

# 2022-2023 Bowling Green School Registration Information

## Step 1- Instructions for Creating a Family Portal Login

- Please go to [www.bgsbucs.com](http://www.bgsbucs.com).
- Click the **Create Account** action button in the Step1 section
- Click the **Create New Family Portal Account** link near the bottom



- Enter **(BG-LA)** into the District Code field.
- Enter in the Email field your email address as provided in your application to the school.
- Click the **Create Account** button.
- You will receive an email from FACTS SIS Customer Support containing a link that will allow you to create your username and password. For security purposes the link will remain active for 6 hours.
- Please click on the link. A Change/Create Password screen will open. You may use the default username provided, or create a new username. Then type in your desired password into the Password field and Confirm Field.
- Click on the **Save Username and/or Password** button.
- Close the window.
- Log into Family Portal as instructed below.

## Step 2- To access Family Portal:

- Please go to [www.bgsbucs.com](http://www.bgsbucs.com)
- Select **Register Here** action button in the Step 2 section
- Enter **(BG-LA)** into the District Code field.
- Type in your username and password. If you have forgotten your username or password, please click on the link provided.
- After logging in, click on **Apply/Enroll** in the left menu.
- Click on the **Enrollment/Reenrollment** link.
- **CLICK HERE FOR OPEN ENROLLMENT** should appear
- All names of currently enrolled students should appear

- Click Start Enrollment Packet (**You will need to enter your child's social security number**)
- Most information will auto populate, but please verify the accuracy of all information.
- Billing information will only need to be entered during the first student's enrollment, but a payment will be processed individually for each student.
- You should see this after submitting the enrollment packet.
- Click **Enrollment** in either place to return to the list of students.

Enrollment ← Logged in as  
XXX



### Enrollment Packet Submitted

Your enrollment packet has been submitted. You will receive an email from the school once they review and accept the enrollment packet.

Enrollment ←

- Begin the enrollment process for each additional student.
- You can verify the packet status here



Enrollment

Welcome [redacted] you are currently logged in.

School Year: 2022-2023

Student	For Grade	Packet Status		
[redacted]	10	Submitted 2/19/22	Instructions & Resources	PDE
[redacted]	08	Submitted 2/19/22	Instructions & Resources	PDE
[redacted]	06	Submitted 2/19/22	Instructions & Resources	PDE



This section will say "Start Enrollment Packet" at the beginning of the process.