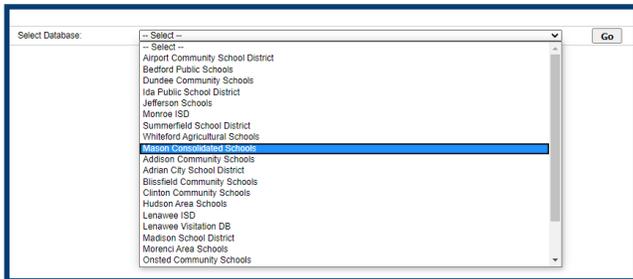# Online Registration

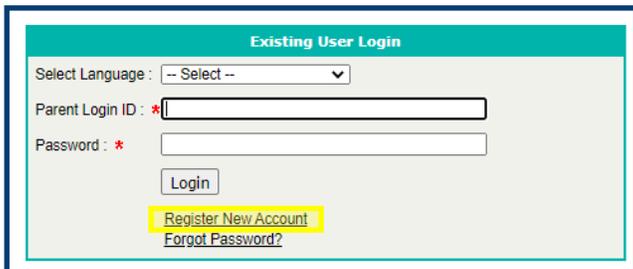MASON CONSOLIDATED SCHOOLS   A HELPFUL TUTORIAL

STEP 1:

Select 'Mason Consolidated Schools' from the drop-down menu. Click 'Go'. Select 'Register New Account' under the login boxes. Proceed to fill out all boxes with an asterisk (*) and click 'Submit'.
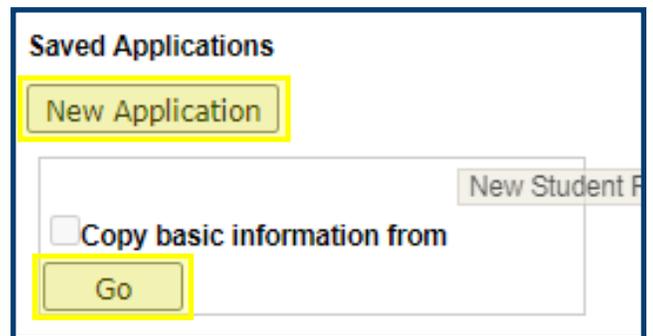
STEP 2:

Click 'New Application'. A box will appear below; click 'Go'. On the next screen (titled Student Information Tab), Answer all questions with an asterisk (*). <u>If more than one race, hold 'CTRL' button and select all that apply.</u>

Check box in lower corner 'Check to Mark Section Complete'. Click 'Save Section'. Page will appear to reload. Click 'Next Section'.
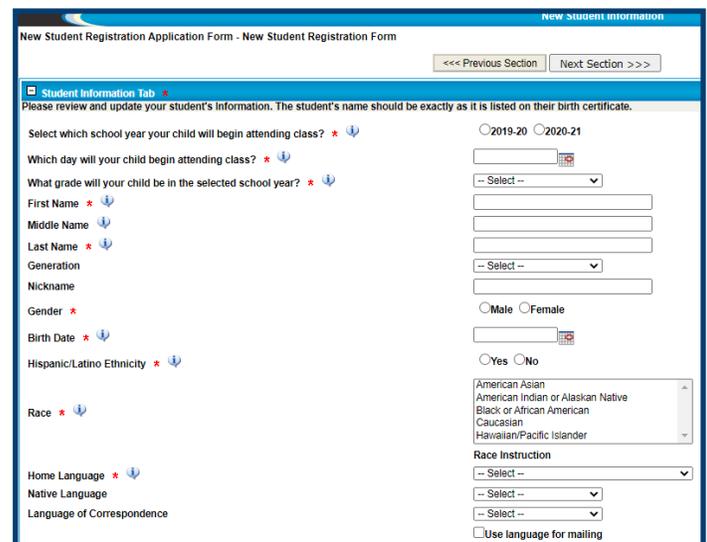
Online Registration

STEP 3:

On next screen (titled Address and Phone), fill in boxes with an asterisk (*). Some may be already completed. If mailing address is different, uncheck the blue box and complete the section.

Click 'Check to Mark Section Complete'. Click 'Save Section'. Page will appear to reload. Click 'Next Section'.

STEP 4:

On next screen (titled Contact Information), click 'Add Contact'. Check a Contact Type. Proceed to fill in all boxes with an asterisk (*). Click 'Add Phone' under Contact Phone. Select phone type from drop-down menu. Please make sure to enter a Primary (H) phone number for each guardian. (This may be a home or cell number.) To add more numbers, click 'Add Phone'.

Click 'Check to Mark Section Complete'. Click 'Save Section'. Page will reload. To add another contact, click 'Add Contact' and repeat Step 4.

Click 'Next Section'.

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STEP 5:

On next page (titled Building Information), click 'Check to Mark Section Complete'. Click 'Save Section'. Page will appear to reload. Click 'Next Section'.

STEP 6:

On next page (titled Additional Information), completely fill in all boxes with an asterisk (*). Be sure to read through them carefully.

Click 'Check to Mark Section Complete'. Click 'Save Section'. Page will appear to reload. Click 'Next Section'.

STEP 7:

On next page (titled Documents), click 'Click here to upload new file' if you wish to upload documents. You may choose to bring them in to the office physically instead.

Click 'Check to Mark Section Complete'. Click 'Save Section'. Page will appear to reload. Click 'Next Section'.

STEP 8:

On final page (titled Review Form Information), review each section for accuracy. If you make a change, click 'Save Section' at the bottom of the section you are editing.

Make sure all sections have the blue check next to 'Check To Mark Section Complete'.

Check the box marked 'I Agree'. Click 'Submit'.

STEP 9: If you have another child to register, click 'New Application'. If not, click Log Out.