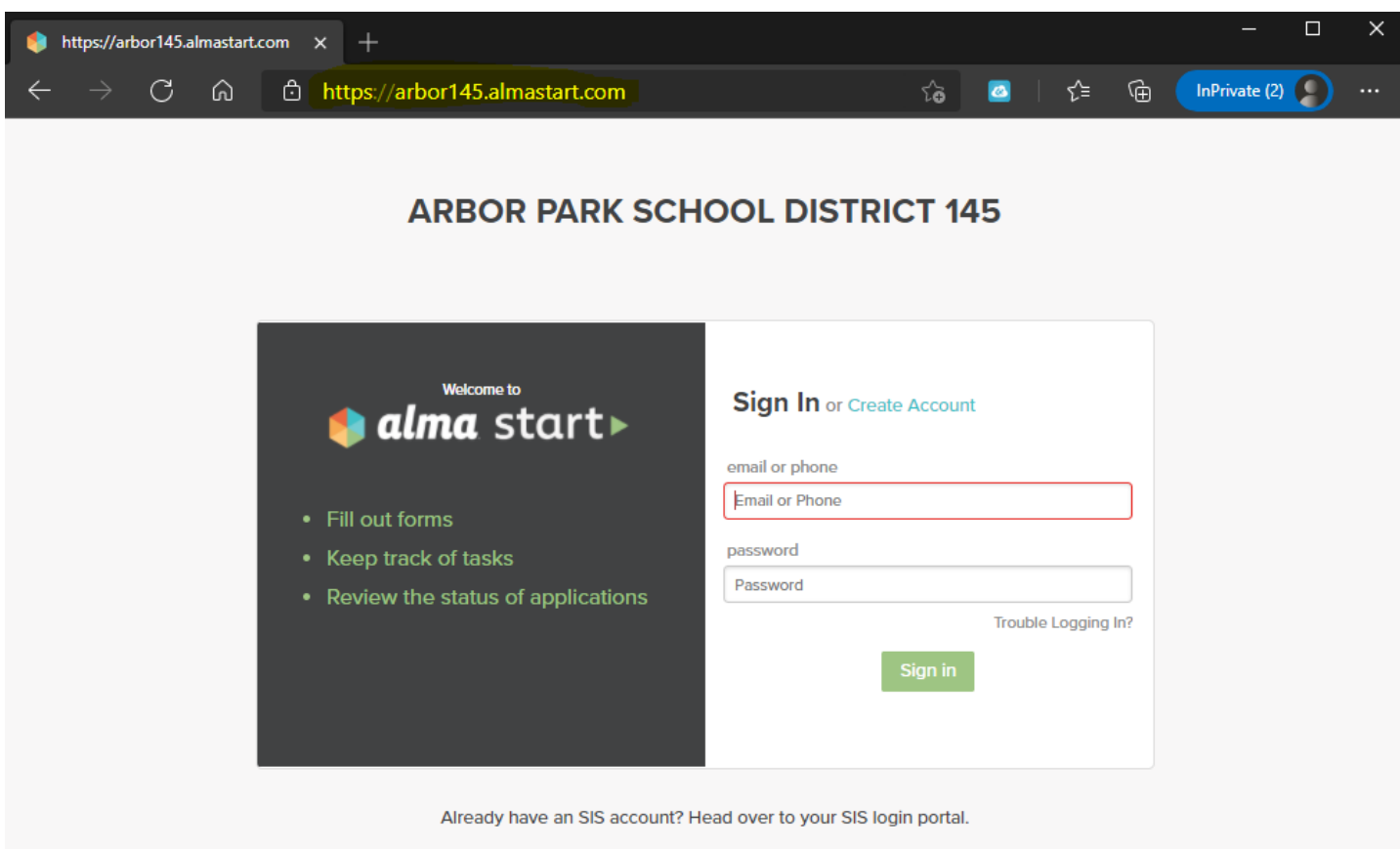


# Registrar un NUEVO Estudiante en AlmaStart

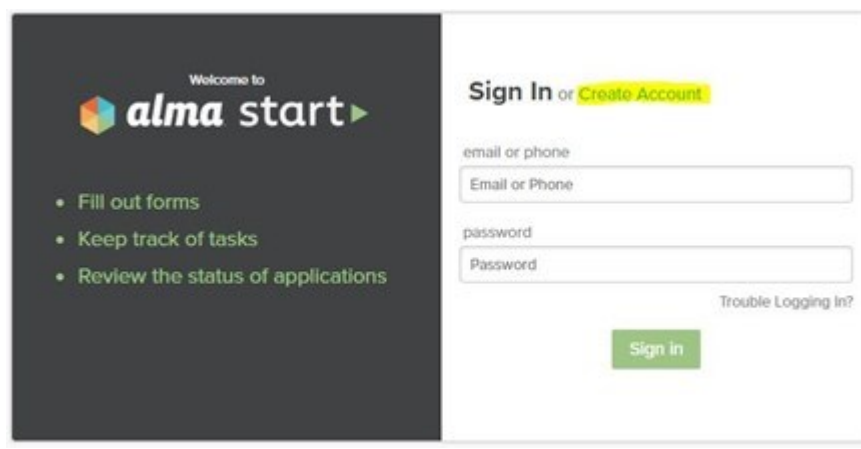
Para registrar a su (s) NUEVO (s) estudiante (s), deberá crear una nueva cuenta con AlmaStart usando su número de teléfono o dirección de correo electrónico.

