

# Online Registration Workflow: For Parents (Parent Initiated through the portal)

This lesson will guide users through using the Illuminate Parent Portal to register a student. Parent initiated online pre-registration can be done in two ways:

- **Option 1:** Brand new parents with new students to the district can use an online form to begin the pre-registration process for their children.
- **Option 2:** Parents already with the district that would like to enroll a sibling can use their existing parent portal accounts to pre-registration a new student.

## Option 1: New Parents to the District

Preregister Student [Back To Login](#)

**Contact Information** 1

First Name

Last Name

Email

**Address**

Address

Address 2

City

State CA

Zip

**Students**

2 Add New Student

Submit

To Pre-register your student, type in the URL that you received from the school site into any browser such as Chrome or Firefox.

The url provided by the district will be similar to... \_\_\_\_\_.illuminatehc.com).

1. Fill in the Pre-register student page (pictured above). All information is required and should be filled out completely.
2. Click **Add a Student**, to add student information.

**Students**

**Student Information** 3

First Name

Last Name

Birth Date

**Enrollment**

School

Year

Grade Level

**Add New Student**

4 **Submit**

3. Clicking on **Add New Student** will allow you to fill in info for your student. Once done and IF you are registering multiple students at once, clicking on **Add New Student** again *will let you preregister a new student (repeat as needed)*.

4. When done entering information for all students, click **Submit** to submit the whole pre-registration form for ALL students.

Create Parent Account
[Back To Login](#)

Pre-registration was successfully submitted. District staff will review your submission and will notify you through email once the review process is complete and your child has been assigned to a school. Once this is completed you will be able to continue the pre-registration process online. ✕

**First Name**

**Last Name**

**Email**   
This email will be used as your username when log in on.

**Phone**

**Access Code**  
If you do not have an access code, please contact your school district to receive one.

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**Access Code**

**Password**

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**Password**

**Confirm Password**

Submit

You will receive a green confirmation message on screen. Look for the email in your inbox immediately.

**Illuminate Education**

To: r [redacted]  
 Reply-To: noreply@illuminateed.com  
 Parent Portal Access Information

Inb

**Parent Portal Registration Information**

Kindly click on the registration link to register and use the information below to fill out the registration form

Registration Link

First Name

Last Name

Access Code

Email

The email will look similar to the above. Follow instructions.

## Once you've received your access code:

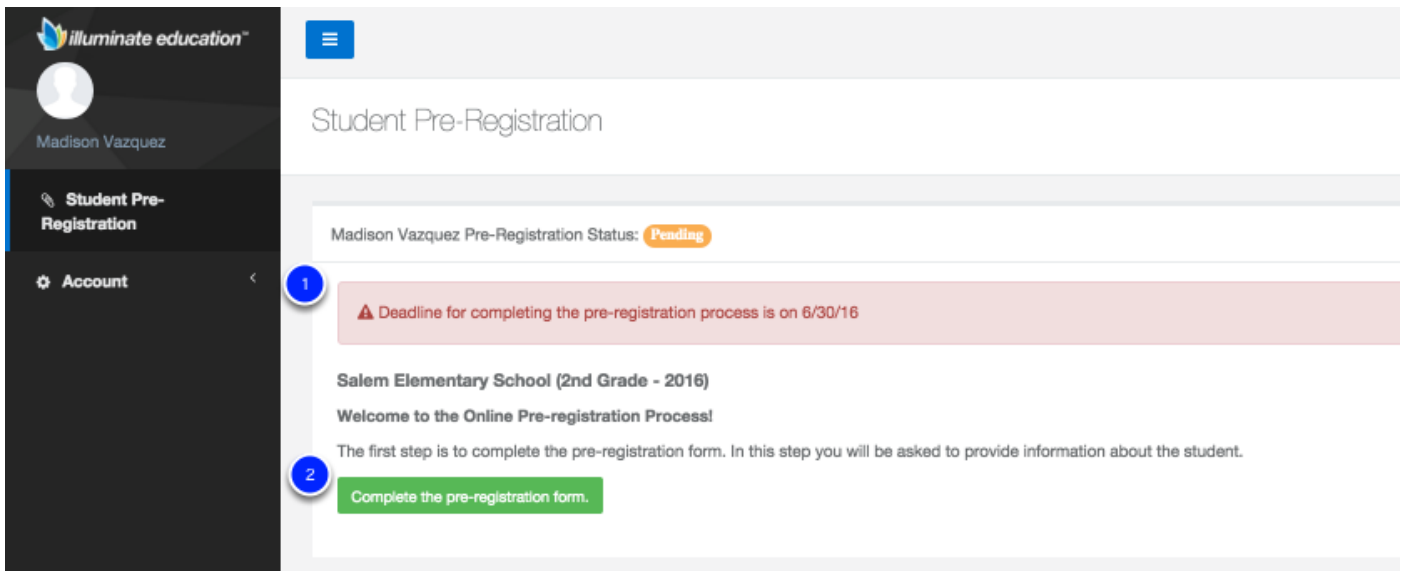
The screenshot shows a web form titled "Create Parent Account" with a "Back To Login" link in the top right. The form is divided into several sections:

