education: Post Professional Degree

Addresses:
Address: 500 Main, Houston, TX 77002
Type: Residence Address (Primary) Edit Create

Phone Numbers:
Phone Number: 800.555.5555
Type: Home (Primary) Edit Create

Email Addresses:
Email Address: john@test.com (Primary) Edit Create

Cancel Registration Save Progress And Continue Later Previous Step Next Step

Online Student Registration - Jones, Christopher

Step 7 - Miscellaneous

- 1. Demographics
- 2. Address, Phone, & Email
- 3. Birth & Early Childhood
- 4. Immunization & Medical
- 5. Permissions
- 6. Parent & Guardian
- 7. Miscellaneous
- 8. Finish

Upload your document

Please upload any info. files here requested by the School District:

Cancel Registration Save Progress And Continue Later Previous Step Next Step

Online Student Registration - Jones, Christopher

Step 8 - Finish

Registration Type: Student Registration - Select this option if you are registering a student who has previously attended the MS Cobb School District.

I confirm that all entered information is accurate and true to the best of my knowledge.

Please enter your full name:

Once the parent has completed all steps of registration (or verified that the already entered data is correct), they must confirm the data's accuracy, enter their full name, and click "Save And Finish". At this point, the entered data is submitted to the school for processing.