## **On Line Registration Help**

Website Address: www.redfordu.k12.mi.us

**Click on Enroll Now** 

Scroll to Bottom of Page

## Click on one of the categories that applies to you and your family

District Residents K-12

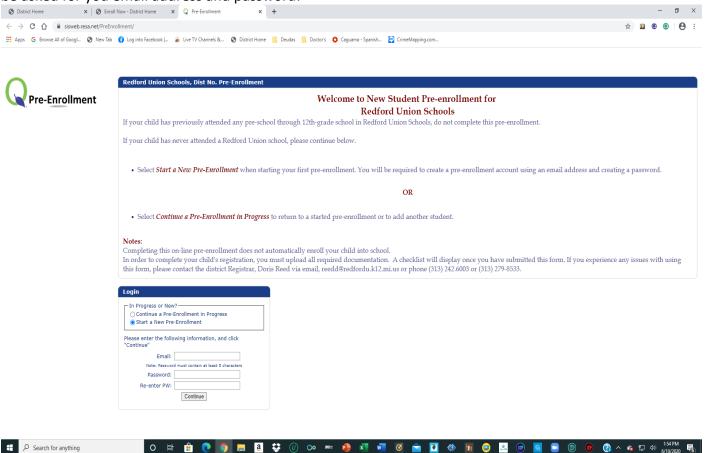
Schools of Choice Unlimited Grades K-6 (Must complete the Schools of Choice Application Before Pre-Enrollment)

Schools of Choice Limited Grades 7,8,9EMC, 6-12 RUVL (Can Not Register Until the Window Opens on July 17th

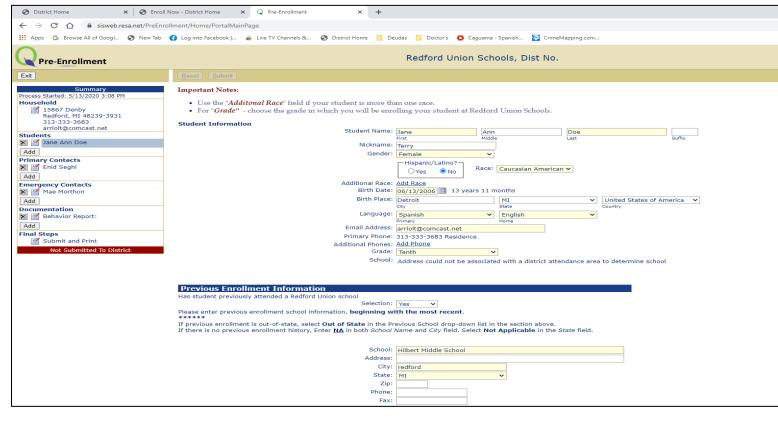
Must complete the Schools of Choice Application Before Pre-Enrollment. Will be available on July 17, 2020)

Once you click the Pre-Enrollment link it will take you here. Read the directions in the box. If you are a New Pre-Enrollment the Login below will look like this

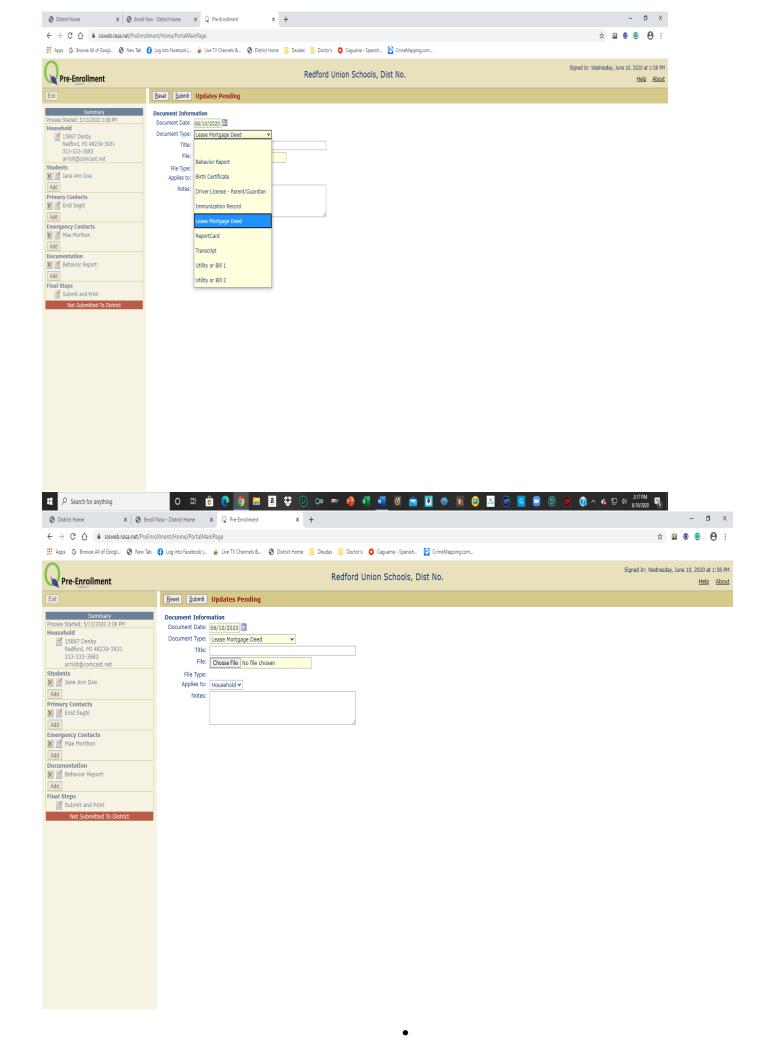
If you are returning to finish an enrollment you will click the Continue and Pre-Enrollment in progress and will be asked for you email address and password.



Once you have set up your password and email address it will take you to this screen. If this is a new preenrollment all will be blank. You will need to input the requested information.



- There is a lot of information to be entered here. What you see is the beginning. Keep scrolling and answering until you get to the end. Once you have completed this you will need to scroll back to the top and click the submit button. You can see it at the top of the page above Important Notes. It will be highlighted. Once you hit submit the same screen will appear again
- You must look to the left of the screen. You will see categories. Household, Students, Primary contacts, Emergency Contacts, Documentation and Final Steps You should see your address under household information.
- You now need to go to the next category, Students. Click add to add a student. If you have more than
  one student you will need to hit add again until you have added all of your students. Don't forget to hit
  submit when you are done.
- Once you are done with students you go to Primary Contacts. You will then move on to Emergency Contacts. Don't forget to go back and hit add when you need to add another contact. Remember to submit before going to the next category
- You will next go to documentation and upload the required documents. I have two screen shots below
  of the same page. The one on the left shows the document types. Click the drill down, and choose the
  correct document type.
- Next look at the screen shot on the right. Where it says file you will click and upload your file. There is
  a box for notes. Once you are done go to the top and hit submit again. You must repeat the process
  for each document type required.



- Once you are done go to the last category, Final Steps
- Final Steps is where you will click and submit your pre-enrollment when everything is complete. Don't
  forget to hit submit on this page as well. This process will release all of your uploaded documents to
  us.