Online Registration Walk-Through

**Step 1:** Pull up a Browser and go Tyler login page. Highlighted in the picture below

**Step 2:** Click on parent tab.
**Step 3:** Log into Tyler. Enter Username and Password. If your student(s) have been enrolled in the Lapwai School District before and you do not know your password, click “Forgot you parent password.” If you are enrolling students for the first time in the Lapwai School District click on “Register New Family.”

![Login Screen](image)

**Step 4:** Families who have successfully logged in continue to **Step 10**. Families who have forgotten their password enter your email in the pop up box after clicking “Forgot your parent password.” Then check your email for a link to reset your password. New families registering please continue on to **Step 5**.
**Step 5:** Select Language of forms. Then click “Next”

**Step 6:** Click ‘Next” on the “Register New Family” pop up that is now on your screen. This is a reminder that this method of registration is only intended for new families enrolling at Lapwai.

**Step 7:** Register a new family login by entering your email address. This email address will now be your username when as a parent log in.

**Step 8:** Check your inbox for an email for a link allowing you to finish New Family Registration. Click on this link.

Emails message should be similar to the one below.

```
Tyler SIS - New Family Registration Link Inbox

Please use the following link to access the New Family Registration page for Lapwai School District #341.
```
**Step 9:** Complete the intake forms for new families that appear after clicking the link found in your email.

*This first form is to be completed by the primary parent of this family*

![First form](image1)

*Click here when finished*

*This second form is to be completed for the family’s primary residence.*

![Second form](image2)

*Click here when finished*
This third form is to be completed regarding the Student’s information.

A pop-up will appear asking if you have any additional students to add. If you do hit cancel and add other students. If not proceed forward.

Enter Password. This will be used with your email when attempting to log in. Then click continue.
Step 10: Parents who have existing logins and have successfully logged in click the “view” hyperlink in the banner at the top of the screen.

Step 11: Complete the following household and individual forms.
Form Reminders

Click "Next" to move to next form in the list or "Return to List" to see all forms

Electronically sign every form by clicking below

"Save" each form after completing.