

## Online Registration Instructions

### 1. Create an account:

For the current school year please access this form:

<https://secure.infosnap.com/family/gosnap.aspx?action=13775&culture=en>

For the next school year please access this form:

<https://secure.infosnap.com/family/gosnap.aspx?action=13775&culture=en>

The screenshot shows a web browser window with the URL <https://secure.infosnap.com/family/CreateAccount?ReturnUrl=https%3A%2F%2Fsecure.infosnap.com%2Ffamily%2Fdirection&AutoLogOut=Fall>. The page title is "Create an Account" and it features the Newton Public Schools logo. The main heading is "Create an Account". Below this, there is a paragraph of instructions: "Enter the following required information to continue. This account is meant to be created by an adult family member. It is important to create only one account per household so that the system will be able to save and access your information correctly." A link is provided: "Don't Have an Email Address? We suggest that you obtain a free email account online through [Google](#) or [Yahoo](#)." The form has three sections: "Profile" with "First Name" (Mary) and "Last Name" (Decker) fields, and "Daytime Phone" (9733837392) with a note "Used to provide support, if requested. Enter entire number, including area code." The browser's taskbar at the bottom shows the time as 2:47 PM on 1/22/2018.

Please enter **your** first name, last name, phone, email address and create a password. Please remember your password as you will need this to update information in following years. Your id will be your email address. You may login and out as often as you like during the registration process.

## 2. Enter Registration Information - Click on New Student Registration

The screenshot shows a web browser window with the URL <https://secure.infosnap.com/family/home>. The page title is "Dashboard". On the left, there is a section titled "Start a New Form" with a button labeled "New Student Registration 2017-2018". On the right, there is a section titled "Access Online Recommendations" with three bullet points:

- If you have started an Application, you may "Continue a Form in Progress" to access your online recommendations through the Application's Introduction page.
- If you have not started an Application, you must first initiate one under "Start a New Form". You will then be able to begin online recommendations through the Application Introduction page.
- If you have already submitted an Application, you may "View a Submitted Form" to access your online recommendations.

At the bottom of the page, there is a copyright notice: "© 2010 - 2018 PowerSchool, Legal Version: 2.221.0.0". The system tray shows the date as 1/22/2018 and the time as 2:47 PM.

## 3. Add your student

Please enter your **student's** first name, last name, Date of Birth and click Add Student:

The screenshot shows a web browser window with the URL <https://secure.infosnap.com/family/directionaction>. The page title is "New Student Registration 2017-2018". The form is titled "Add Student" and contains three input fields:

- First Name
- Last Name
- Date of Birth  
*enter as "mm/dd/yyyy"*

Below the input fields is a green button labeled "Add Student". The system tray shows the date as 1/22/2018 and the time as 2:49 PM.

4. Please follow the directions on the each screen for filling out the requested information.

The screenshot shows a web browser window displaying the 'Introduction' page of the Newton Public Schools online new student registration system. The browser's address bar shows the URL: <https://secure.infosnap.com/family/actionForms/index>. The page header includes the Newton Public Schools logo and navigation links for 'Dashboard' and 'Help'. A left-hand navigation menu lists various steps: 'Introduction', 'Forms', 'Student', 'New Student', 'Family', 'Emergency', 'Agreements', 'Document Upload', 'Signature', and 'Review & Submit'. The main content area features the title 'Introduction' and 'Online New Student Registration'. Below the title, a welcome message states: 'Welcome to Newton Public Schools New Student Registration. Please follow the steps below to continue.' This is followed by a numbered list of instructions: 1. Click "Next >" on this page, and enter the information requested by the online forms. (Note: Required fields are marked with a red asterisk, and Newton Public Schools will receive the data exactly as it is entered. Please be careful of spelling, capitalization, and punctuation.) 2. On the "Review" page, check your data before submitting. 3. Click "Submit"! 4. On the submission confirmation page you will have the opportunity to print out a copy of your registration to keep for your records. Note: Once the form is electronically submitted, you will receive an e-mail confirmation. Below the instructions, the page title 'New Student Registration for Additional Students' is displayed. At the bottom of the page, there are 'Previous' and 'Next' buttons. The Windows taskbar at the bottom shows the time as 2:55 PM on 1/22/2018.

You may exit and come back by using the account information you created above. You may move between screens either by clicking next/previous buttons or by clicking on the screen name in the left side navigation.

## 5. Review & Submit

When all sections have been entered, you may review and submit your form.

