

Enroll your New to the District Student in 5 Easy Steps

The Online Student Enrollment-New Students page will be displayed.

Step 1 - Enrollment Overview & Student Name Enter the student's name, click **Continue**.

Step 2 - Registration Key

Click the **Request Registration Key**.

Check your email for the requested registration key. Copy the registration key from the email, and paste it in the registration key box, or if your district uses Captcha then type the letters in the box.

Click **Verify**.

You will receive a message that your registration key has been created and verified.

Click **Continue**.

Step 3 - Addresses & Contacts

- Click **Add Address** to enter the home address for your student (both physical and mailing).
- Click **Save Changes**.
- Click **Add Contact** to enter the names of persons to be contacted for this student during school hours.
- Click **Save Changes**.
- Once all needed contacts have been entered, click **Continue**.

Step 4 - Student Information

Click **Enter Student Info.** next to student name.

- Select One Primary Contact for the student.

- Enter all required data for student
 - You must select Yes or No for each Race
 - You may skip Previous Campus/District
 - Upload Forms if applicable
- (use the scroll bar to the right to view more options)**
- Click **Submit to District**.
 - Or, if you have not completed all information and need to continue at a later time click **Save data and submit later**.

Once you click **Submit to District**, the student's registration information is submitted to Moody ISD.

- Click **Continue**.
- At this point you can enroll another student, by selecting the field **Choose Another Student**.
- When **Submit to District** is select you will receive the message, "**Data saved and submitted for district processing. An email has been sent to you with registration information.**"

Step 5 – Final Steps

To complete your registration process, you must visit the district or campus office to deliver and complete any additional paperwork, as required by the district or campus. Failure to complete this step will result in an incomplete enrollment for your student.

Obtain a parent portal ID for each newly enrolled student from the campus of enrollment office staff.

The district will send you your Parent Portal ID

Once you have obtained the parent portal ID for your enrolled student, proceed to page 2.

Steps for **Save data and submit later** process

On "My Accounts" page Under **My New Students**: Name of student with incomplete online enrollment will be displayed.

- Select **Click here to Enroll a New Student for School**.

Select Step 4

- Select the student's name, click **Continue**.
- Select Enter Student Info., next to student name.
- Complete the process.