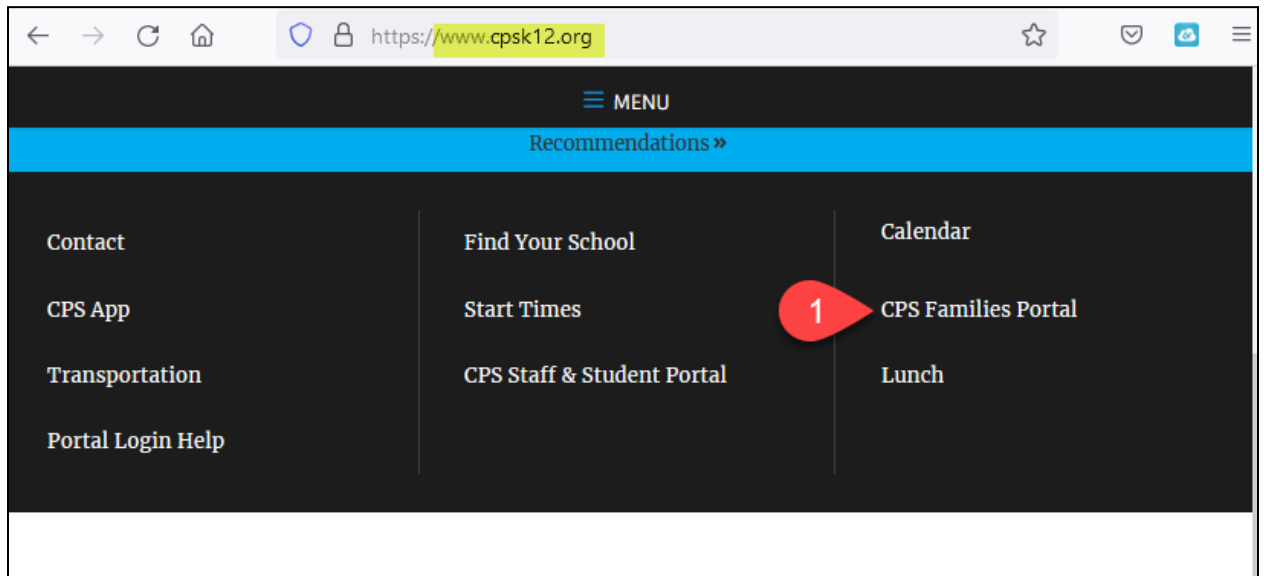


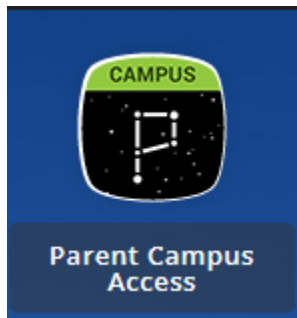
Annual Registration for CPS Families

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**

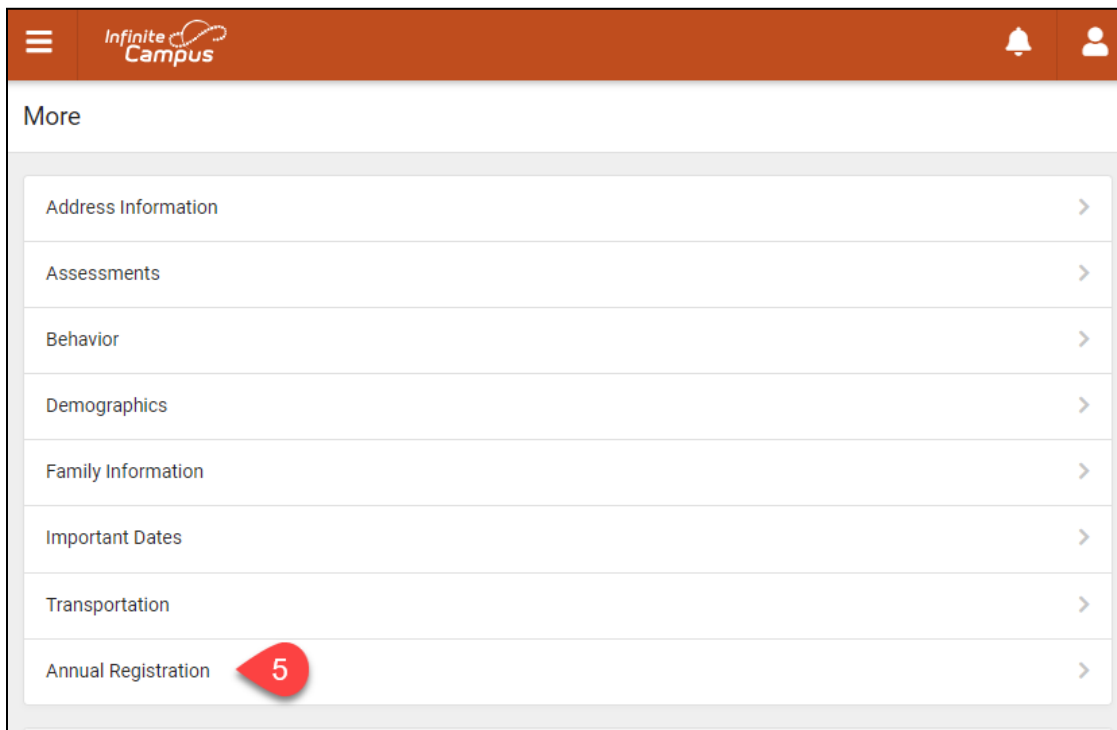
A screenshot of the Campus Parent login page. The page has a green header with the text 'Campus Parent' in white. The main content area is white and contains a login form on the left and an announcements section on the right. The login form has the text 'Columbia 93' above it, followed by 'Parent Username' and a text input field, 'Password' and another text input field, and a blue 'Log In' button. A red callout bubble with the number '2' points to the password field. Below the login form is a 'Help' link. The announcements section has the title 'Announcements' and a dashed box containing a minus sign and the text 'There are no district announcements.'

