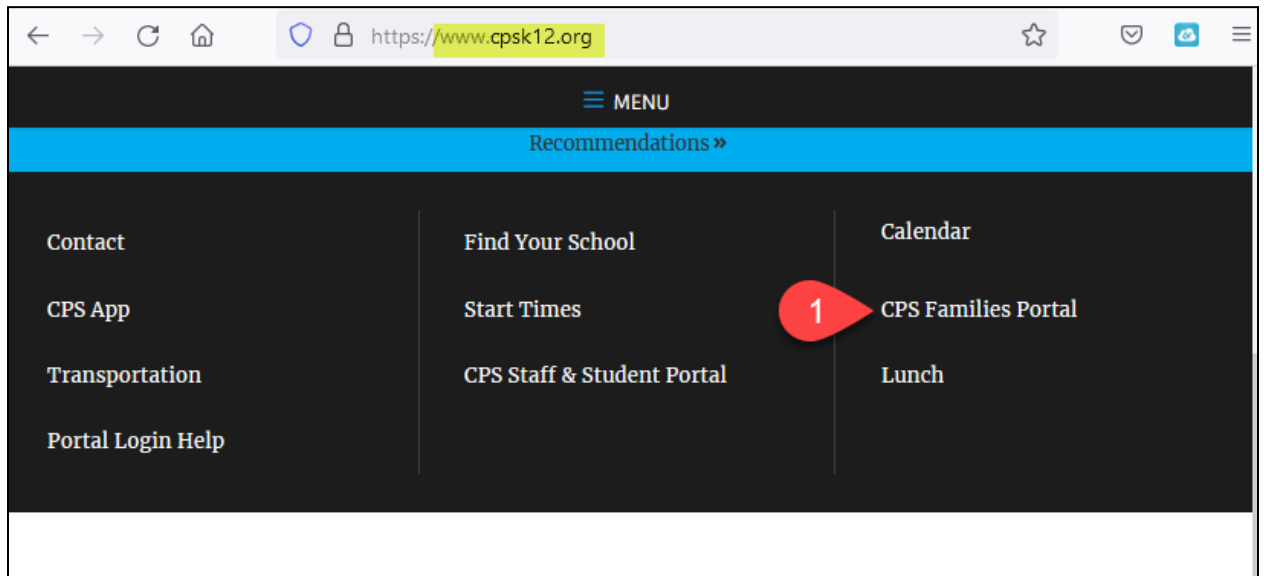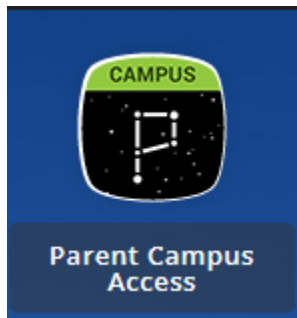# Annual Registration for CPS Families

Steps for families accessing the Annual Registration module for back-to-school verification, acknowledgments, and agreements for their school-age children. If you do not have access to the portal, please contact your child's school for assistance. A directory of school contacts may be found at www.cpsk12.org/Page/14724.

1. Log into the **CPS Families Portal** : visit the CPS website at www.cpsk12.org
   a. If you are having difficulty logging in, consider viewing 'Portal Login Help' as shown on the menu below.

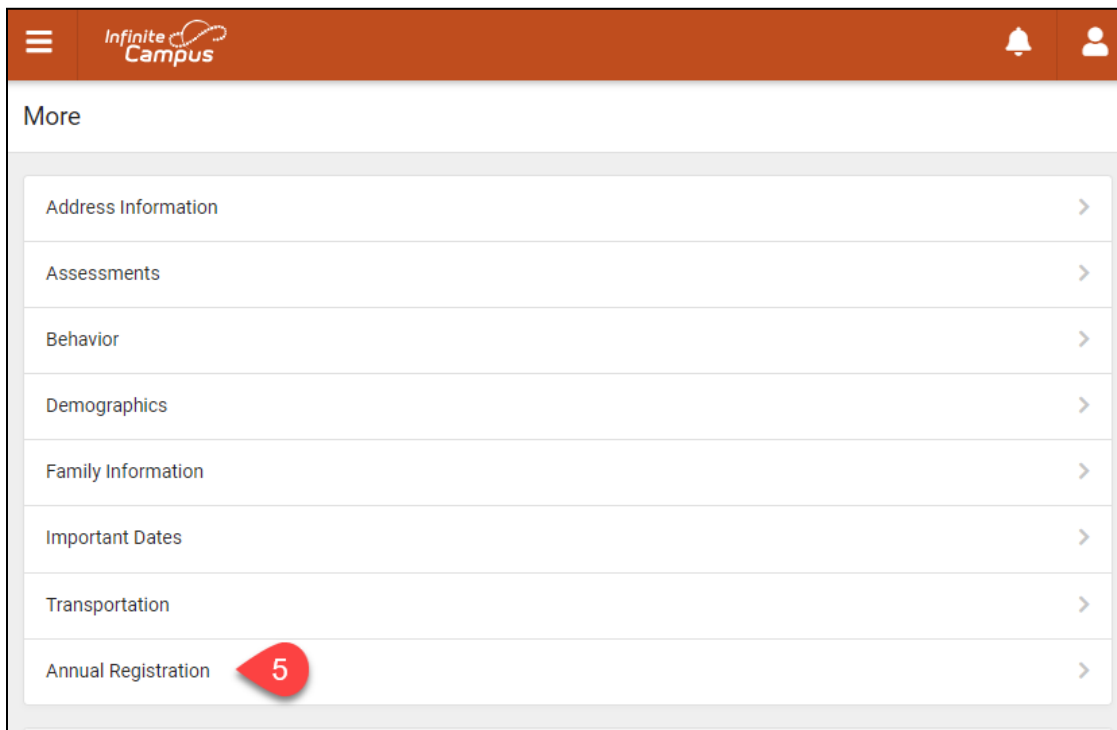Click the CAMPUS PARENT icon:

