



## 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](#)

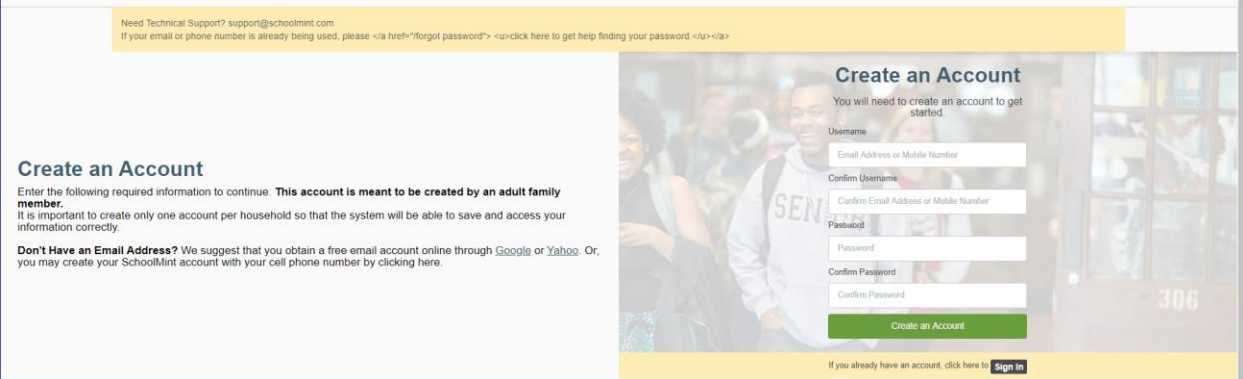
1. Click on **Create an Account**

The screenshot shows the login page for the Guilford County Schools Online Enrollment System. At the top left is the Guilford County Schools logo with the tagline 'SOAR TO GREATNESS'. To the right of the logo is the text 'Online Enrollment System' and 'Welcome to Guilford County Schools!'. In the top right corner, there is a language selection dropdown set to 'English'. Below the header, a yellow banner contains the text: 'Welcome to Guilford County Schools! Please login by entering your username and password below. If you do not remember your login credentials, use the Forgot Username or Forgot Password prompts below.' The main content area is divided into two columns. The left column contains a welcome message and instructions: 'Welcome to the Guilford County Schools Online Enrollment Portal! This portal can be used to: • Enroll your child in school/Complete required forms/Update contact information for you and your family. Create your account by clicking "Create an Account". The Magnet & Choice School application window ended on April 5, 2019. Applications submitted after April 5 will not be included in the initial selection process, but will be considered on a space-available basis.' The right column features a 'Log In' section with a background image of students. It includes input fields for 'Username', 'Email Address or Mobile Number', 'Password', and 'Forgot Username?'. There are also 'Forgot Password?' and 'Ready, Set, Go!' buttons. At the bottom right, there is a link that says 'If you don't have an account, click here to Create an Account'.

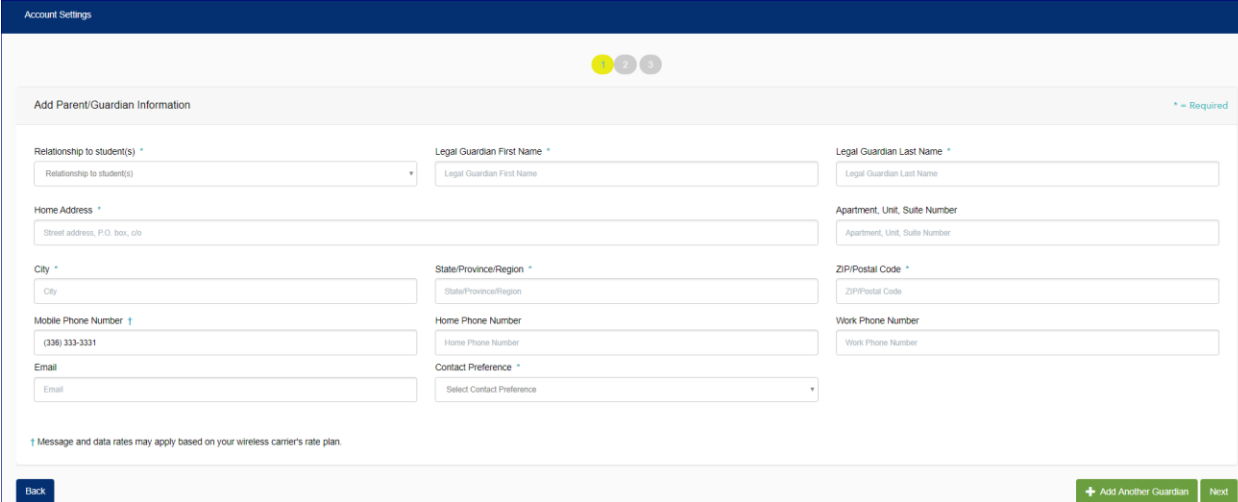
2. Enter the following information, then click **Create an Account**.
  - a. Parent's Email address or Parent's mobile phone number (format as XXXXXXXXXXXX)
  - b. Confirm Parent's email address or Parent's mobile phone number (format as XXXXXXXXXXXX)
  - c. Enter the desired password – Must be at least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

