



# How to ... Online Registration – New Student

**THIS FORM MUST BE COMPLETED BY A CUSTODIAL PARENT OR GUARDIAN.**

Enrollment must be verified by the school before officially being enrolled.

<b>Step 1:</b>	Create Profile for Online Application
<b>Step 2:</b>	Enter all Required Information
<b>Step 3:</b>	Confirm and submit

**Step 1.** Select your preferred language and Registration Option then click NEXT.

The screenshot shows the 'Infinite Campus Online Registration' header with language options: English | Español | العربية | Français | Korean | Chinese | Portuguese | Russian. Below, it asks 'What are you registering for?' with radio buttons for 'Current Year 2021-22' and 'Next Year 2022-23'. A blue 'Next' button is at the bottom.

Create an online account based on the information from the person completing this process.

The form contains the following fields and instructions: 'Registration Year' (Next Year 2022-23), 'Parent/Guardian First Name', 'Parent/Guardian Last Name', 'Parent/Guardian Email Address' (example: user@example.com), and 'Verify Email Address' (example: user@example.com). It includes a dropdown menu for school attendance and a CAPTCHA image with the text 'Please type the letters and numbers you see displayed below. If you cannot read the letters and numbers, please click the blue wheel beneath the image to receive another image.' A blue 'Begin Registration' button is at the bottom.

The message reads: 'Thank you for starting the Online Registration process. The email address you entered will receive an email shortly. That email will contain a link that will lead you to the official registration page. Thank you.'

You will receive an email containing a link to the official registration page at the email address that you entered

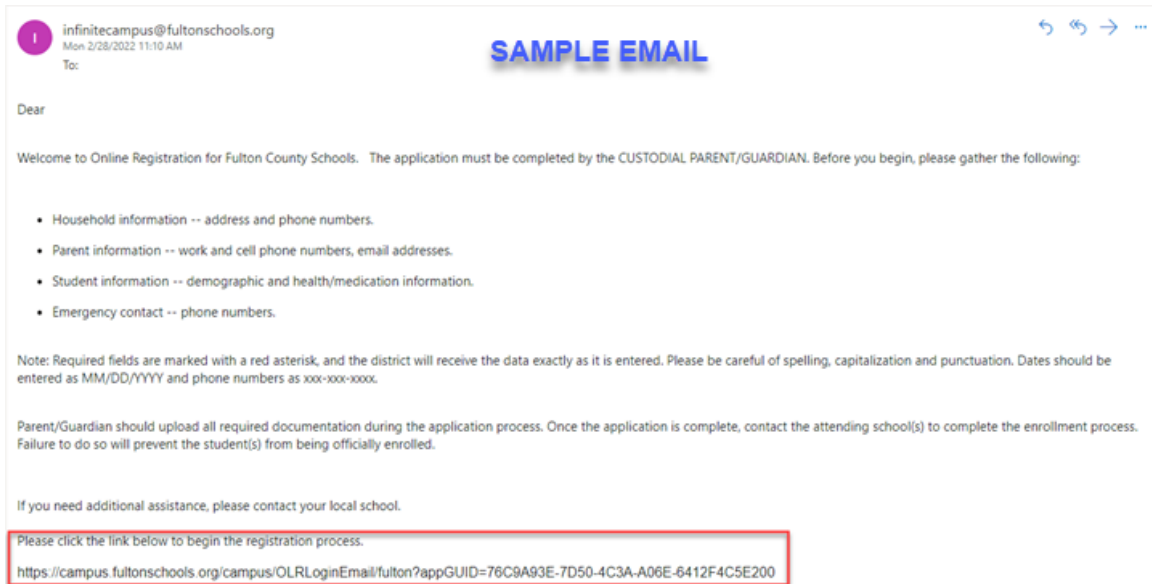
- The email will come from InfiniteCampus@fultonschools.org.
- If you are using a Gmail account, you will need to check both your Spam and Junk folders.



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**Step 2.** Before beginning the process, verify that you live within the zone for Fulton County Schools.

**A.** Click on the hyperlink in the email.



**B.** Select preferred language



Application Number

العربية | Chinese | English | Français | Korean | Portuguese | Russian | Español

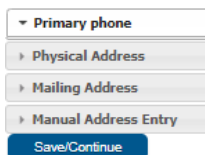
**C.** Confirm submitter identity



**D.** Begin application (*take note of the application number as you will need to provide that number to the school to complete the process*). Complete the information in each tab. Any incomplete information will show up in red.

All required questions have a **red asterisk (\*)**

**Student(s) Primary Household Tab** - Enter the information in all four (4) sections. Click next to move to next section





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- Physical Address** - As you enter the house number, potential addresses will appear in the box. If your address is listed, select the address.

If address not listed, follow instructions in the box. Click Next and complete the remaining information regarding the addresses especially mailing if different that physical address. Press **SAVE/CONTINUE Parent Guardian Tab**

- Parent Guardian Tab** - Complete the information for all parent(s)/guardian(s).
  - All information with a **red asterisk (\*)** is required.
  - Add all parents and guardians for the student. This includes if the student does or does not live with the guardian. Confirm information entered is correct.

Confirm all Parent(s)/Guardian(s) are listed and click **SAVE/CONTINUE**

**Parent/Guardian**

First Name	Last Name	Gender	Completed
Robin	Lewis	F	<span>Edit/Review</span>

Please list all primary Parent/Guardians in this area.

**Yellow** - Indicates that person is missing required information. Select the highlighted row to continue.

**✓** - Indicates that person is completed.

Add New Parent/Guardian

Back Save/Continue



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- ✚ **Emergency Contacts** - Enter ALL emergency contact information of individuals OTHER THAN parent/guardian. This includes name, gender, and phone as required information. Enter only emergency contacts that have authorization to pick up the student if parent/guardian is not available. **Please list in the order of priority.** Up to 4 emergency contacts may be listed

✓ Student(s) Primary Household > ✓ Parent/Guardian > **Emergency Contact** > ✓ Student > Completed

### Emergency Contact

First Name	Last Name	Gender	Completed	
Sally	Smith	F	✓	<a href="#">Edit/Review</a>

Please enter emergency contact information.

**Please note:** If the school is unable to reach a parent/guardian in the event of **AN EMERGENCY**, emergency contacts will be called in order of priority.

Proper identification will be required before a student is released to emergency contacts.

**Yellow** - Indicates that person is missing required information. Select the highlighted row to continue.

✓ - Indicates that person is completed.

The maximum number of Emergency Contacts is 4

[Add New Emergency Contact](#)

- ✚ **Student** - Please enter all the information for each student you want to enroll. You can enter all your students within the same Online Registration process. Select NEXT to move between sections.

✓ Student(s) Primary Household > ✓ Parent/Guardian > ✓ Emergency Contact > **Student** > Completed

### Student

First Name	Last Name	Gender	Completed	
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Please include all students that need to be enrolled.

**Yellow** - Indicates that person is missing required information. Select the highlighted row to continue.

✓ - Indicates that person is completed.

[Add New Student](#)

Review each section carefully. All required questions have a **red asterisk (\*)** After entering the information for all students, click Save/Continue and affirm the information is correct.

## Step 3. Review information and submit.

For all students, after form is submitted online, parent must contact the attending school with application number for directions on final steps needed to complete the registration process.