2. Log into **Campus Parent**

3. Click the three bars in the top left corner to open the menu.
4. Select **MORE**
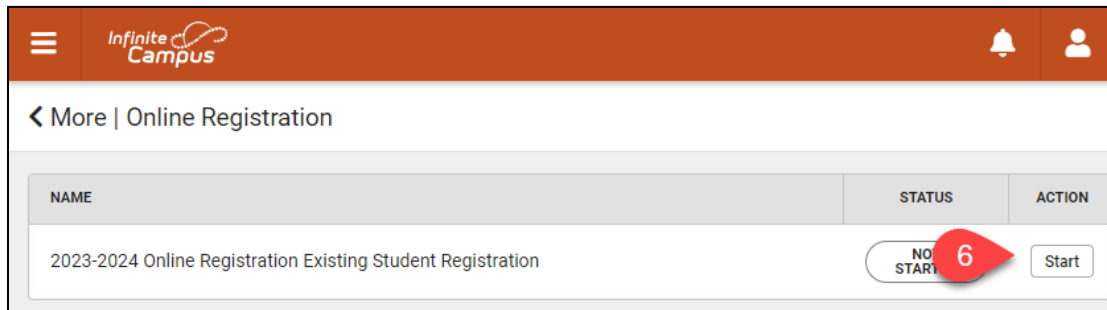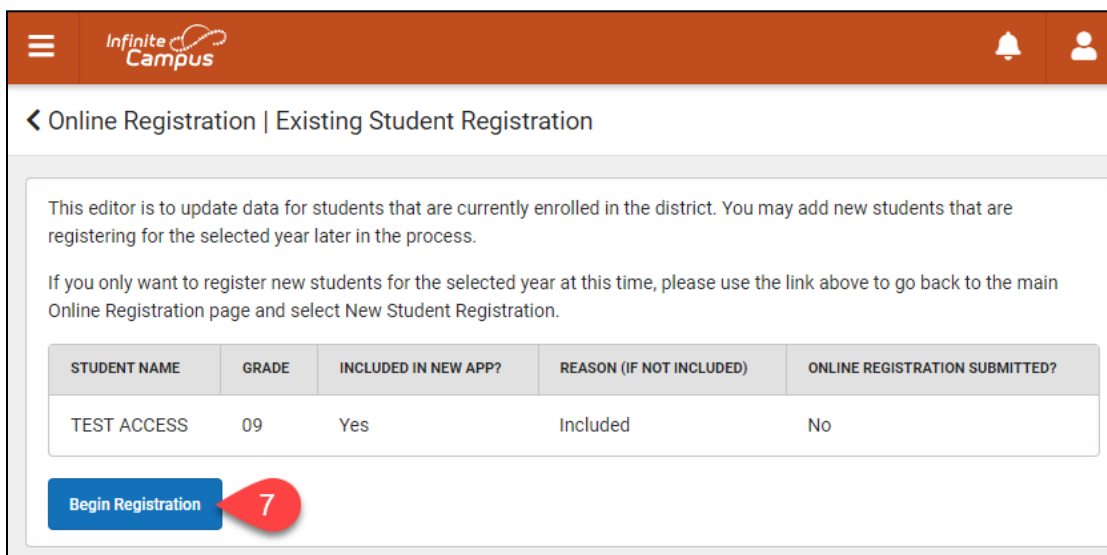

5. Select **Annual Registration**

6. On the 2023-2024 Existing Student Registration line, select **START**.

7. Select **Begin Registration**

8. Verify your identity to begin.

9. Verify the information is accurate for each 'folder' of the form: Household, Parent/Legal Guardian, Emergency Contacts, and Student.

10. Click **NEXT** to view each section within each folder.
11. Click **SAVE/CONTINUE** to move to the next folder.

12. Once you've finished reviewing and updating each section in each folder, click **SUBMIT**.