- Step 1:** A group of four input fields labeled "First Name", "Last Name", "Email", and "Phone". Below the "Email" field is a note: "This email will be used as your username when log in on."
- Access Code:** A section with the heading "Access Code" and a note: "If you do not have an access code, please contact your school district to receive one." Below this is an input field for the "Access Code".
- Step 3:** A section with the heading "Password" containing two input fields: "Password" and "Confirm Password".
- Step 4:** A large blue "Submit" button at the bottom of the form.

Blue circular callouts with numbers 1, 2, 3, and 4 are placed to the left of the form to indicate the sequence of steps.

Click the link to the Portal in the email you received then...

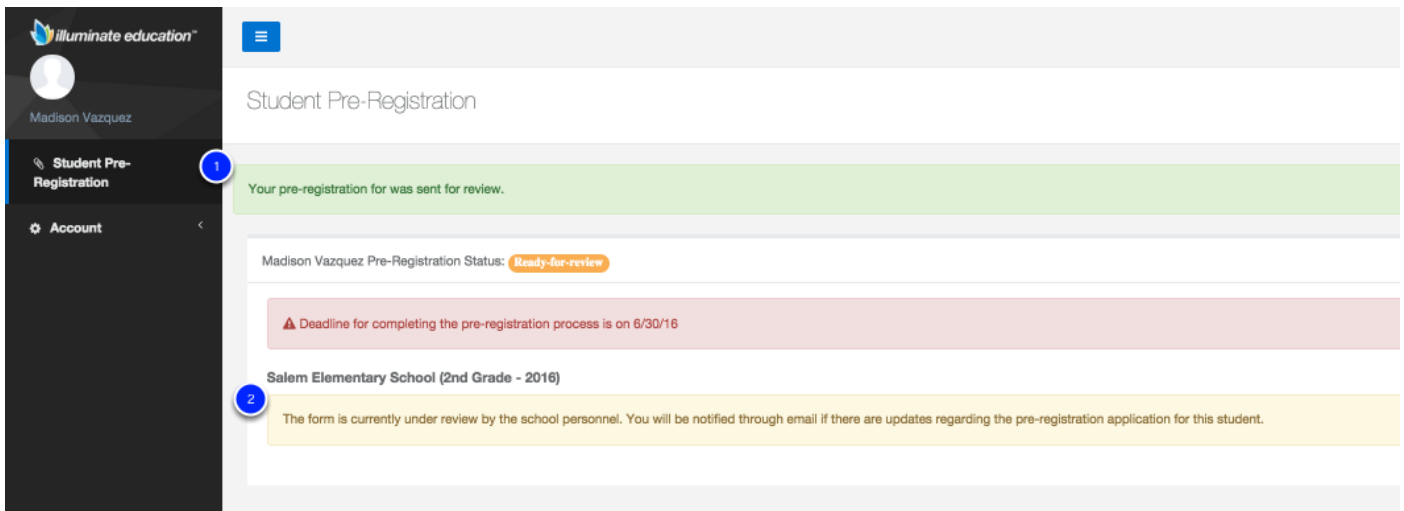
1. Enter your First and Last Name as well as the email that you used on the Preregister page
2. Enter your Access Code provided in the email sent to you by Illuminate.
3. Create a Password.
4. Click **Submit**.



