Instructions

1. Logon to Parent Portal.

(Parent Portal can be accessed via our district web page which is www.royaloakschools.org.) Click on “Parents” and then click “Parent Portal.” The system will then prompt you for your pin and password).

If you do not know your logon credentials click “Need Login,” and the system will email your credentials to you.

2. Once logged in, select the “Annual Registration” link (in red)
3. Student and contacts are displayed for review and processing
   a. Select the “register now” button

4. Instructions are displayed on the screen
   a. Select the requested response
   b. Mark the step complete
   c. Select submit button at the top left of the screen

   (Continue doing this process through each prompt).

5. Selecting links opens the documents in new browser tabs to review, download or print
   a. Select the “My Information” tab to continue registration
6. Required responses, if not selected upon submit, will result in an error message being displayed. For example……

The following issues must be addressed before this information may be submitted

Acceptable Use Policy Acknowledgement is required.

   a. To address an error
      – Select the requested response
      – Mark the section complete
      – Select Submit

7. Registration is complete when:
   a. the red Registration Incomplete message no longer appears in the header
   b. steps sections are listed as complete in green highlight

| Registration Section Complete 6/16/2017 3:42:47 PM by EMILY Abrutyn |
| Registration Section Complete 6/16/2017 3:43:19 PM by EMILY Abrutyn |
| Registration Section Complete 6/16/2017 3:43:49 PM by EMILY Abrutyn |
| Registration Section Complete 6/16/2017 5:03:31 PM by EMILY Abrutyn |
| Registration Section Complete 6/16/2017 3:44:08 PM by EMILY Abrutyn |
| Registration Section Complete 6/16/2017 3:44:13 PM by EMILY Abrutyn |
| Registration Section Complete 6/16/2017 3:44:26 PM by EMILY Abrutyn |
8. The last step is to Finalize and Complete. Once you are prompted with this section and submit you are officially done with the process.

Annual Registration Update for
Student Max Abel

Finalize and Complete

Your submission for this student is complete when all visible section checkboxes (at the left) are checked.

By answering yes to the Final Acknowledgement, you indicate your understanding that the Annual Registration process must be completed for each of your children individually, and you affirm the selections indicated above are true and correct to the best of your knowledge.

The selections indicated above are true and correct to the best of my knowledge: yes

Completion Acknowledgement (Parent Initials): ska

☑ Mark this section complete, and click SUBMIT above to proceed