## Paso 1: Cree una cuenta con AlmaStart

En un navegador web, navegue ha [arbor145.almastart.com](https://arbor145.almastart.com)



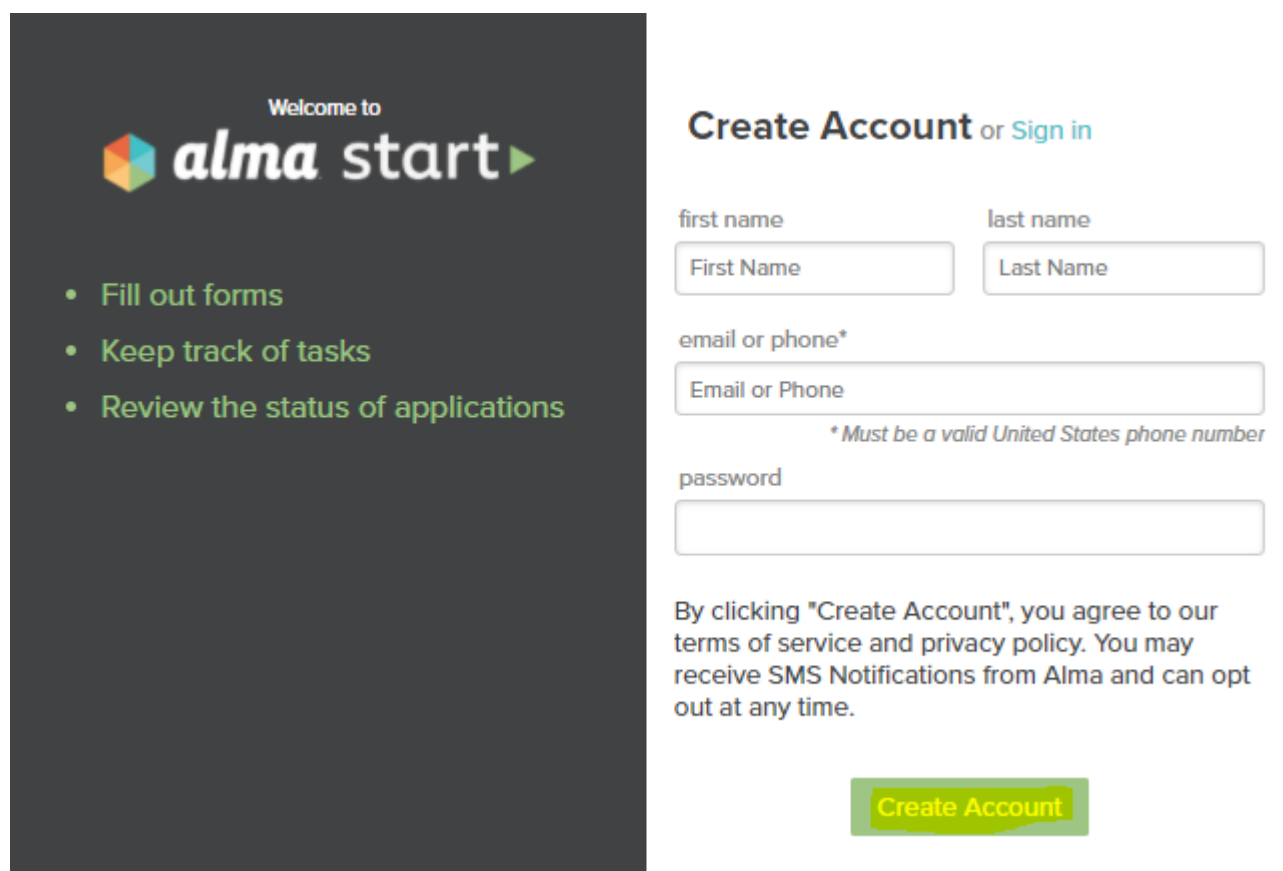
Al ingresar a la página de inicio de AlmaStart, haga clic en **Create Account** como se muestra en Amarillo a continuación:



