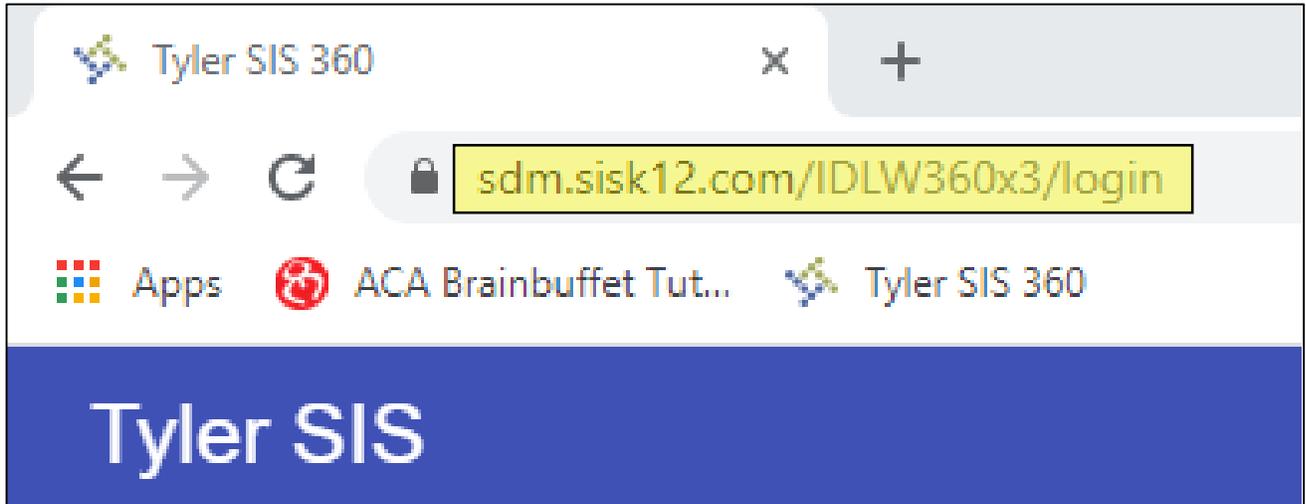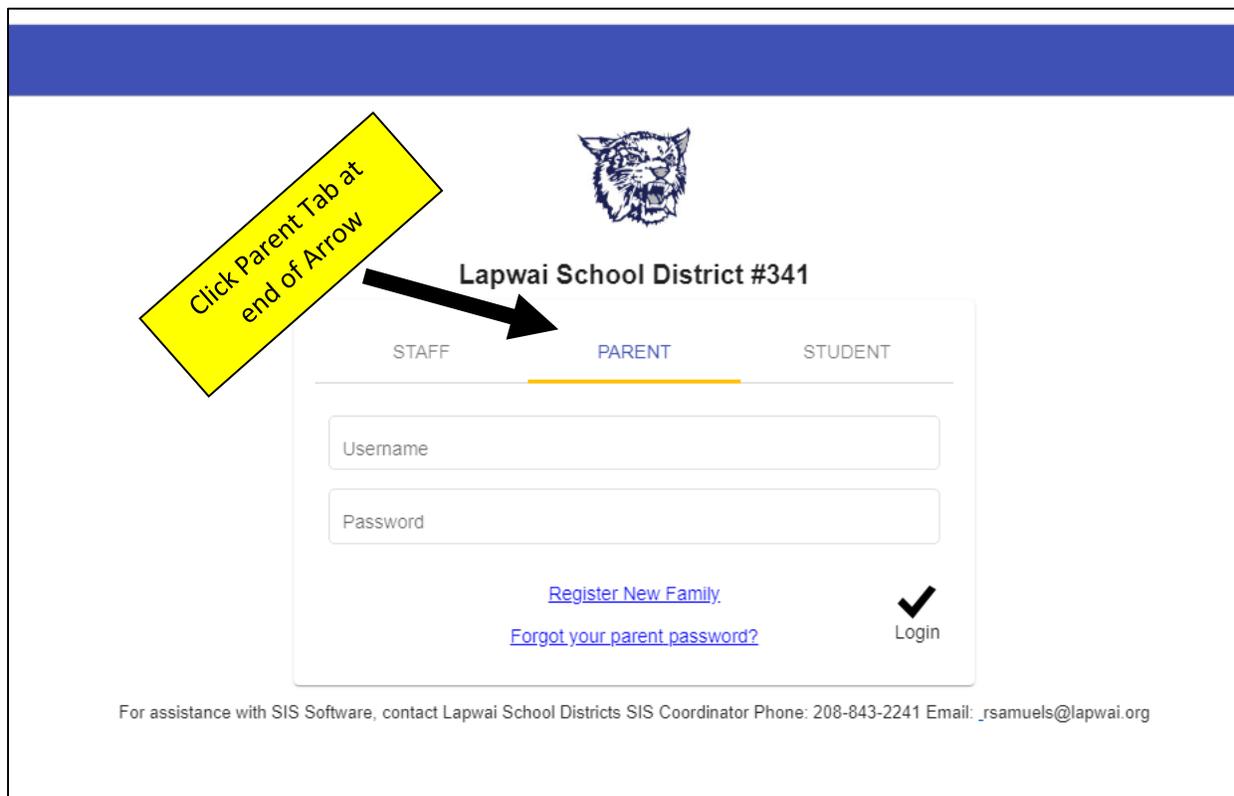# Online Registration Walk-Through