1. Note the deadline for filling in the pre-registration information.
2. Click **Complete the pre-registration form.**

## The Form

Fill in all pages of the registration form and **Save** your work as you go. When you get to the last page of the form click **I'm Finished. Submit Now.** The district will review the submitted information and contact you to let you know the status of your registration application.



1. A green message will confirm that your registration application was sent for review.
2. A yellow message will give further instructions.

## If your District is using Boundary Verification/ “Find a School” Feature Based on Home Address

A screenshot of the 'Students' form. The 'Student Information' section includes fields for 'Legal First Name' (callout 1), 'Legal Last Name' (callout 2), 'Birth Date' (callout 3), and 'Enrollment Year' (a dropdown menu with 'Select Academic Year' and callout 4). The 'Enrollment' section contains a paragraph of text and a 'Find a School' button (callout 5).

Parents will follow the same steps as noted above, however, the process for selecting a child’s school is a little different. Parents will be able to use their home address and child’s birthdate to receive their local school(s) automatically based on district attendance boundaries.

1. Enter the student's **Legal First Name**.
2. Enter the student's **Legal Last Name**.
3. Enter the student's **Birth Date**.

4. Select the **Enrollment Year**.

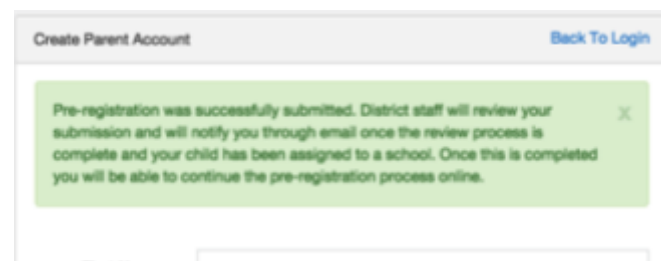
5. Click **Find a School**.

5. Con't- Once you've clicked **Find a School**, it will be auto filled for you under Local School(s) based on your current address and that is within district attendance boundaries.

6. If you'd like administration to consider another school for you in the district you can also select **Other Preferred** school. Note that not all districts have open or shared school boundary options.

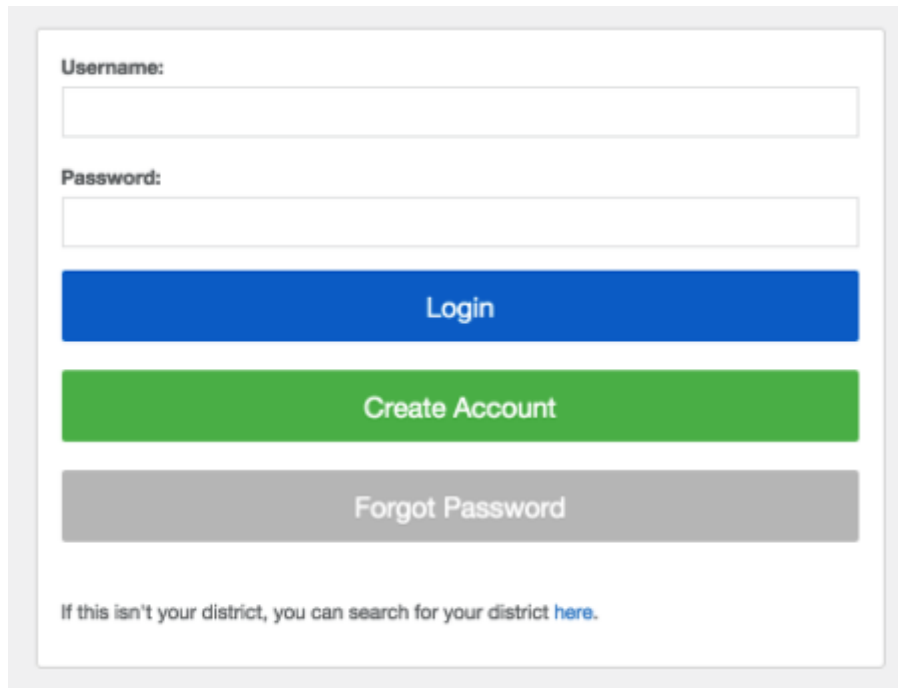
7. Select the student's **Grade Level**.