# Registrar un NUEVO Estudiante en AlmaStart

## Paso 1: Cree una Cuenta con AlmaStart

Ingrese la información requerida. Asegúrese de incluir una dirección de correo electrónico o un número de teléfono, esto servirá como su nombre de usuario temporal de **AlmaStart**. Cuando haya terminado, seleccione **Create Account**:



Welcome to  
**alma start**

- Fill out forms
- Keep track of tasks
- Review the status of applications

Create Account or Sign in

first name last name  
First Name Last Name

email or phone\*  
Email or Phone  
*\* Must be a valid United States phone number*

password

By clicking "Create Account", you agree to our terms of service and privacy policy. You may receive SMS Notifications from Alma and can opt out at any time.

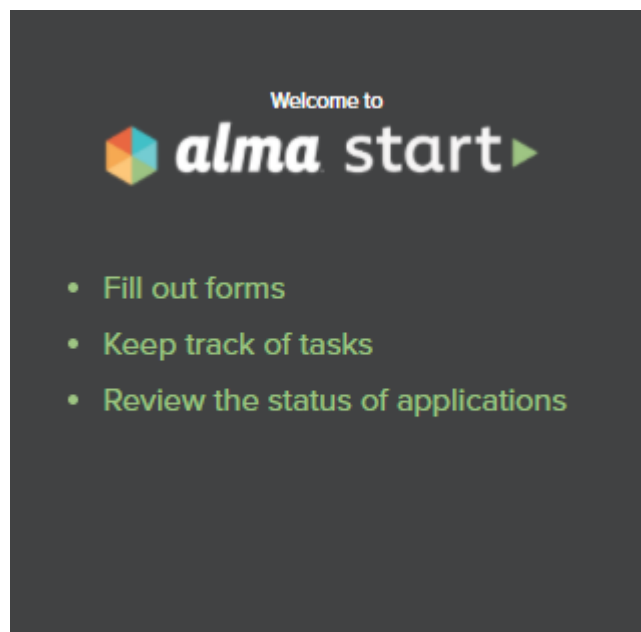
Create Account

Después de seleccionar **Create Account**, Alma le enviará un enlace de confirmación de identidad por mensaje de texto o correo electrónico, dependiendo de si proporcionó un número de teléfono o una dirección de correo electrónico. Después de hacer clic en el enlace para verificar la información de su cuenta, puede iniciar sesión en AlmaStart para comenzar el registro.

# Registrar un NUEVO Estudiante en AlmaStart

## Paso 2: Registrarse en AlmaStart

Vuelva a [arbor145.almastart.com](http://arbor145.almastart.com) e inicie sesión con su número de teléfono / dirección de correo electrónico y la contraseña que acaba de crear:



