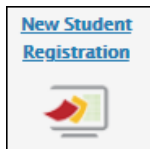


Parent Instructions - Kindergarten Registration for School Year 2019-2020

To register your student for kindergarten for school year 2019-2020, please follow the instructions below. For all other new students, please contact your neighborhood school directly to register.

If you need assistance, please contact your neighborhood school. If you don't have a computer, the BASD schools will make one available for you at school for this process. The Bethlehem Area Public Library also has public computers that are free to use.

1. **Click the Enter Kindergarten Registration button on the BASD website** (<https://www.beth.k12.pa.us>) > Parents/Students > Parents and Students screen.
2. **Click the New Student Registration button to open the New Student Registration screen.**



3. **Click the Start button to create an account for New Student Registration. This is a one-time setup.** After you create your New Student Registration username and password, use them to log back in anytime. *If you have a Home Access Center username and password, it won't work for New Student Registration.*

New Student Registration

New to the gateway, please click "Start."

Start

- **Checkmark "I'm ready to begin" and click the Save and Next button.**

I'm ready to begin

Save and Next

- **Complete the Create or Edit My account screen, and click the Save and Next button.** You may want to make your Username the same as your Email Address, so it's easier to remember. **Please enter your email address in the Email Address field, in case you forget your password.**

Create or Edit My Account

Username*
Enter your unique username

Email address (needed if you forget your password)
Needed if you forget your password

Password*
Must contain 1 number and be 6 characters long

Confirm Password*
Confirm your password

Challenge Question (in case you forget password)*
What is your favorite movie?

Challenge Answer (ANSWER IS CASE SENSITIVE)*
Answer is case sensitive

4. **Optional:** Click the Espanol button to view the screens in Spanish. You can also toggle back to English.



5. **Complete the fields on the Primary Guardian screen.**

If you'd like to upload required documents via your phone, answer Yes to this question:

* Throughout the registration process you will be asked to provide various documents. Would you like us to send you a text message with a link to take a picture of any documents you may not be able to provide at this time (carrier text and data rates may apply)?

Yes No

- We strongly recommend turning off the auto-fill settings in your browser.
- Fields with a red asterisk (*) are required. You must enter them in order to move to the next screen.
- The "Save and Next" button will FLASH after all required fields are entered and you may continue.
- The "Back" button will take you back a screen.

6. **Click the Save and Next button.** Continue filling out the screens.

- **On the Student screen, select school year "2019-2020 Next Year" and grade "K."**

* Please select the school year you are registering this student for

2019-2020 Next Year

* Grade student will be entering

K

- Since you're clicking Save on each screen, you may stop part-way through and the system will save your changes. If you log back in later, it will take you to the first screen. You'll need to keep clicking "Save and Next" until you reach the screen where you stopped.
- Many screens have links to forms that you may download or print. Tip: check the document length before printing. For example, *download* the Code of Conduct (over 60 pages) instead of printing it.
- You'll be required to "sign off" on some forms by entering your initials. For example:

* Initial here to acknowledge that you have read the information provided above

* **Required**

- You may optionally upload some documents from your computer. For example:

Please provide one proof of residency. You may scan and upload the paperwork here or bring it with you in person to your registration appointment.

No file chosen

- On the Finishing Up screen: after you click the Save and Next button, you'll have the option to add another student.

Add another student?

7. **OPTIONAL:** On the Final Checklist screen, you may download a PDF of the information entered by clicking the Download PDF button.
8. On the Final Checklist screen, click the Continue button and then click OK to the “Pre-registration completed successfully” message.
 - You’ll be returned to the Your Students screen where the student’s status should say “Pending,” which means you’ve completed all steps required for that student. If the status “Your Action Needed,” please click the Edit button to complete the student’s screens.

First Name	Last Name	Status	
Mickey	Mouse	Your Action Needed	Edit
Minnie	Mouse	Your Action Needed	Edit

- After the school office processes the record, the Status will say “Finalized” and you won’t be able to make changes online. Please contact your school if you need to make additional changes.
9. **VERY IMPORTANT:** Click the Logout button when you’re done.
This prevents the office from being locked out of your student’s record.



YOUR NEXT STEPS:

Please wait for your neighborhood school to contact you for the remaining steps.

The school will schedule an appointment with you to review the registration and collect pending items such as immunization records. All schools have Kindergarten Family Welcoming Day in May.