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### d. Confirm the password

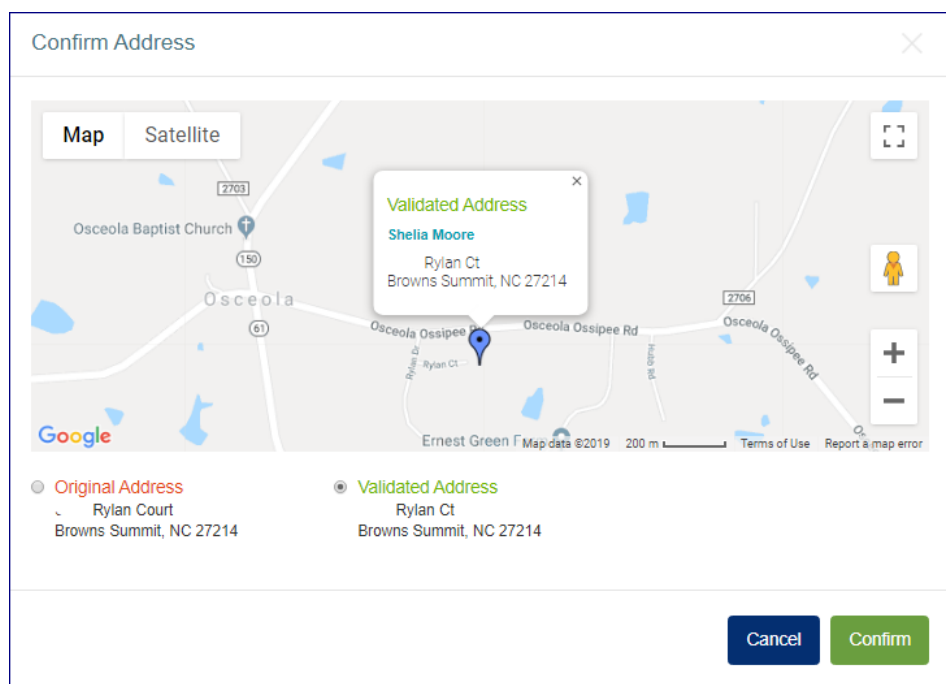


3. Complete the **Add Parent/Guardian Information** screen, then click “**Next**” or, if you want to add an additional parent/guardian, click “**+ Add Another Guardian**”.

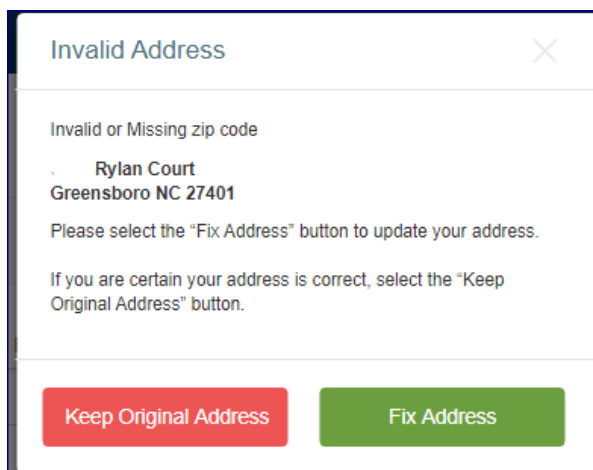


4. Some Parents may receive a “**Confirm Address**” screen. If this screen appears, select the validated address and click “**Confirm**”.

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- 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**.



- 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

**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"/>	<b>Southern Middle</b> ⚠️ - Non-residents may not apply to this school at this time.	6 - 8	9.1 mi	<a href="#">See Map</a>	<a href="#">Website</a>

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.

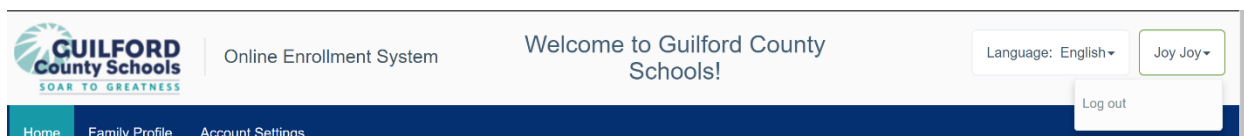


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Enrollment Application  
Enrollment Supplement  
Affidavit of Student in Good Standing  
Military Connected Letter  
Parent Consent  
Health Assessment/Transportation Form  
Request for School Transportation

Cancel Save and Continue Later Submit Forms

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

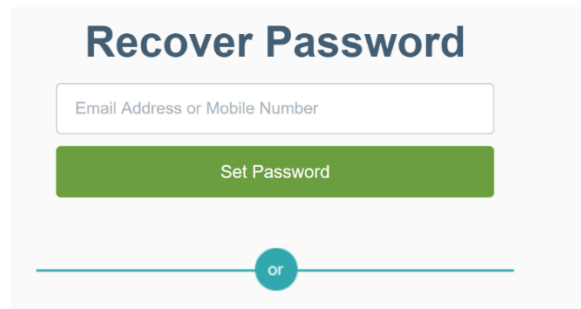
### A. Recovering your Password

#### 1. Click on **Forgot Password**



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

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**Recover Password**

Email Address or Mobile Number

Set Password

or

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

From the Online Enrollment System Website

### B. Recover your Username

- Click on **Forgot Username**



Online Enrollment System Welcome to Guilford County Schools! Language: English-

Welcome to Guilford County Schools! Please login by entering your username and password below. If you do not remember your login credentials, use the Forgot Username or Forgot Password prompts below.