Annual Registration for CPS Families

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

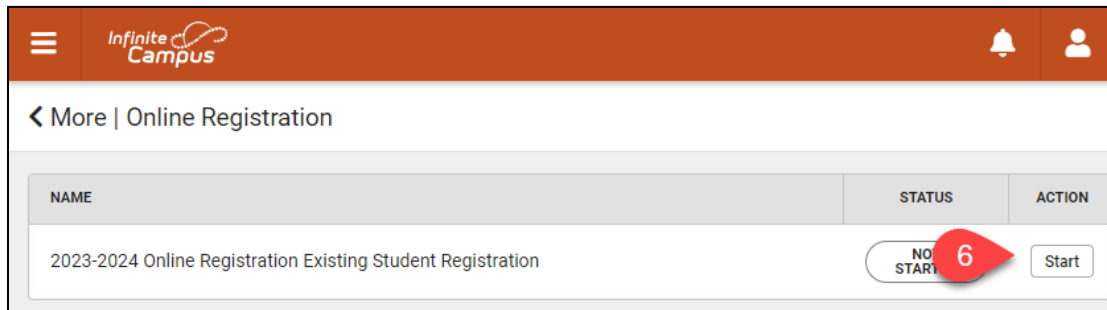


5. Select **Annual Registration**



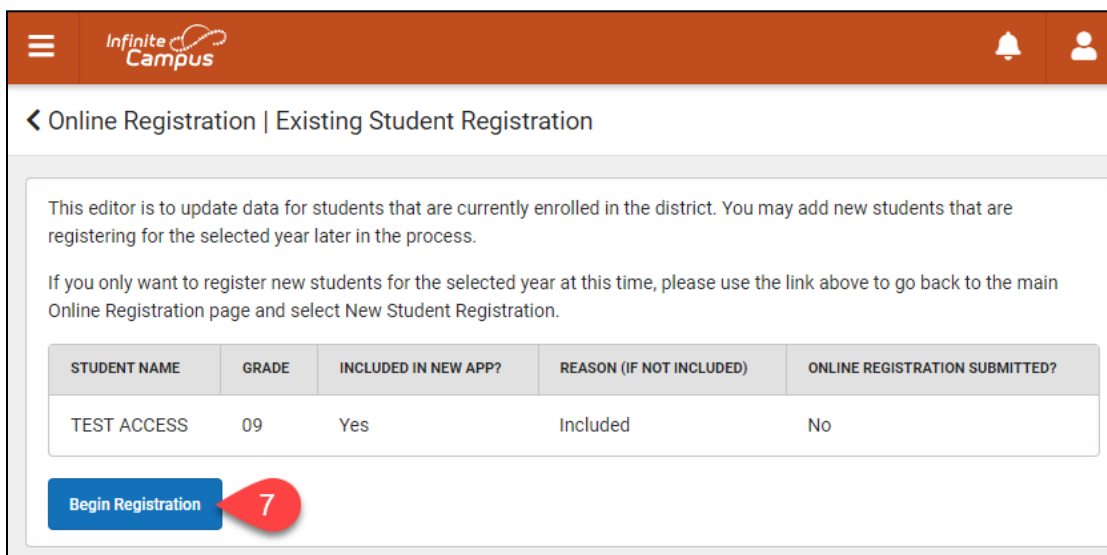
Annual Registration for CPS Families

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



NAME	STATUS	ACTION
2023-2024 Online Registration Existing Student Registration	NO START	Start

- Select **Begin Registration**



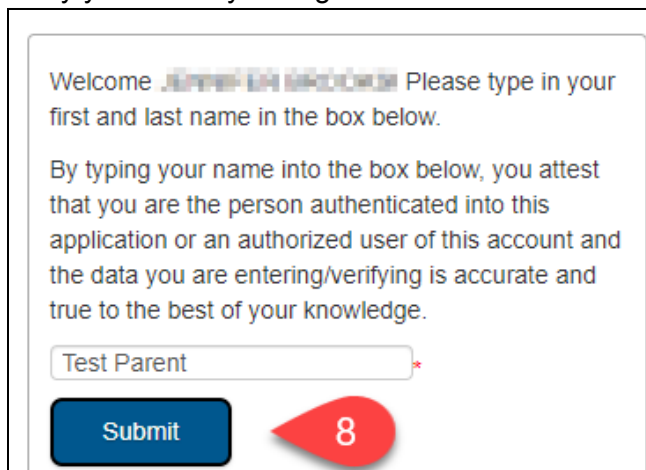
This editor is to update data for students that are currently enrolled in the district. You may add new students that are registering for the selected year later in the process.

If you only want to register new students for the selected year at this time, please use the link above to go back to the main Online Registration page and select New Student Registration.

STUDENT NAME	GRADE	INCLUDED IN NEW APP?	REASON (IF NOT INCLUDED)	ONLINE REGISTRATION SUBMITTED?
TEST ACCESS	09	Yes	Included	No

Begin Registration

- Verify your identity to begin.



Welcome **Test Parent** Please type in your first and last name in the box below.

By typing your name into the box below, you attest that you are the person authenticated into this application or an authorized user of this account and the data you are entering/verifying is accurate and true to the best of your knowledge.

Test Parent

Submit

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

Annual Registration for CPS Families

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

* Indicates a required field

▼ Student(s) Primary Household ► Parent/Legal Guardian ► Emergency Contacts

Student ► Completed

▼ Main Household Phone

Main Phone
(573) 573 - 5735 *

Next ►

Home Address

Mailing Address

Save/Continue

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

* Indicates a required field

✓ Student(s) Primary Household ► ✓ Parent/Legal Guardian ►

✓ Student ► ▼ Completed

You must submit your application by clicking the following button.

Submit