

# Online Registration - Parent/Guardian Instructions


<http://registration.sps186.org>

Before starting the registration process, parents/guardians must either already have a Parent/Guardian Account or create a new account.

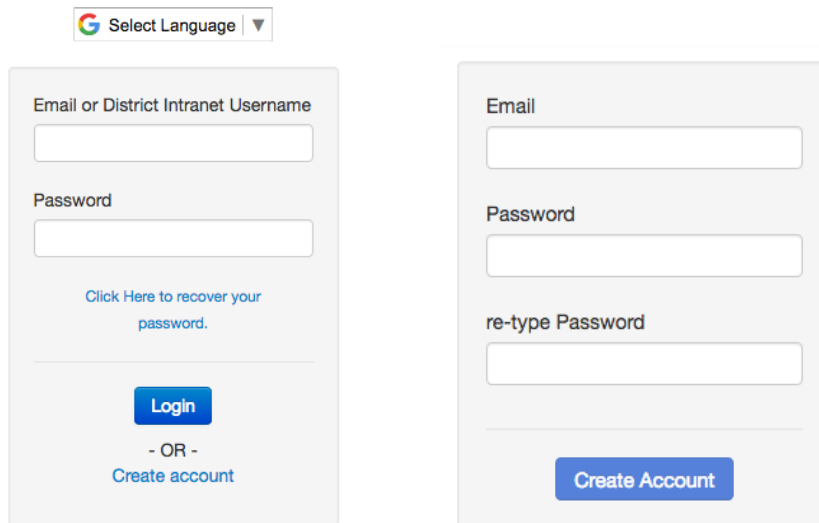
Parents/guardians can recover passwords by clicking on the link on the login page. The parent/guardian will either need to know the email address or username to update the password.

In order to create a new Parent/Guardian Account, a parent/guardian must have an email address. If they do not have an email account, they can go to the Google Account creation page and follow the steps on the screen to set up a Gmail account. (<https://accounts.google.com/SignUp>). (See [Create a Gmail Account](#) [handout](#)).

Tip: You can fill out the registration in sections if you do not have time to finish in one sitting.

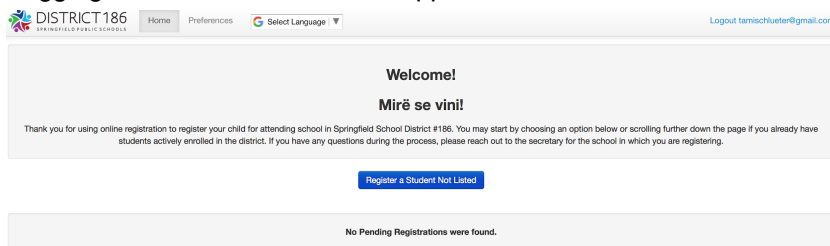
1. Login to the Online Registration webpage: <https://186.springfield.k12.il.us/IS3/Registration/Main.php>
2. If English is not the native language, click Select Language to choose another. 
3. Enter the Email or District Intranet Username and the Password, and click Login.  
~or~  
click Create Account, enter the Email and Password, then click Create Account.

## SPS186 Registration



The image shows two side-by-side registration forms. The left form is for logging in, with fields for 'Email or District Intranet Username' and 'Password'. Below the password field is a link: 'Click Here to recover your password.' At the bottom of the left form is a blue 'Login' button, followed by '- OR -' and a blue 'Create account' link. The right form is for creating a new account, with fields for 'Email', 'Password', and 're-type Password'. At the bottom of the right form is a blue 'Create Account' button. Above both forms is a 'Select Language' dropdown menu.

4. After logging in, the Welcome Screen appears.



The image shows the 'Welcome!' screen for District 186. At the top left is the District 186 logo and navigation links for 'Home', 'Preferences', and 'Select Language'. At the top right is a 'Logout' link with the email 'tamischueter@gmail.com'. The main content area says 'Welcome!' and 'Mirë se vini!' followed by a paragraph of text: 'Thank you for using online registration to register your child for attending school in Springfield School District #186. You may start by choosing an option below or scrolling further down the page if you already have students actively enrolled in the district. If you have any questions during the process, please reach out to the secretary for the school in which you are registering.' Below this text is a blue button that says 'Register a Student Not Listed'. At the bottom of the page, a grey bar contains the text 'No Pending Registrations were found.'

5. Parents/guardians will either click on an already existing student to register them for the following school year, or choose "Register a Student Not Listed".

6. Select a school and then choose either to register for the current year or the next year. Depending on the school and time of year, next year may only be opened for pre-registration.

7. Follow the instructions on the screens in order to correctly enter the information requested in all sections:

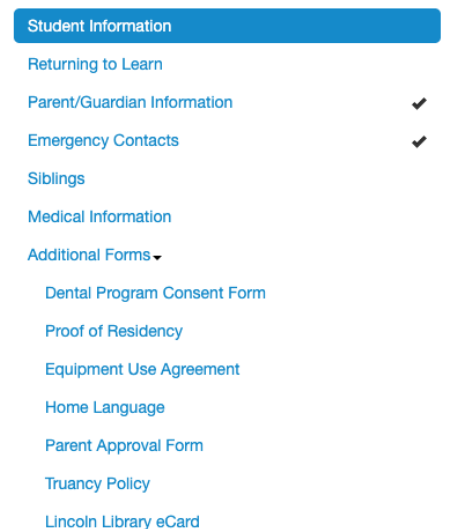
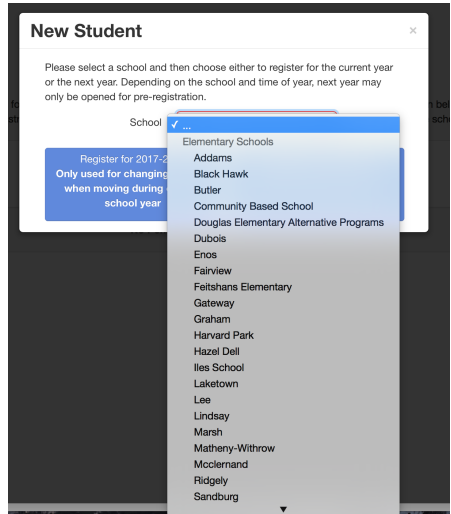
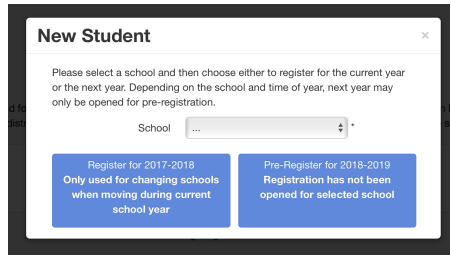
- Student Information
- Parent/Guardian Information
- Emergency Contacts
- Siblings
- Medical Information
- COVID Vaccination Information
- COVID Testing
- Additional Forms
  - Dental Program Consent Form
  - Proof of Residency
  - Student Handbook
  - Equipment Use Agreement
  - Electronic Network Access Agreement
  - Home Language
  - Miscellaneous Consents & Permissions
  - Attendance & Absences Policy
  - Lincoln Library eCard

8. At the bottom of each section, click [Save and Continue](#).

9. Once a section has been completed, a check mark will appear next to that section.

10. Online Registration cannot be submitted until all required sections have been completed.

11. Once the information has been completed, click on the orange Complete Registration button to submit it.



Click here to mark the registration as complete

**Info:** Clicking the button above indicates that the registration for this student is complete and allows the school secretary to review and enroll the student.