8. Click **Submit**.



You will receive a green confirmation message on screen. Look for the email in your inbox and follow the steps presented.

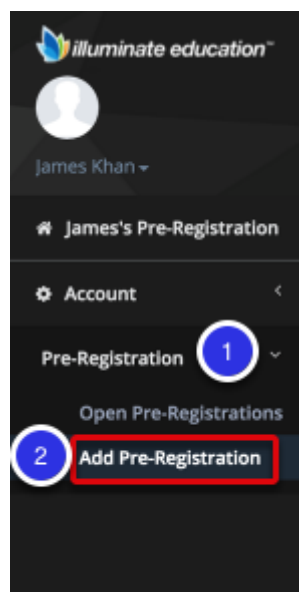
## Option 2: Current Parents with a Sibling Pre-Registration



A login and account creation form with the following elements:

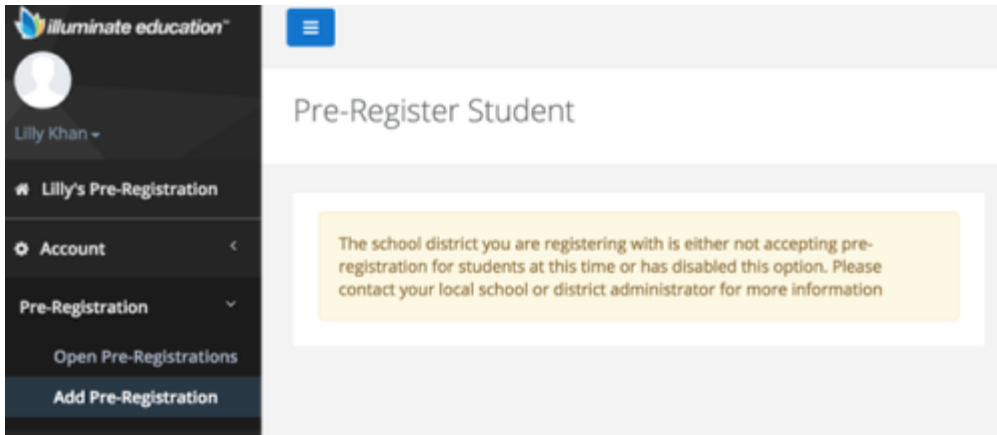
- Username:** A text input field.
- Password:** A text input field.
- Login:** A blue button.
- Create Account:** A green button.
- Forgot Password:** A grey button.
- Footer:** Text that reads "If this isn't your district, you can search for your district [here](#)."

Log into your District's Illuminate Home Connection Portal.

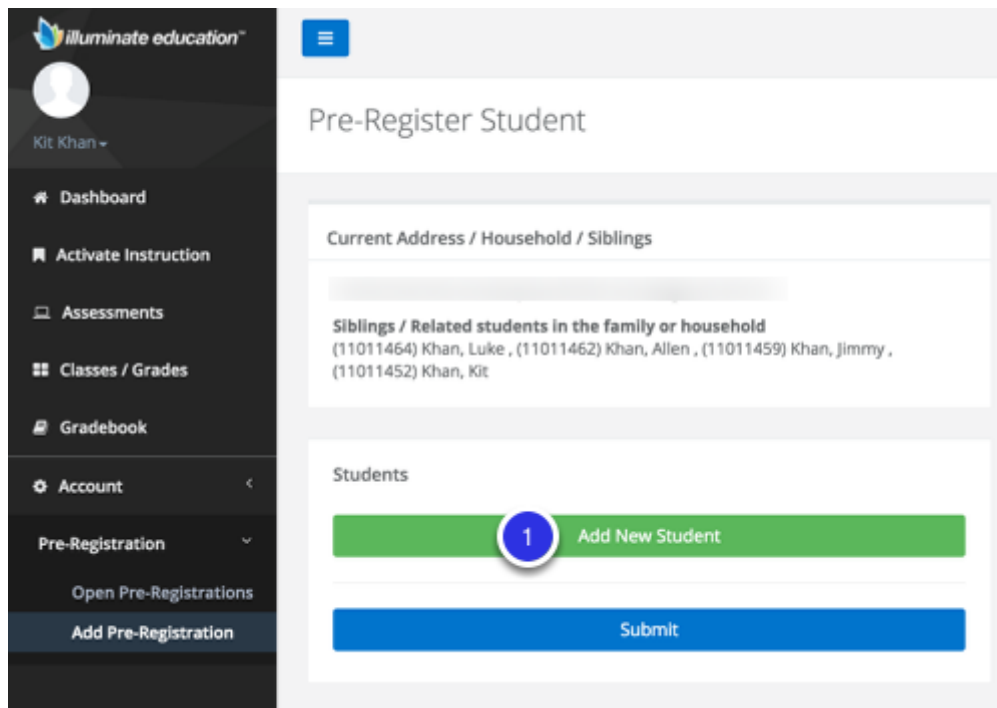


1. Once you've logged in, select **Pre-Registration** from the side bar.
2. Then, click **Add Pre-Registration**.





Note: If the district has not opened pre-registration, when you click on **Add Pre-Registration** you will see the message displayed above.



Your current household address and related students will display at the top of the page.

1. Click **Add New Student**.

Students

**Student Information**

Legal First Name

Legal Last Name

Birth Date

Enrollment Year

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Enrollment

School

Grade Level

Add New Student

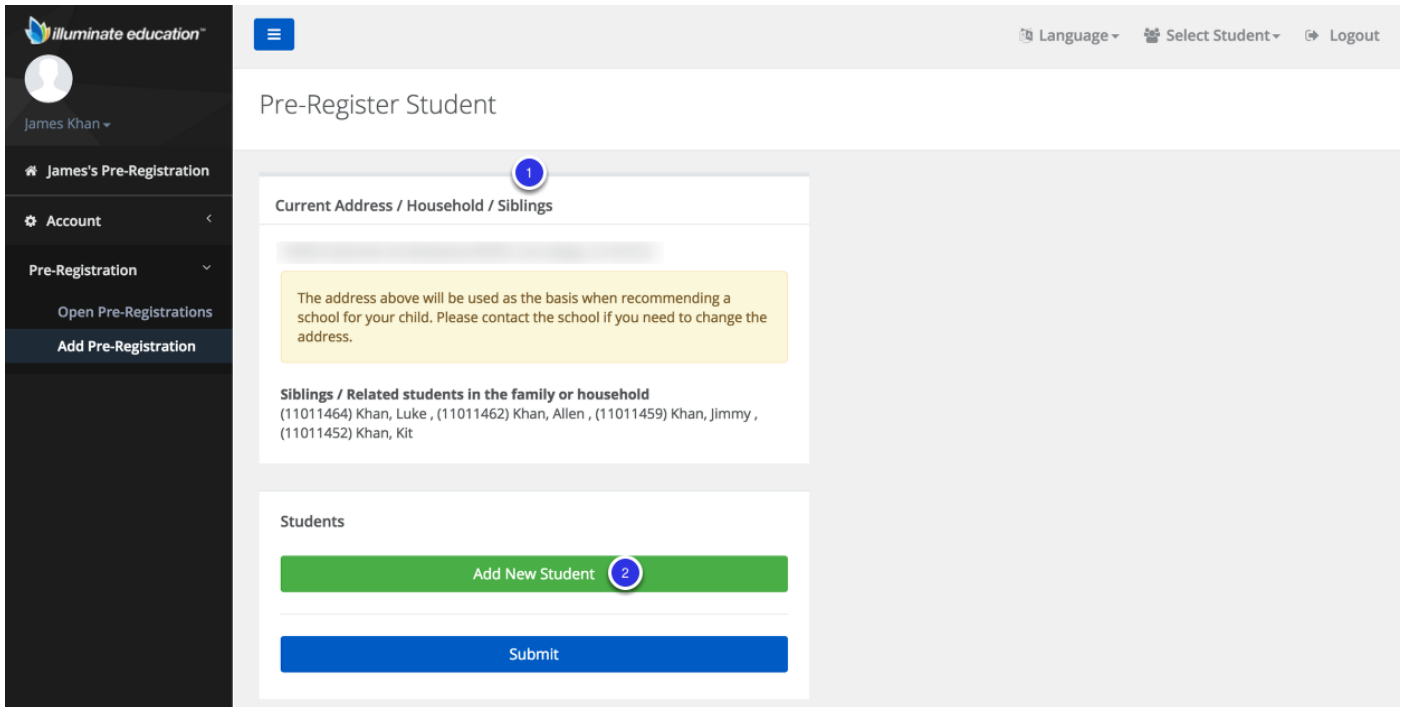
1. Enter the student's **Legal First Name**.
2. Enter the student's **Legal Last Name**.
3. Enter the student's **Birth Date**.
4. Select the **Enrollment Year**.
5. Select the student's **School**.
6. Select the student's **Grade Level**.
7. Click **Add New Student**.