### Sign In or [Create Account](#)

email or phone

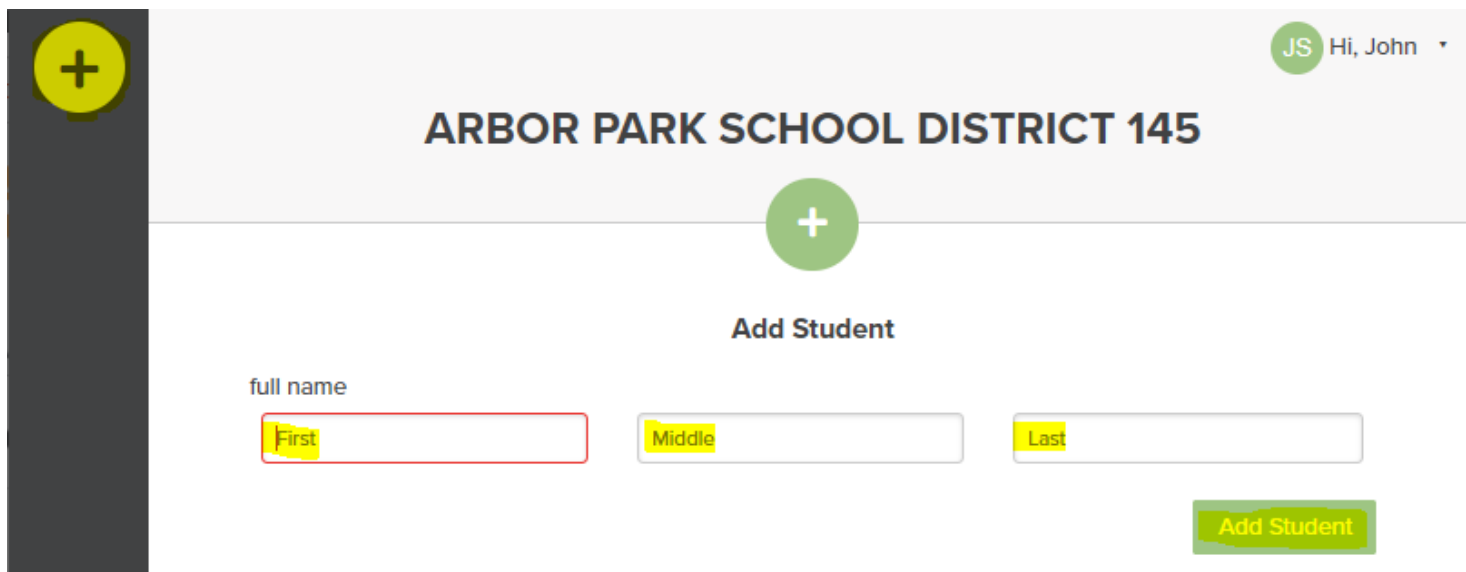
password

[Trouble Logging In?](#)

Sign in

## Paso 3: Agrega Tus Nuevos Estudiantes

Al iniciar sesión en AlmaStart por primera vez, se le pedirá que proporcione el nombre, el segundo nombre y el apellido del estudiante que desea registrar. Si está inscribiendo a varios estudiantes, puede seleccionar el icono "+" en el lado izquierdo de la página para agregar tantos estudiantes adicionales como necesite:



