

Online Registration Instructions

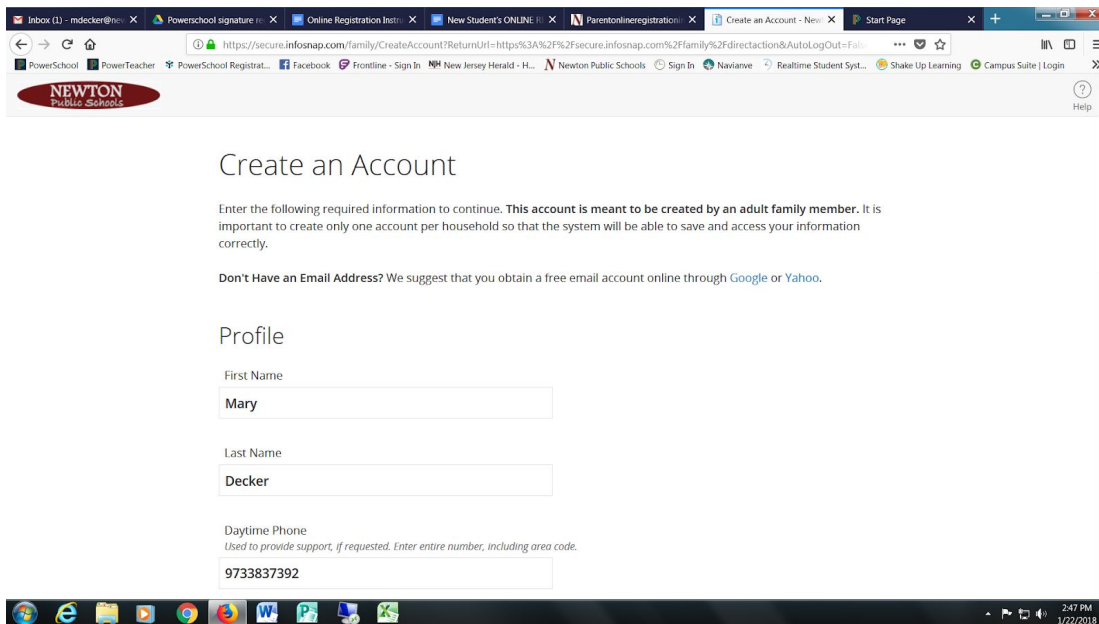
1. Create an account:

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=18352&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 features the Newton Public Schools logo. The form includes the following fields:

- First Name:** A text box containing the name "Mary".
- Last Name:** A text box containing the name "Decker".
- Daytime Phone:** A text box containing the number "9733837392". Below this field is a note: "Used to provide support, if requested. Enter entire number, including area code."

Additional text on the page includes: "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." and "Don't Have an Email Address? We suggest that you obtain a free email account online through [Google](#) or [Yahoo](#)."

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 "Start a New Form" section with a button labeled "New Student Registration 2017-2018". On the right, there is an "Access Online Recommendations" section with the following instructions:

- 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 and time as 2:47 PM on 1/22/2018.

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/direction>. The page title is "New Student Registration 2017-2018". The main heading is "Add Student". Below the heading, there are three input fields:

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

At the bottom of the form, there is a green button labeled "Add Student". The system tray shows the date and time as 2:49 PM on 1/22/2018.

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 system clock 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:

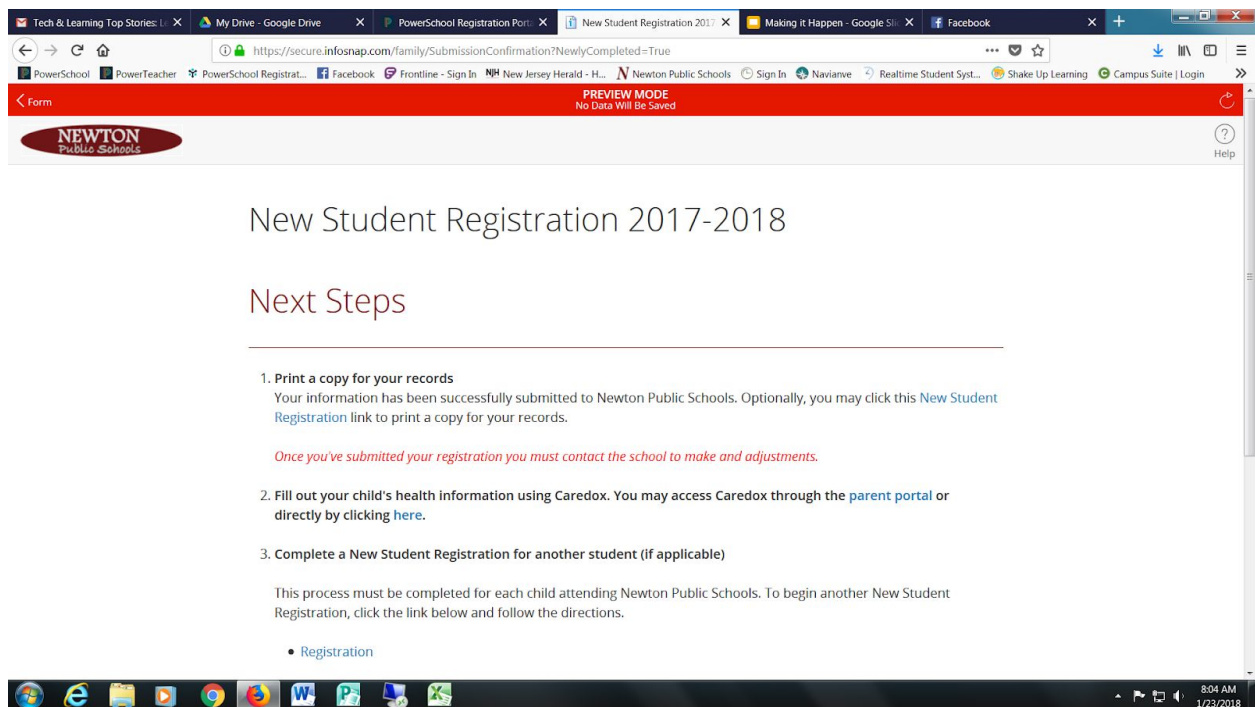
Review your form below, click on each field marked "Required" or "Invalid Format", and complete or correct your information.

The screenshot displays the 'Review & Submit' page for a student registration form. The page header includes the Newton Public Schools logo and navigation links. The main content area features a message indicating that not all required fields have been completed. Below this message, the 'Student Information' section is shown with 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 browser's address bar shows the URL: <https://secure.infosnap.com/family/ActionForms/Index/8>. The system clock in the bottom right corner indicates the time is 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.