The screenshot shows the 'illuminate education' portal interface. On the left is a dark sidebar with navigation options: Dashboard, Activate Instruction, Assessments, Classes / Grades, and Gradebook. The user is identified as 'Kit Khan'. The main content area has a header 'Pre-Registration List' and a green success message: 'Pre-registration was successfully submitted!'. Below this is a table with two columns: 'Student' and 'Pre-Registration Status'.

Student	Pre-Registration Status
James Khan	Pending
Sally Khan	Pending

You will receive a green success message at the top of the page and are now on the **Open Pre-Registrations** page, where you can see all student's pre-registration status'.

# If your District is using Boundary Verification/ “Find a School” Feature based on Home Address



1. Your current household address and related students will display at the top of the page. This address will be used to recommend a school for the new student being added.

2. Click **Add New Student**.

## Current Address / Household / Siblings

The address above will be used as the basis when recommending a school for your child. Please contact the school if you need to change the address.

### Siblings / Related students in the family or household

(11011464) Khan, Luke , (11011462) Khan, Allen , (11011459) Khan, Jimmy , (11011452) Khan, Kit

## Students

### Student Information

Legal First Name

1

Legal Last Name

2

Birth Date

3

Enrollment Year

Select Academic Year

4

### Enrollment

To find a school(s) based on your student's age and home address use the search below. You will not be able to submit the pre-registration form until a school is selected. Once your local school(s) is found based on address, you will also have the option of selecting an alternative or other preferred school site for district administration to consider.

Find a School

5

1. Enter the student's **Legal First Name**.
2. Enter the student's **Legal Last Name**.
3. Enter the student's **Birth Date**.
4. Select the **Enrollment Year**.
5. Click **Find a School**.

Students

**Student Information**

Legal First Name:

Legal Last Name:

Birth Date:

Enrollment Year:

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**Enrollment**

Local School(s):

Other Preferred:

Grade Level:

Add New Student

Submit 8

5. Con't- Once you've clicked Find a School, it will be auto filled for you under Local School(s) based on your current address and that is within district attendance boundaries.

6. If you'd like administration to consider another school for you in the district you can also select **Other Preferred** school. Note that not all districts have open or shared school boundary options.

7. Select the student's **Grade Level**.

8. Click **Submit**.

illuminate education™

Kit Khan

- Dashboard
- Activate Instruction
- Assessments
- Classes / Grades
- Gradebook

Pre-Registration List

Pre-registration was successfully submitted!

Student	Pre-Registration Status
James Khan	Pending
Sally Khan	Pending

You will receive a green success message at the top of the page and are now on the **Open Pre-Registrations** page, where you can see all student's pre-registration status'.