JS Hi, John ▾

## ARBOR PARK SCHOOL DISTRICT 145

+

Add Student

full name

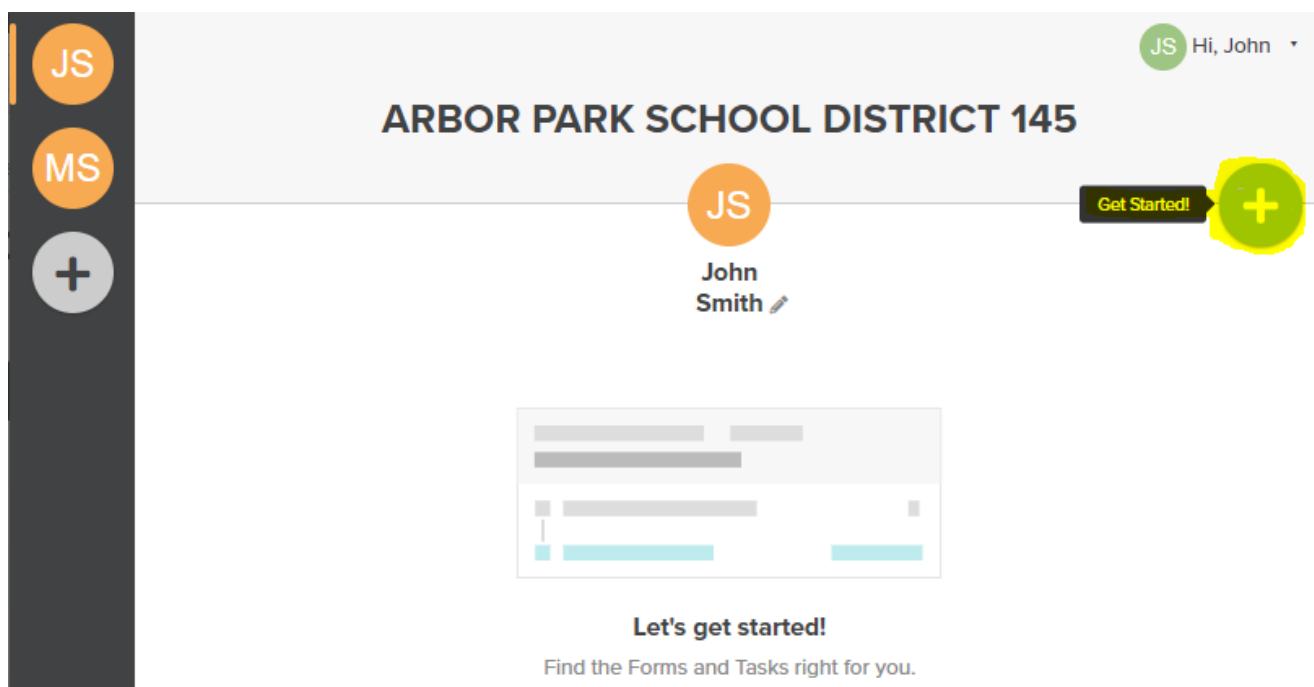
First Middle Last

Add Student

# Registrar un NUEVO Estudiante en AlmaStart

## Paso 4: Empezar!

Una vez que se hayan agregado todos los estudiantes, podemos comenzar a completar los formularios de registro para esos estudiantes. Para comenzar, seleccione las iniciales del estudiante en el menú en el lado izquierdo de la página y clic el botón verde **Get Started!**:



## Paso 5: Seleccionar un Proceso

Seleccione **La Escuela (School)**, **El Año Escolar (School Year)** y **El Nivel de Grado (Grade)** para el estudiante que está registrando, luego seleccione el formulario apropiado de la lista de opciones disponibles que aparecen a continuación:



JS  
John Smith

**SELECT A PROCESS**

Select a school year and grade level to find processes you can apply to.

Kimberly Heights School ▼ 2021-2022 ▼ Kindergarten ▼

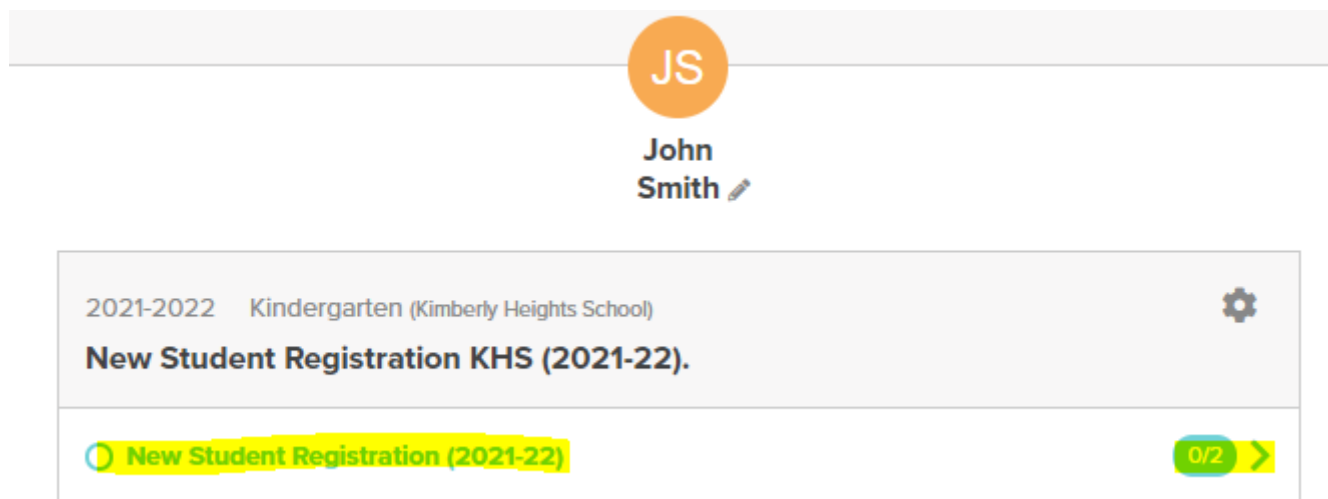
**New Student Registration KHS (2021-22).** Select

