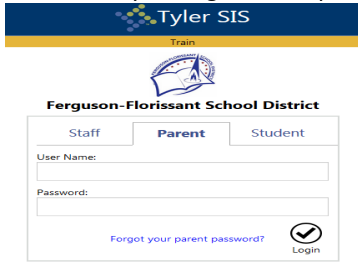
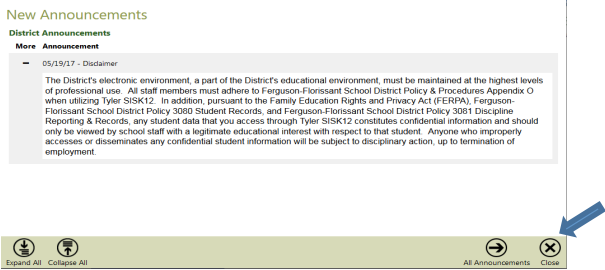


# TYLER PARENT PORTAL

When logging into Parent Portal please ensure you are on the **"PARENT"** tab. If you forget your password, click on **"forgot password"** and it will direct you to get a new password.

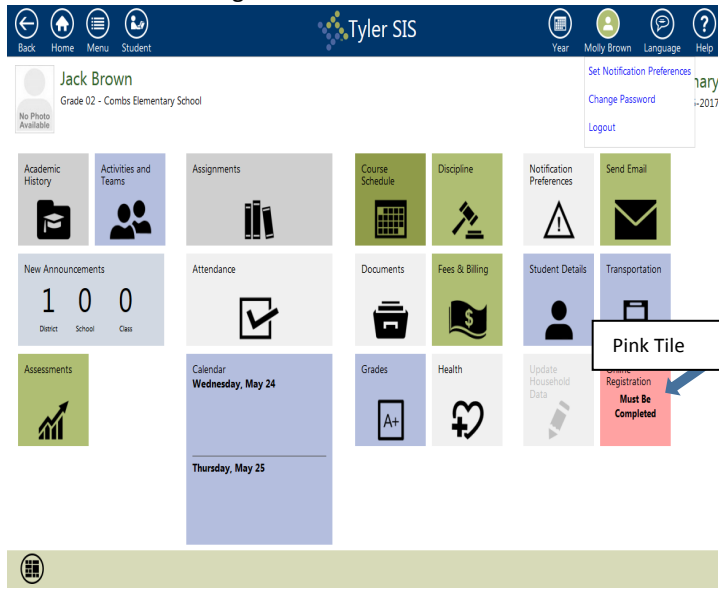


When you first log on for the day, a disclaimer will pop up. When you have completed reading the guidelines, click the **close** button.



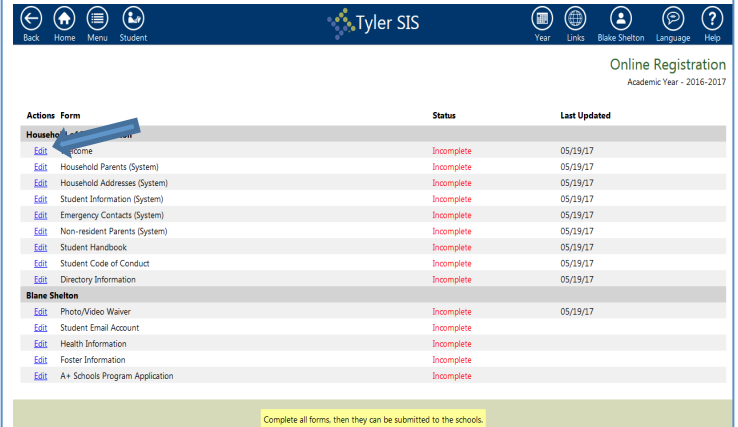
When you look at your tiles there are many options for you to choose. Take a few minutes to click on the different tiles to see what each tile offers. You can switch between students by clicking on the **Student** button at the top left of the screen. When you are ready to log out, click on **your name** on the top right side and a drop down will appear. Click on **logout** to end your session. Always remember if you are stuck and want to go back, click on the **HOME** tab to take you back to the tile page.

For these instruction purposes you will need to click on the **"Pink"** tile that says **"Online Registration."** By clicking on this tile you will be able to complete online verification and be ready for school to start on August 9<sup>th</sup>.

