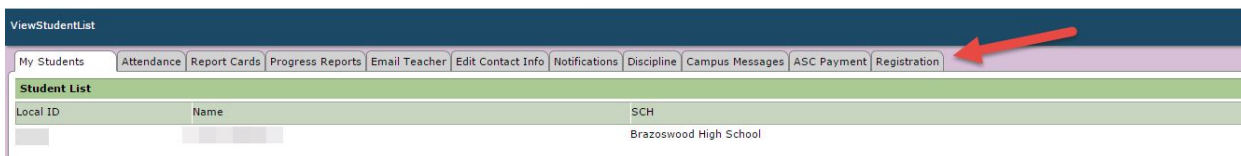


B*Registered

The Parent/Guardian must have a Parent Portal Account to access Student Online Registration (Instructions available on BISD's website)

Log into the Parent Portal Account
Highlight the student to be registered
Click on the Registration Tab

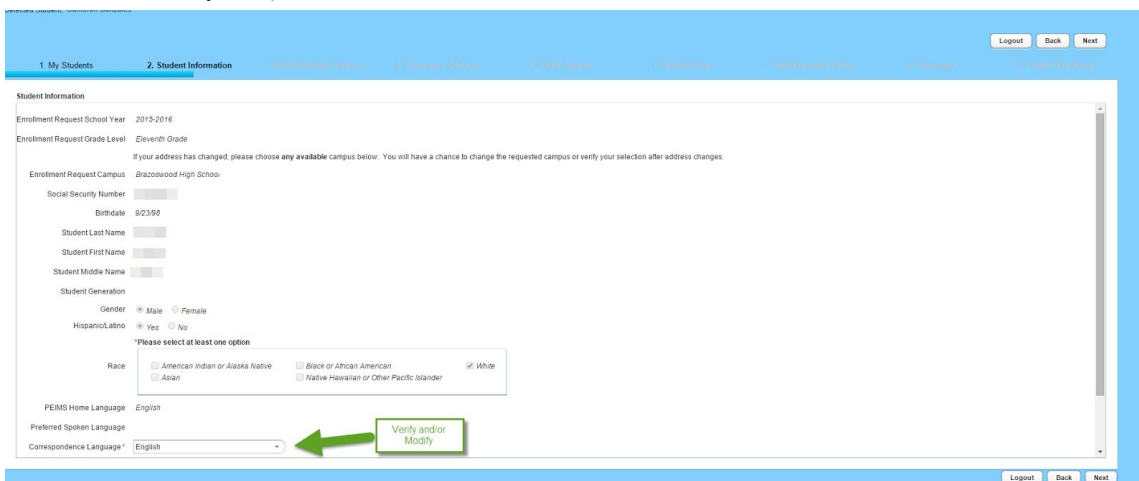


My Students Tab:



- If the Parent/Guardian has more than one student to register, they should all be listed in the drop down box, the Parent/Guardian will choose one at a time and complete the registration process on this student and then repeat.
- Click the 'Next' button to continue.

Student Information Tab:



- This tab is where the Parent/Guardian verifies their child's personal information - the only field that can be modified is the '**Correspondence Language**' field.



Brazosport Independent School District

SIS Department • P O Drawer Z • Freeport, TX 77541

- o If any of the other information is inaccurate, it will be necessary to contact the campus to make the correction.
- Click the 'Next' button to continue.

Parent/Guardian Contacts Tab:

- This is where the Parent/Guardian will verify the information that is currently on file for them. Please make sure to update the phone numbers and email addresses. These are important means of communication between BISD and the Parent/Guardian regarding their student.
- Verify that the information on each Parent/Guardian sub-tab is accurate.
- BISD employees will receive a message that states "Some fields are not editable for employees". Changes to employee demographic and/or contact information must go through the BISD HR department.
- **PLEASE UNDERSTAND THAT ANYONE ADDED ON THIS TAB, WILL HAVE ACCESS TO VIEW ALL OF THIS STUDENT'S INFORMATION.**
- Additional contacts will be added on the next tab.
- Click the 'Next' button to continue.

Emergency Contacts Tab:

- This is where the Parent/Guardian will verify that each person that is allowed to pick up their student is represented.
- Verify that the phone number(s) on each Emergency Contact sub-tab is accurate. These numbers are important in the case of an emergency.
- Click the 'Next' button to continue.



Brazosport Independent School District

SIS Department • P O Drawer Z • Freeport, TX 77541

Verify Campus Tab:

- This should represent the campus at which the student will be attending for the upcoming school year.
- Click the 'Next' button to continue.

Student Forms Tab:

- In order to continue, each 'Required' form must be completed.

- Once a form has been completed, the 'Required' is changed to 'Complete'.
- Click the 'Next' button to continue.

Documents Tab:

- In order to continue, the Parent/Guardian must DOWNLOAD each document and then click on 'I acknowledge that I have received and read this document' before proceeding.
- Click the 'Next' button to continue.

Confirm Enrollment Tab:

- The Parent/Guardian must click on 'Confirm Enrollment' on this page. They will be given an 'Online Registration Confirmation Number' which is the 'B*Registered ID'.



Brazosport Independent School District

SIS Department • P O Drawer Z • Freeport, TX 77541

- This ID will be used to bypass certain stations during Early Buc, Early Brazosport Registration, Meet the Teacher, Etc where you would normally be required to fill out forms. With this ID, the Parent/Guardian will be allowed to go directly to the appropriate station to get the schedule or find out whose class their child is in. The Parent/Guardian will need to make note of this B*Registered ID or print it out to take it to registration. The option to pull the ID up on a smartphone is also available.
- Click the 'Print' or 'Next' button to continue. The 'Next' button will take you back to the **My Student Tab** where you will be able to register additional students if needed.

Online Enrollment Confirmation

Student Name:

Enrolling Parent/Guardian Name:

Campus of Enrollment: *Brazoswood High School*

Grade Level: *11*

Fiscal Year: *2015-2016*

Online Registration Confirmation Number: *1* ← **B*Registered ID**

Local ID:

Resides With Parent/Guardian Name:

Home Address:
Lake Jackson, TX 77566

Resides With Parent/Guardian Name:

Home Address:
Lake Jackson, TX 77566

Date/Time Printed: *04-23-2015 09:43*

- Once the Parent/Guardian is completely finished registering their student(s), they can **Logout**. To do so; simply click on 'Next' and then 'Logout' as seen below: