

Directions for Registering a New Student

Visit [School Engage](#) and complete the following steps:

1. If you have not yet created an account, click "Create new account?" to create a new account
2. To finish creating a new account, enter the required information and click "Register"
 - **Note: A valid email address will be required to complete the signup procedure**
3. Once you have registered, log into SchoolEngage and click the "Add Student" button to add a new student, then fill in their information.
 - **Important - all fields other than the ASN are required. The school will fill out the ASN itself after registration is complete.**
4. Click the Graduation Hat icon and choose the student you added to see a list of forms.
5. If you are registering a new student (one who has never existed in the division) please fill out the form "**A.3) Registration Form - Online Learning.**"

The school will then typically follow up within two weeks.