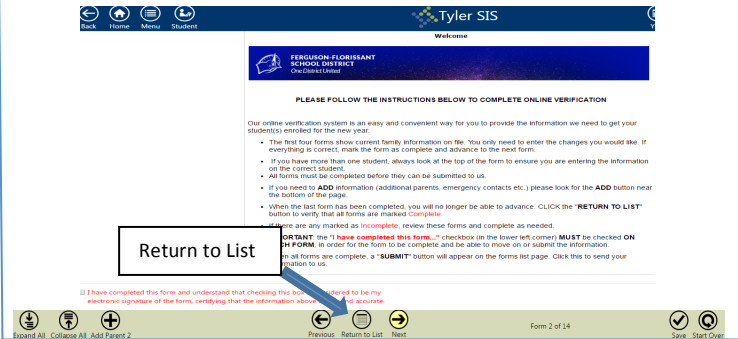


# "ONLINE VERIFICATION" INSTRUCTIONS

This is the first page that will display. All forms must be completely filled out before you can submit your information. You will not be able to access your document unless you click **"EDIT."**

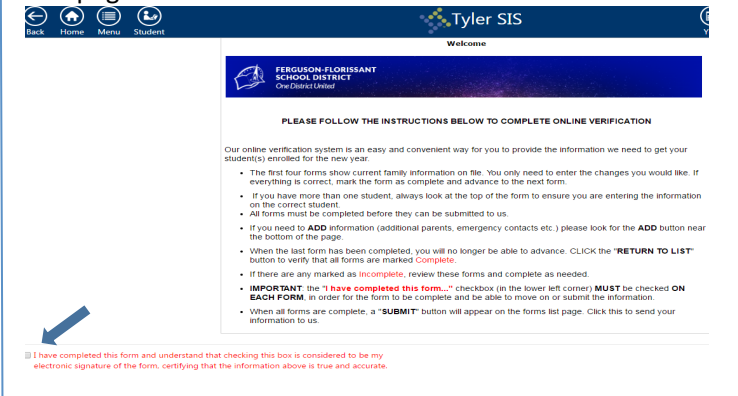


The Welcome page provides tips on completing online verification. If at any time you need to refer back to this page simply click the **"Return to List"** button then click on the **"Edit"** link titled **"Welcome."**

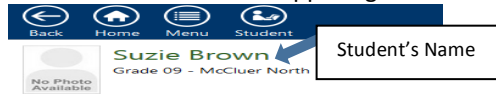


During the process of completing your forms you will see asterisk's placed next to some questions. **"ALL questions that have an asterisk \* must be completed"**. Some forms are grade specific. For instance, if you have a high school student and a first grade student you will receive the A+ form for the high school student, but will not for the first grader.

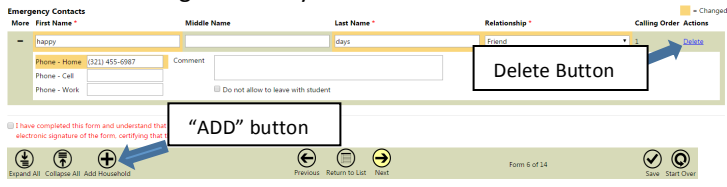
On every form there is a box stating **"I have completed this form..."**. This box must be checked on all pages for the form to be complete. It is located in the lower left hand corner of each page in **red**.



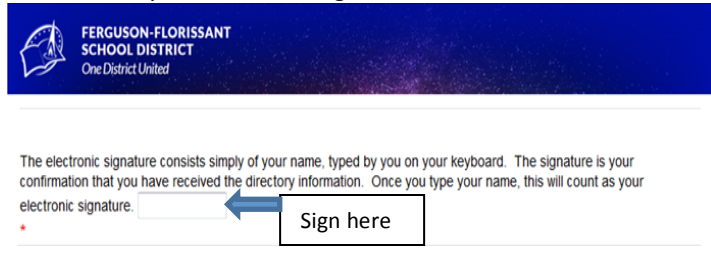
If you have more than one student you will see some forms more than once. Each form will need to be filled out per student. Ensuring the student's name is in the upper right hand corner.