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."

Lapwai School District #341

| STAFF | PARENT | STUDENT |

Username

Click the option that pertains to your family.
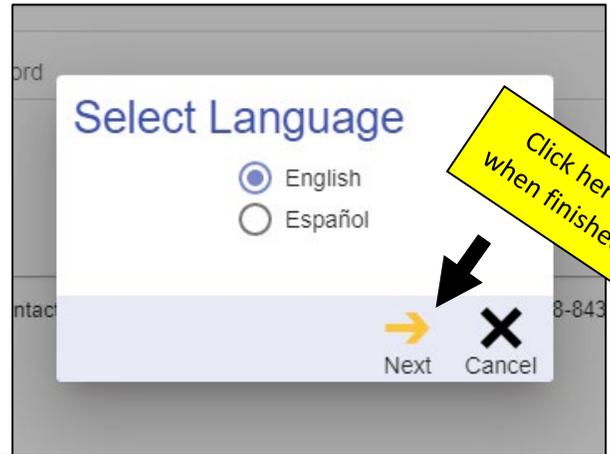
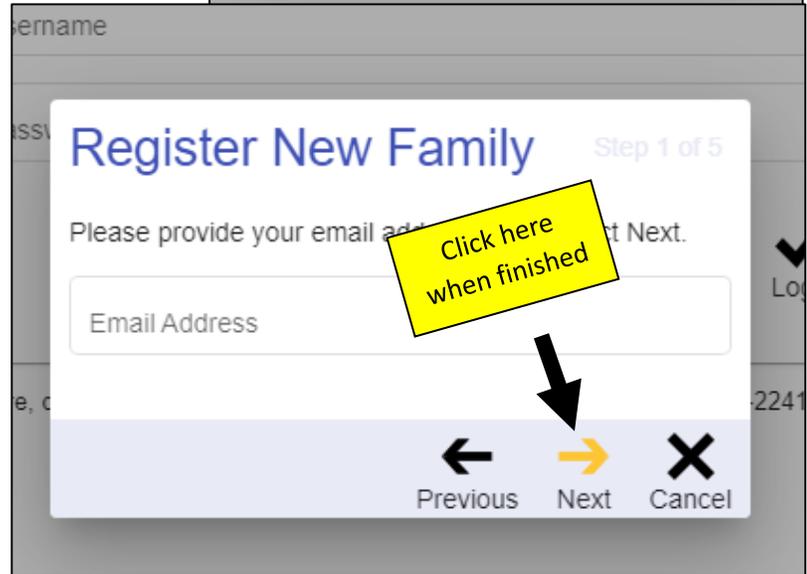Register New Family

Forgot your parent password?

Login

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**.