Application Year: 2021-2022  
Grade Levels: PK3 PK4 K

# Registering a NEW Student in AlmaStart

## Step 6: Complete the Forms

You will be redirected to a page in which we can access the forms that need to be filled out. Select **New Student Registration (2021-22)** to access the forms:

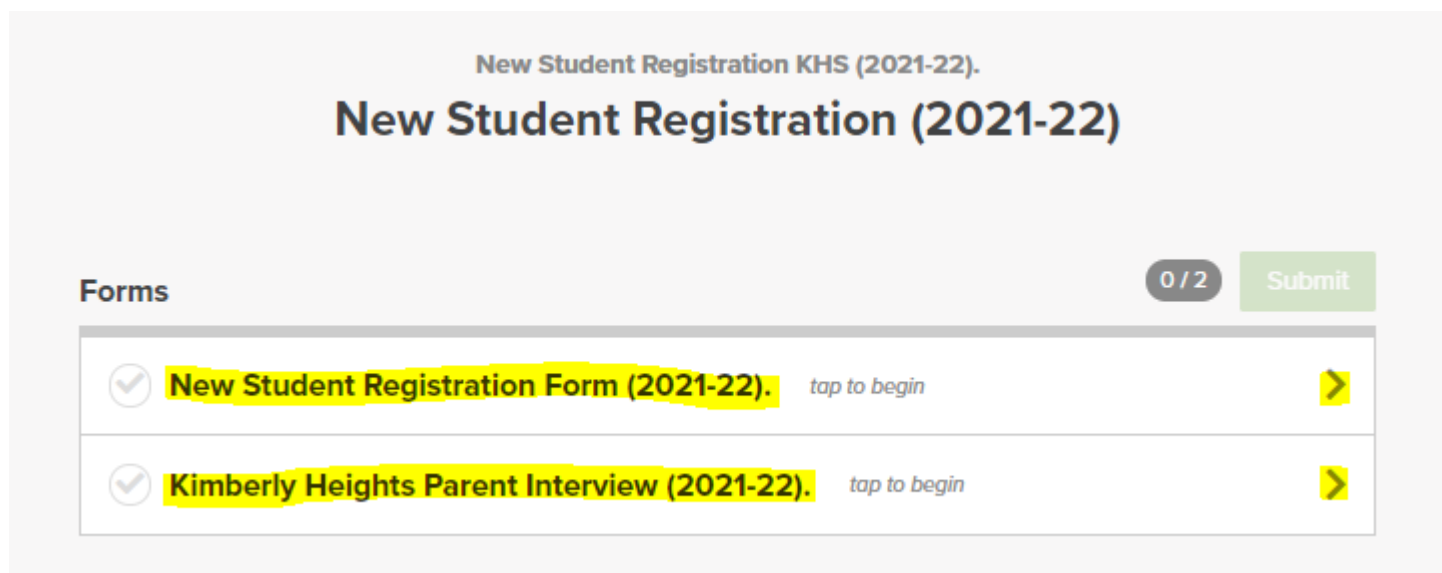


JS  
John Smith ✎

2021-2022 Kindergarten (Kimberly Heights School) ⚙️  
**New Student Registration KHS (2021-22).**

**New Student Registration (2021-22)** 0/2 >

You are then redirected to a page that lists all forms that must be completed by the parent/guardian in order to complete registration. Please note that new Kimberly Heights students have two forms to complete (**New Student Registration Form & Kimberly Heights Parent Interview**), while all other schools have one (**New Student Registration Form**). Click the form to begin filling it out:



