

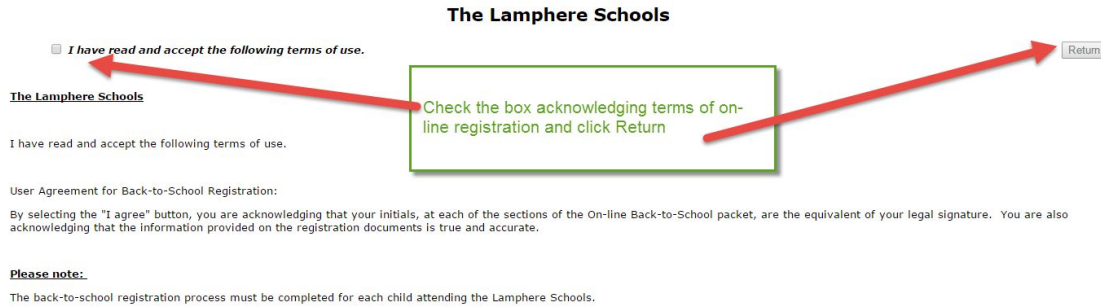
Website: <https://mistar.oakland.k12.mi.us/Lamphere/parentPortal/>

### Step 1. Enter your PIN and Password



The image shows a 'ParentPortal Login' form with two input fields for 'PIN:' and 'Password:', a 'Log In' button, and a link for 'Need Your Login Information?'.

### Step 2. Accept Terms and click Return



The image shows a page titled 'The Lamphere Schools' with a checkbox for 'I have read and accept the following terms of use.' and a 'Return' button. A green box highlights the checkbox with the text 'Check the box acknowledging terms of on-line registration and click Return'. A red arrow points from the text to the checkbox, and another red arrow points from the text to the 'Return' button.

### Step 3. Click the link: Click here to begin Back to School Registration



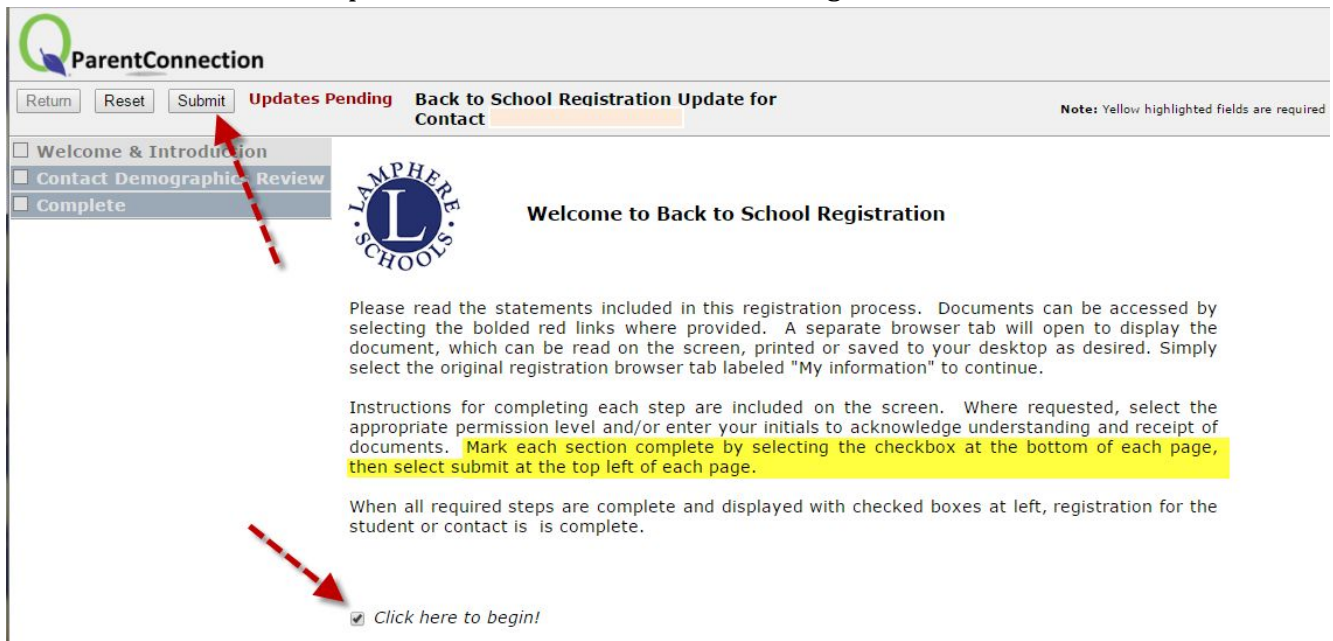
The image shows the 'ParentConnection' navigation bar with a link 'Click here to begin Back to School Registration' highlighted in red. A red dashed arrow points to the link. Other links include 'My Account', 'Email Notifications', 'Help', 'About', and 'Sign Out'. The user is signed in on Thursday, June 15, 2017 at 1:57 PM.

### Step 4. Verify/update your Contact information – click the Register Now button for each contact



The image shows a list of contacts with 'Register Now' buttons. A red dashed arrow points to the 'Register Now' button for the first contact, 'Mrs. [redacted]'. The list also includes 'Contact Demographics Review' and 'Student: [redacted], Grade 9 at CLV-Lamphere High School 2017-2018'.

