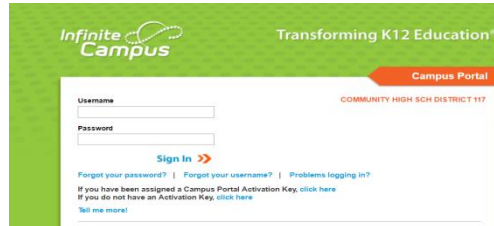


District 117 Student Registration Guidelines – 2017-2018

All students entering D117 in the 2017-18 school year need to complete the Online Registration (OLR).

How do I get started?

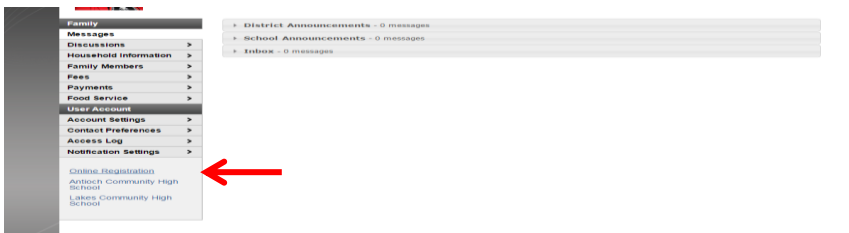
To begin, open the District 117 website: www.chsd117.org > Select your school (**ACHS/LCHS**) > Hover over PARENTS > OTHER RESOURCES and LINKS > Select INFINITE CAMPUS PARENT PORTAL > Log into your account.



Forgot UserID or Password?

All parent/guardians of D117 students are able to have an IC Portal Account. Existing parents will use the same account year to year for ALL of their students. New parent/guardians to D117 received an IC parent portal account during the PRE-Registration process. If you don't remember your UserID or password, select the "Forgot your UserID" or "Forgot your Password" feature found on the portal log in screen. For questions or to request an IC Portal account, contact the school office and a staff member will assist you.

Once logged into the Infinite Campus Parent Portal, select the ONLINE REGISTRATION link located on the lower left hand side of the menu. The registration link begins in a new tab and closes the portal.



What if I have more than one student in D117?

A parent/guardian will be able to register all of their students at the same time via the Infinite Campus link. Only the parent/guardians listed in the PRIMARY HOUSEHOLD will be able to complete the registration. In order to have access to ALL features and functionality, it is necessary to complete the registration with a Parent/Guardian portal account.

Do I have to answer all the questions?

Questions marked with a red asterisk (*) are required. The program will NOT advance until answered.

Do I have to complete the Online Registration all at the same time?

No. Click on SAVE/CONTINUE at the bottom of the tab. When you are ready to continue the program should allow you to resume where you left off. To resume your registration, log back into the portal and follow the

same online registration link.



How do I upload my student's physical/immunization form?

Under the Student Health tab is a button to allow for the upload. The document MUST be in a PDF format.

How do I pay my school fees?

Fees may be paid during the online registration, by logging into your Infinite Campus Account under PAYMENTS, mail payment to school or drop off at the main office. If paying while completing your registration, under the FEES TAB, a separate window will open - **your registration will stay open in the background.**

What about Optional Fees and Fee Waivers?

Fee waivers will be available toward the end of July. They will be mailed home and available through the D117 website under FORMS.

Purchase of Optional items, such as parking, PE uniforms, etc. will open on the Infinite Campus (IC) Parent Portal in mid-July. Notification will be sent out via email and the IC Parent Portal when these items may be purchased. These items can be found under PAYMENTS on the IC Parent Portal – payment must accompany the order. If you prefer, these items can be paid for by mailing or dropping off payment at the school office. A form listing these items is available for download on the D117 website. Choose your school and click on FORMS.

I've opened a link and my registration window disappeared?

When clicking on a link, either a new window or another tab opens. The ONLINE REGISTRATION remains open in the background. Be sure to have the Pop Up Blocker turned off in your browser.

I've completed the online registration, now what?

After completing all of the tabs for each of your students, you will have one last opportunity to review the information. Once your information has been verified, click "**Submit.**" Your application will be sent to the registrar for approval.

I have questions regarding the Online Registration and/or my Infinite Campus Parent Portal Account

Contact:

Antioch Community High School Student Services at (847) 838-7762, or email the registrar: Vicky.Stevens@chsd117.org (ACHS)

Lakes Community High School Student Services at (847) 838-7144, or email the registrar or Debi.Thompson@chsd117.org (LCHS)

Thank you!
District 117