

PARENT REGISTRATION

HOW DO I SIGN UP?

- 1. Go to http://monroeville-oh.finalforms.com/
- 2. Click **NEW ACCOUNT** under the Parent Icon
- 3. Type your NAME, DATE OF BIRTH and

EMAIL, then click **REGISTER**

4. Check your Email for a FinalForms Email and click **CONFIRM YOUR ACCOUNT** in the email text.

Parent

LOGIN
 NEW ACCOUNT

FINALFORMS	NOTE: You will receive an email within 2 minutes
Helio Clay Burnett, Your FinalForms account with Demoville Local Schools (CHE) has	prompting you to confirm and complete your
been successfully created. Please dick here to confirm your account and complete your registration as a partent.	registration. If you do not receive an email, check your
Thank you, Demovile Local Schools (OHE) Administration	registration. If you do not receive an email, check your
	spam folder. If you still do not see the FinalForms

email, please email support@finalforms.com

5. Create your new FinalForms password and click CONFIRM ACCOUNT

You're almost done as a Parent set the PASWORD YOU WOULD LIKE TO USE TO ACCOUNT.	5			
New Password:				
Confirm Password:				
Confirm Account				

6. You may be asked if you want to grant another. Parent/Guardian access to your registered students. Either click **SKIP THIS STEP** or type the NAME, DATE OF BIRTH and EMAIL, then click **ADD PARENT ACCOUNT**.

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Name:					
First					
Lest					
Date of Birth:					
Month	٥	Day	0	Year	:
Email Addres	5				
	example.c				

7. Your account(s) will be created, you can then click **REGISTER STUDENT** for your first child.



REGISTERING A STUDENT

WHAT INFO WILL I NEED?

- Basic Medical History & Health Info
 Octor, Dentist & Hospital Information
- Insurance Company & Policy Number Email Address for BOTH you and your student (if required by your district)

HOW DO I REGISTER MY FIRST STUDENT?

IMPORTANT If you have follow	wed the steps on the	previous pag
 Go to <u>http://monroeville-oh.</u> Click LOGIN under the Parent 		Parent
3. Click REGISTER STUDENT	My Students Read that states is state. Read that states is states. Read that states is states that	O LOGIN A SAVA ACCOLLET A Reprint Number Reprint Number

4. Complete the form including the Student's Legal Name, *EMAIL ADDRESS*, Date of Birth, Gender, Graduation Year, Home Address and any other information required by your School District, then click **CREATE STUDENT**

NOTE: A student email address may or may not be required depending on your school district preferences. If so, the email address provided may be used to send reminders to your student.

5. *If your student plans to participate in a sport, activity, or club* please click the checkbox for each. Click **UPDATE** after making your selection.

NOTE: A selection can be changed any time until the registration deadline.

6. Complete each form and sign your full name (e.g. "John Smith") into the Parent Signature field at the bottom of the page. After signing, click **SUBMIT FORM** and move on to the next form.

form Signature	5			
went Signature:				
tour signature MUST m	with your name	Cisylon Bu	net.	
Student must log in to	sigs.			
	Data this form			

7. When all forms are complete, you will see a "Forms Finished" message.

IMPORTANT If required, an email will automatically be sent to the email address that you provided for your student prompting him/her to sign Student forms requiring his/her signature.

8. Click **MY STUDENTS** if you are done or **REGISTER ANOTHER STUDENT** if you need to add another.

9. At any point in the future, you may login at any time and click the UPDATE FORMS button

previous page, you may Jump to Step 3.