

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.

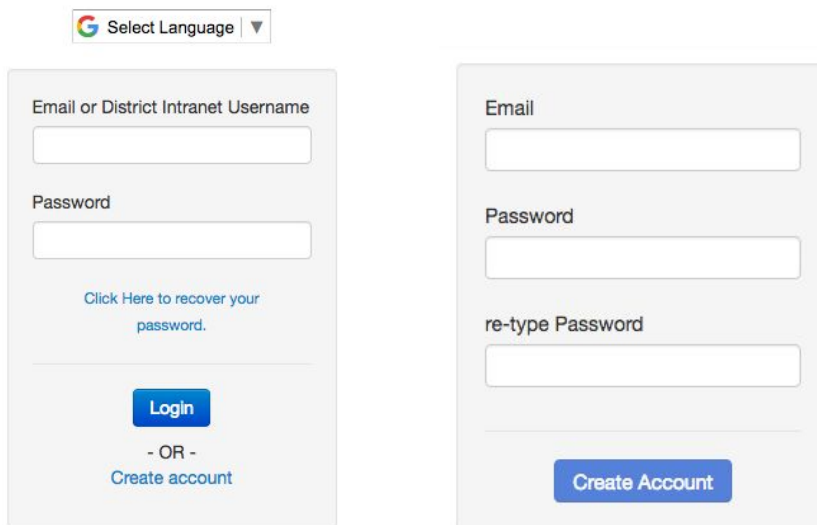
Parents/guardians can recover passwords by clicking on the link on the login page. The parent/guardian will either need to know the email address or username to update the password.

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.

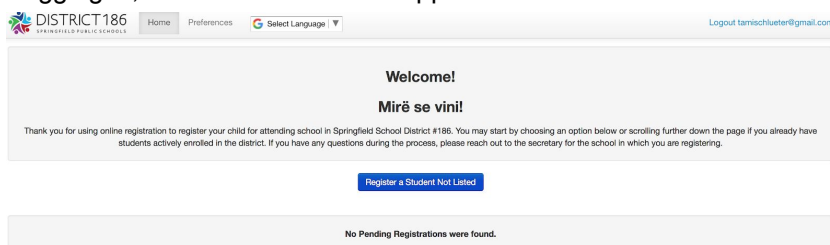
1. Login to the Online Registration webpage: <https://186.springfield.k12.il.us/IS3/Registration/Main.php>
2. If English is not the native language, click Select Language to choose another. 
3. Enter the Email or District Intranet Username and the Password, and click Login.
~or~
click Create Account, 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'. It includes a link to 'Click Here to recover your password.' and a 'Login' button. Below the button is the text '- OR -' and a 'Create account' link. The right form is for creating a new account, with fields for 'Email', 'Password', and 're-type Password'. It features a 'Create Account' button. Both forms have a 'Select Language' dropdown menu at the top.

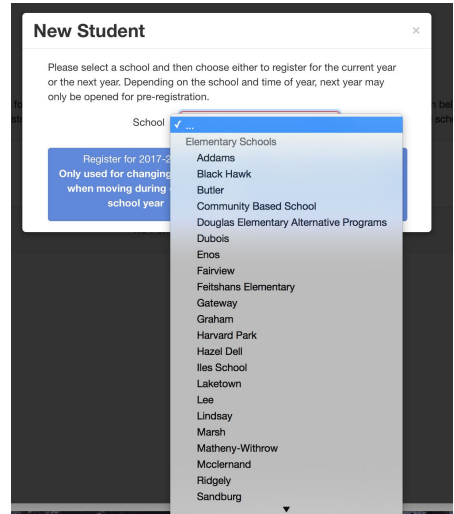
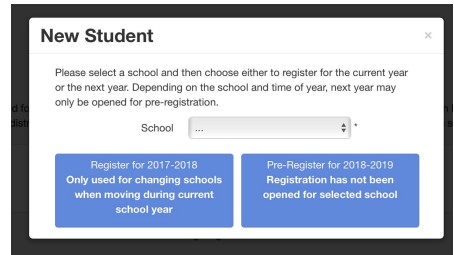
4. After logging in, the Welcome Screen appears.



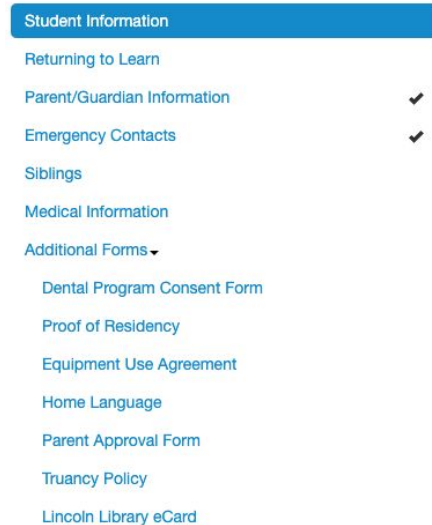
The image shows the 'Welcome!' screen for the SPS186 registration system. At the top, there is a navigation bar with 'DISTRICT 186' logo, 'Home', 'Preferences', and 'Select Language' dropdown. On the right, it says 'Logout tamischlueter@gmail.com'. The main content area has a 'Welcome!' heading followed by 'Mirë se vini!' and 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 is a 'Register a Student Not Listed' button. At the bottom, a message states 'No Pending Registrations were found.'

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

- Student Information
- Returning to Learn (new section to choose Hybrid or Remote learning preference)
- Parent/Guardian Information
- Emergency Contacts
- Siblings
- Medical Information
- Additional Forms
 - Dental Program Consent Form
 - Proof of Residency
 - Equipment Use Agreement
 - Home Language
 - Parent Approval Form
 - Truancy Policy
 - Lincoln Library eCard



- At the bottom of each section, click **Save and Continue**.
- Once a section has been completed, a check mark will appear next to that section.
- Online Registration cannot be submitted until all required sections have been completed.
- 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.