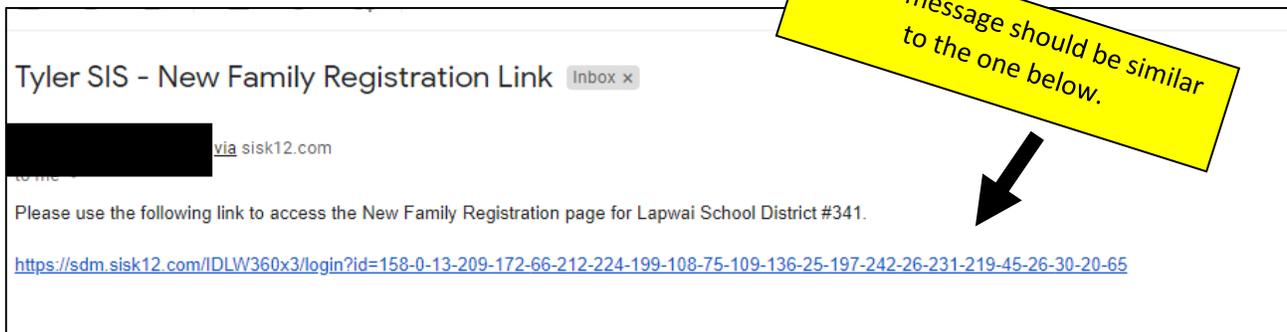**Step 5:** Select Language of forms. Then click "Next"

Select Language
- ⦿ English
- ○ Español

Click here when finished

→ Next   ✕ Cancel

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.

Register New Family   Step 1 of 5

Please provide your email ad... t Next.

Click here when finished

Email Address

← Previous   → Next   ✕ Cancel

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 ×

▓▓▓▓▓ via sisk12.com
to me

Please use the following link to access the New Family Registration page for Lapwai School District #341.

https://sdm.sisk12.com/IDLW360x3/login?id=158-0-13-209-172-66-212-224-199-108-75-109-136-25-197-242-26-231-219-45-26-30-20-65

Step 9: Complete the intake forms for new families that appear after clicking the link found in your email.

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

New Family Registration
Parent/Guardian Information - Step 2 of 5
Please provide some information about the person you want considered as the primary parent of this family.

Academic Year - 2020-21 Regular School Year

Middle Name

Last Name*

Phone - Work

Phone - Cell

Email Address*
Required field

Employer

Email Address - Work

Marital Status

Relationship to student(s)*

*Required Fields

Click here when finished

Next   Cancel

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

New Family Registration
Address Information - Step 3 of 5
Please tell us where you live. If mail should be sent to a different address, provide that as well.

Academic Year - 2020-21 Regular School Year

Primary Residence

House #

Direction

Street*
Required field

Street Type

Apt/Lot

Zip Code*   00000

City*

State*   ID

Home Phone 1

Home Phone 2

Language Spoken At Home

Preferred Mailing Address
☐ Same as Primary Residence

Address Line 1

Address Line 2

Address Line 3

City

State

ZIP Code

Click here when finished

2
Errors   Previous   Next   Cancel

This third form is to be completed regarding the Student's information.

Tyler SIS

New Family Registration
Please provide information about your student(s).
Fields for the first student are provided. To register additional students, add their information by selecting the Add Student button in the bottom bar.
Student 1

Academic Year - 2020-21 Regular School Year

First Name*

Middle Name

Last Name*

Birth Date*

Gender*

SSN

Phone - Cell

Email

Lives With

Ethnicity*

Race*
- ☐ American Indian or Alaska Native
- ☐ Asian
- ☐ Black or African American
- ☐ Native Hawaiian or Other Pacific Islander
- ☐ White

Grade Level*

(for 2020-21 Regular School Year)

Click here to add another student to the family.

Click here when finished

*Required Fields

+ Add Student

← Previous   → Next   ✕ Cancel

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.

☐ Black or African American

Did you forget anyone?

You will not be able to add students beyond this step.

If you have not provided information for all the students you want to register, select the Cancel button, then use the Add Student button in the bottom bar to add fields for the additional students' information.

Otherwise, select Proceed to Step 5.

→ Proceed to Step 5   ✕ Cancel

Click here if you need to add another student

Click here when finished

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

Remote Learning Survey

This survey will be used to assess the resources available and needed for students and families to be successful at distance learning if it were to occure.

Does your household have everything they will need to support at home learning? ◯ Yes ◯ No *

Will an adult be present to help support student at home learning? ◯ Yes ◯ No *

Does your household have access to an individual technological devices other than a smart phone that can be used to complete school work?
◯ Yes ◯ No *

Does your household have access to reliable internet at your home? ◯ Yes ◯ No *

Electronically sign every form by clicking below

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

"Save" each form after completing.

☐ I have completed this form and understand that checking this box is considered to be my electronic signature of the form, certifying that the information above is true and accurate.

← Previous | 📒 Return to List | → Next | Form 18 of 18 | ✓ Save | ↻ Start Over