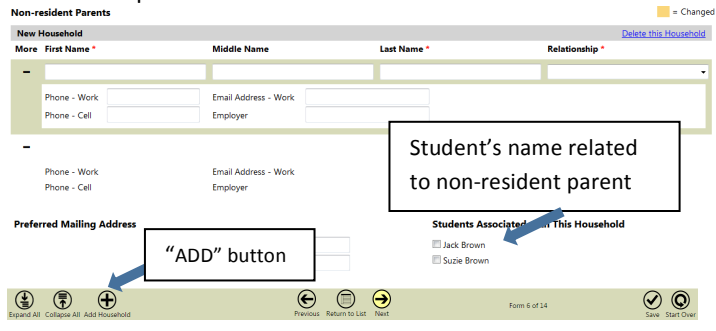
If you need to "ADD" information to a form like on the Emergency Contact form you can click on the "ADD" button at the bottom left side of the page. It is important to add and update emergency contacts. You can also update emergency contacts throughout the year using the Parent Portal. If there are no contacts listed click on the "ADD" button to add them. You may add as many as you would like. You may also edit or delete existing emergency contacts, simply click the delete button on the right side of your screen to remove a contact.



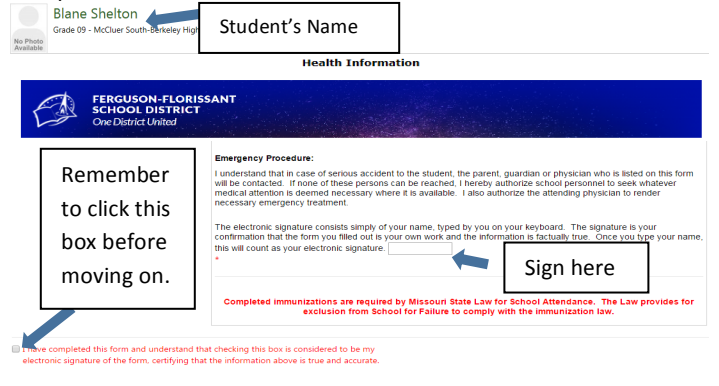
There will be some pages that require your signature. The electronic signature consists simply of your name, typed by you on your keyboard. The signature is your confirmation that you have received the information. Once you type your name, this will count as your electronic signature.



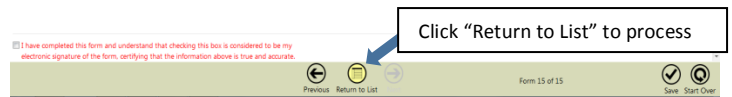
**Household family data and Non-Resident Parents page.** The Household family page is the primary residence of the student. Parents who do not live in the primary household can be added to the Non-Resident page. The Non-Resident page may be left blank. Press the "ADD" button on the bottom left to add a non-resident parent. You can add more than one non-resident parent depending on if you have more than one student. Just click your student's name that relates to that non-resident parent. If you are not adding anyone simply check the "I have completed...." box and move to the next form.



**Health Form.** You will need to fill out one per student. Your student's name will appear at the top left corner of the page. Please be mindful when you are filling out this form, regarding correct student information. Giving as much information as possible will ensure your student will receive the best care. When all the questions are answered you will type your name at the bottom for your electronic signature, click the "I have completed" box then "next" to continue.

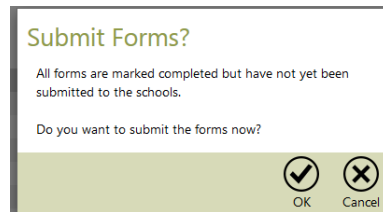


When you get to your last page the "NEXT" button will turn gray. You will need to click the "RETURN TO LIST" button. When you return to your list, and all forms are completed, a box will pop up stating "All forms are marked completed but have not yet been submitted to the schools. Do you want to submit the forms now?" By clicking OK your forms will be submitted and you will have completed your Online Verification. When you return to your home page the "Pink" tile will no longer be pink.



- If you do not receive this message then click on the "Return to List" button and click on the edit link of the form that is "incomplete". When finished, repeat the process above to submit.

Click "OK" to submit your forms.



### Congratulations!

Your forms have been successfully submitted.

The forms will now be reviewed by the school district. If any changes need to be made, you will receive an email letting you know. Otherwise, you will receive an email telling you the forms have been accepted and the process is complete.

Thank you for using Online Registration.