Welcome to the Guilford County Schools Online Enrollment Portal!  
This portal can be used to:  
• Enroll your child in school/Complete required forms/Update contact information for you and your family  
Create your account by clicking "Create an Account". The Magnet & Choice School application window ended on April 5, 2019. Applications submitted after April 5 will not be included in the initial selection process, but will be considered on a space-available basis.

**Log In**

Username  
Email Address or Mobile Number

Forgot Username?

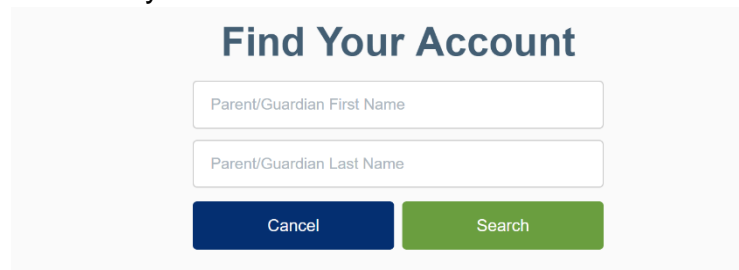
Password  
Password

Forgot Password?

Ready, Set, Go!

If you don't have an account, click here to [Create an Account](#)

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



**Find Your Account**

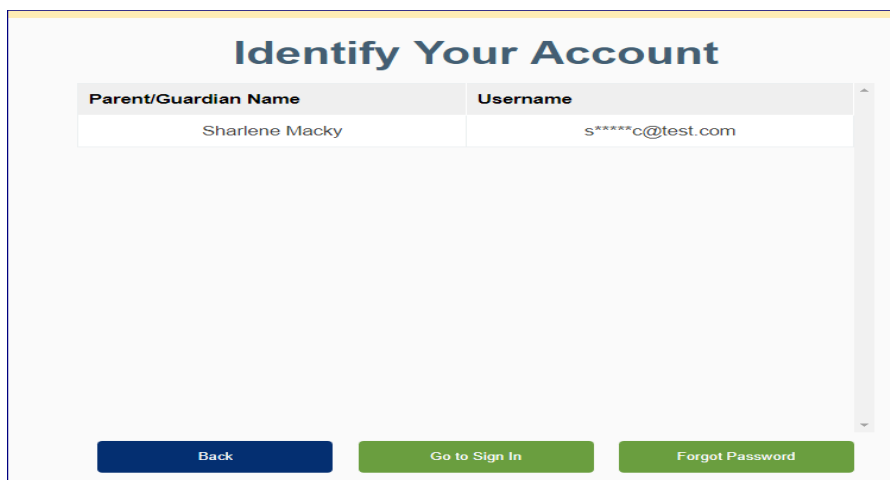
Parent/Guardian First Name

Parent/Guardian Last Name

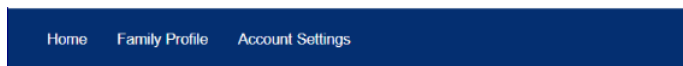
Cancel Search

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

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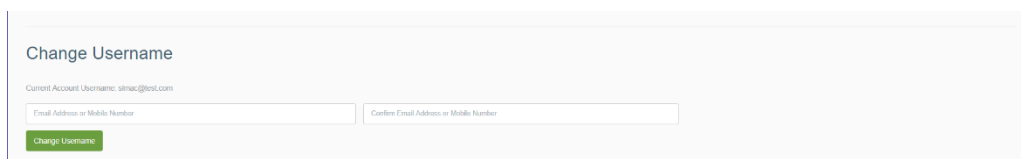


### III: Managing your Online Enrollment System account



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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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	<a href="#">Edit Information</a>

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 dropdw arrow and change your preference > Click **Save**

Edit Guardian

Parent/Guardian Information \* - Required

Relationship to student(s) \*  
Mother

Legal Guardian First Name \*  
S...

Legal Guardian Last Name \*  
M...

Home Address \*  
...lockaway Dr

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

City \*  
Greensboro

State/Province/Region \*  
NC

ZIP/Postal Code \*  
27406

Mobile Phone Number \*  
(336) 322-...

Home Phone Number  
(336) 322-...

Work Phone Number  
(336) 322-...

Email  
smac@test.com

Contact Preference \*  
Email and Text Message  
**Select Contact Preference**  
Email Only  
Text Message Only

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