If any errors are found, they must be corrected before you are able to submit successfully. You will see the following message if errors are found:

**YOU HAVE NOT COMPLETED ALL REQUIRED FIELDS AND MET ALL FORMAT REQUIREMENTS. IN ORDER TO PROCEED, YOU MUST:**

Review your form below, click on each field marked "Required" or "Invalid Format", and complete or correct your information.

The image shows two screenshots of a web browser displaying the 'Review & Submit' page for a student registration form. The browser's address bar shows the URL: <https://secure.infosnap.com/family/ActionForms/Index/8>. The page title is 'Review & Submit' and the user is identified as 'New Student Registration 2017-2018 (Mary)'. The left sidebar contains a navigation menu with the following items: Introduction, Forms, Student, New Student, Family, Emergency, Agreements, Document Upload, Signature, and Review & Submit (which is currently selected).

The main content area displays the following message:

**YOU HAVE NOT COMPLETED ALL REQUIRED FIELDS AND MET ALL FORMAT REQUIREMENTS. IN ORDER TO PROCEED, YOU MUST:**

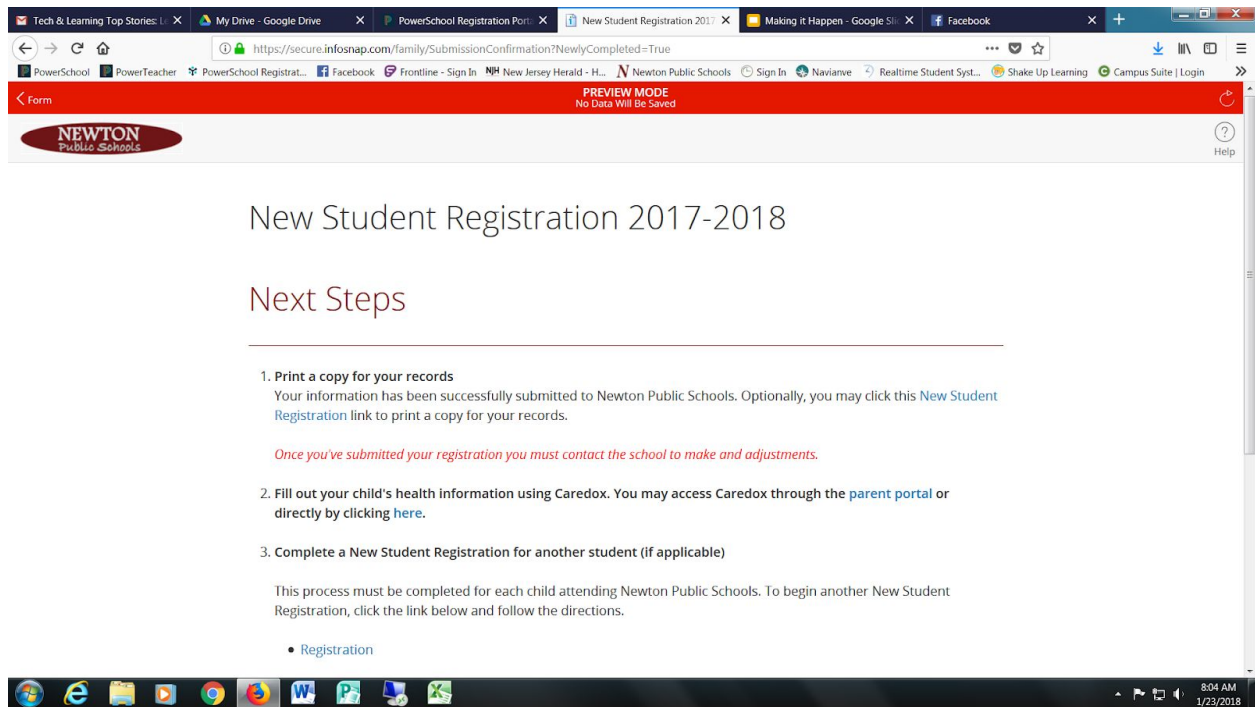
Review your form below, click on each field marked "Required" or "Invalid Format", and complete or correct your information.

The form is titled 'Student Information' and contains the following fields:

- First Name:  (required) [Edit](#)
- Middle Name:
- Last Name:  (required) [Edit](#)
- Gender:  (required) [Edit](#)
- Date of Birth:  (required) [Edit](#)
- Enrolling Grade:  (required) [Edit](#)

At the bottom of the form, there are 'Previous' and 'Submit' buttons. The system clock in the bottom right corner of the browser window shows 2:57 PM on 1/22/2018.

When all errors are correct and you have clicked the submit button, the following screen appears:



Your student has been registered. You may now logout.