Review Welcome and Introduction, check the box Click here to Begin at bottom of page and then Submit at top left to continue to Contact Demographics Review and Complete pages - being sure to mark each section complete with the checkbox and clicking Submit



The image shows the 'Welcome to Back to School Registration' page. It features a navigation menu on the left with 'Welcome & Introduction', 'Contact Demographic Review', and 'Complete'. A red dashed arrow points to the 'Submit' button in the top left. The main content area includes a 'Welcome to Back to School Registration' heading, a paragraph of instructions, and a 'Click here to begin!' link at the bottom. A red dashed arrow points to the 'Click here to begin!' link. A note at the top right states 'Note: Yellow highlighted fields are required'.

Step 5. Click Register Now! For your first student

Review Welcome & Introduction, click the Click here to begin checkbox and Submit to advance to next screen. Make updates to each page as needed, clicking the checkbox at bottom of page and Submit button to move to next section

|                                      |  |                                 |
|--------------------------------------|--|---------------------------------|
| + Student: [redacted]                | Grade 8 at CLV-John Page Middle School 2017-2018 | Register Now                    |
| + Student Information Review         |  | Registration Section Incomplete |
| + Emergency Contacts                 |  | Registration Section Incomplete |
| + Emergency Health Alerts            |  | Registration Section Incomplete |
| + Armed Forces Recruitment           |  | Registration Section Incomplete |
| + Concussion Awareness               |  | Registration Section Incomplete |
| + Electronic Report Cards            |  | Registration Section Incomplete |
| + Food Services Information          |  | Registration Section Incomplete |
| + Google Applications Suite          |  | Registration Section Incomplete |
| + In-District Field Trips            |  | Registration Section Incomplete |
| + Internet Acceptable Use Policy EL  |  | Registration Section Incomplete |
| + Internet Acceptable Use Policy 2nd |  | Registration Section Incomplete |
| + Limited Athletic Transportation    |  | Registration Section Incomplete |

Verify all steps show Registration Section Complete and move on to next student if applicable

|                                      |  |                                 |
|--------------------------------------|--|---------------------------------|
| + Student: [redacted]                | Grade 9 at CLV-Lamphere High School 2017-2018                    | Register Now                    |
| + Student Information Review         | Registration Section Complete 6/14/2017 3:58:34 PM by [redacted] |                                 |
| + Emergency Contacts                 | Registration Section Complete 6/14/2017 3:58:45 PM by [redacted] |                                 |
| + Emergency Health Alerts            |  | Registration Section Incomplete |
| + Armed Forces Recruitment           | Registration Section Complete 6/14/2017 3:59:43 PM by [redacted] |                                 |
| + Concussion Awareness               | Registration Section Complete 6/14/2017 3:59:54 PM by [redacted] |                                 |
| + Electronic Report Cards            | Registration Section Complete 6/14/2017 4:00:07 PM by [redacted] |                                 |
| + Food Services Information          | Registration Section Complete 6/14/2017 4:01:13 PM by [redacted] |                                 |
| + Google Applications Suite          | Registration Section Complete 6/14/2017 4:01:19 PM by [redacted] |                                 |
| + In-District Field Trips            | Registration Section Complete 6/14/2017 4:02:20 PM by [redacted] |                                 |
| + Internet Acceptable Use Policy EL  | Registration Section Complete 6/14/2017 4:02:31 PM by [redacted] |                                 |
| + Internet Acceptable Use Policy 2nd | Registration Section Complete 6/14/2017 4:03:02 PM by [redacted] |                                 |
| + Limited Athletic Transportation    | Registration Section Complete 6/14/2017 4:03:15 PM by [redacted] |                                 |
| + Media Release                      | Registration Section Complete 6/14/2017 4:03:30 PM by [redacted] |                                 |
| + Outstanding Fees & Fines           | Registration Section Complete 6/14/2017 4:03:40 PM by [redacted] |                                 |
| + Student Handbook EL                |  | Registration Section Incomplete |
| + Student Handbook MS                | Registration Section Complete 6/14/2017 4:04:25 PM by [redacted] |                                 |
| + Student Handbook HS                | Registration Section Complete 6/14/2017 4:05:36 PM by [redacted] |                                 |
| + Student Handbook LCTR              | Registration Section Complete 6/14/2017 4:05:38 PM by [redacted] |                                 |
| + Student Parking                    | Registration Section Complete 6/14/2017 4:05:42 PM by [redacted] |                                 |
| + Additional Forms                   | Registration Section Complete 6/14/2017 4:05:46 PM by [redacted] |                                 |
| + Finalize                           | Registration Section Complete 6/14/2017 4:05:54 PM by [redacted] |                                 |

Once all sections for Contacts and All Students read **Registration Section Complete** you have finished Back to School Registration.

- Be sure to download any of the Additional Forms needed for your student and turn into the main office.
- If your student owes any Fees & Fines you can log into ParentPortal to view SBA details and make payments or contact the main office of the appropriate school.