New Student Registration KHS (2021-22).  
**New Student Registration (2021-22)**

Forms 0/2 Submit

- New Student Registration Form (2021-22).** tap to begin >
- Kimberly Heights Parent Interview (2021-22).** tap to begin >

# Registering a NEW Student in AlmaStart

## Step 6: Complete the Forms

Answer the form questions and use the **Next & Back** buttons to cycle between pages:

Back

Next

After the form has been filled out and an electronic signature has been provided, the form can be submitted as **Complete**:

### NEW STUDENT REGISTRATION FORM (2021-22).

#### ELECTRONIC SIGNATURE

I agree that the information provided herein is complete and accurate. I understand that this information is being used by Arbor Park School District 145 for the purposes of enrolling my student. I understand that incomplete or inaccurate information may delay, prevent, or invalidate my student's enrollment in school. I agree to promptly inform Arbor Park School District 145 of any changes I have provided, including changes regarding the residence of my student.

The electronic signature below is treated like a handwritten signature by Arbor Park School District 145.


**I agree**

Yes


**Signature**

John Smith

**Date**

02/15/2021 

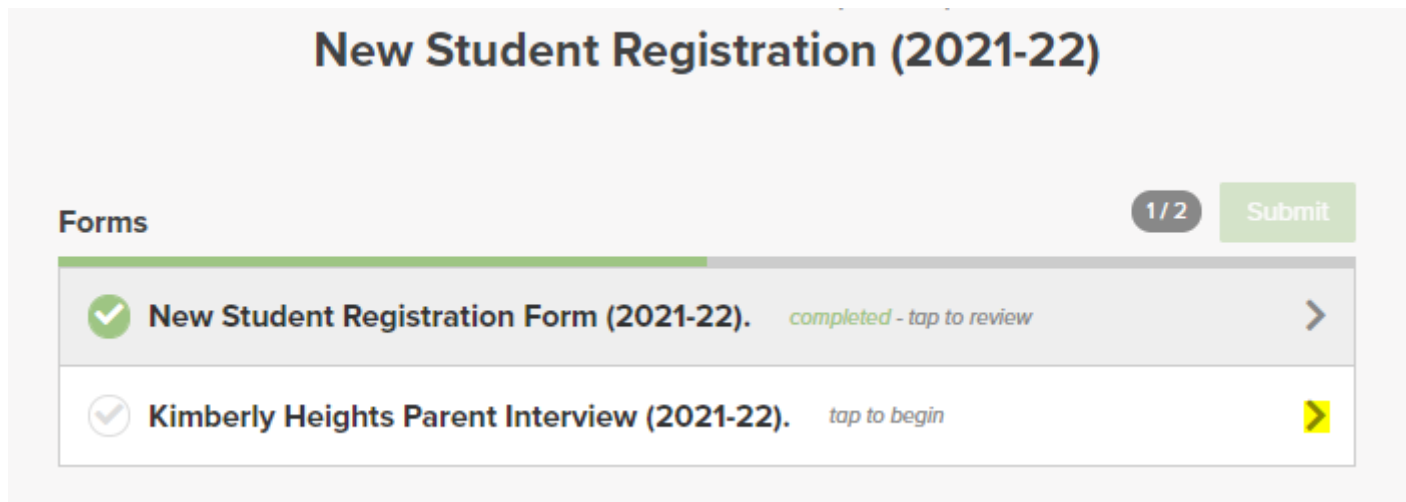
Back Complete



# Registering a NEW Student in AlmaStart

## Step 6: Complete the Forms

If you still have a **Kimberly Heights Parent Interview** to complete, complete that form now:



New Student Registration (2021-22)

Forms 1/2 Submit

- ✓ New Student Registration Form (2021-22). *completed - tap to review* >
- ☐ Kimberly Heights Parent Interview (2021-22). *tap to begin* >

Once all required forms have been completed, click **Submit**:



New Student Registration KHS (2021-22).

### New Student Registration (2021-22)

Forms 2/2 Submit

- ✓ New Student Registration Form (2021-22). *completed - tap to review* >
- ✓ Kimberly Heights Parent Interview (2021-22). *completed - tap to review* >

If prompted, select **Yes, submit**:



You are about to submit 2 required forms. These required forms will *no longer be editable*.

**Are you sure you want to submit?**

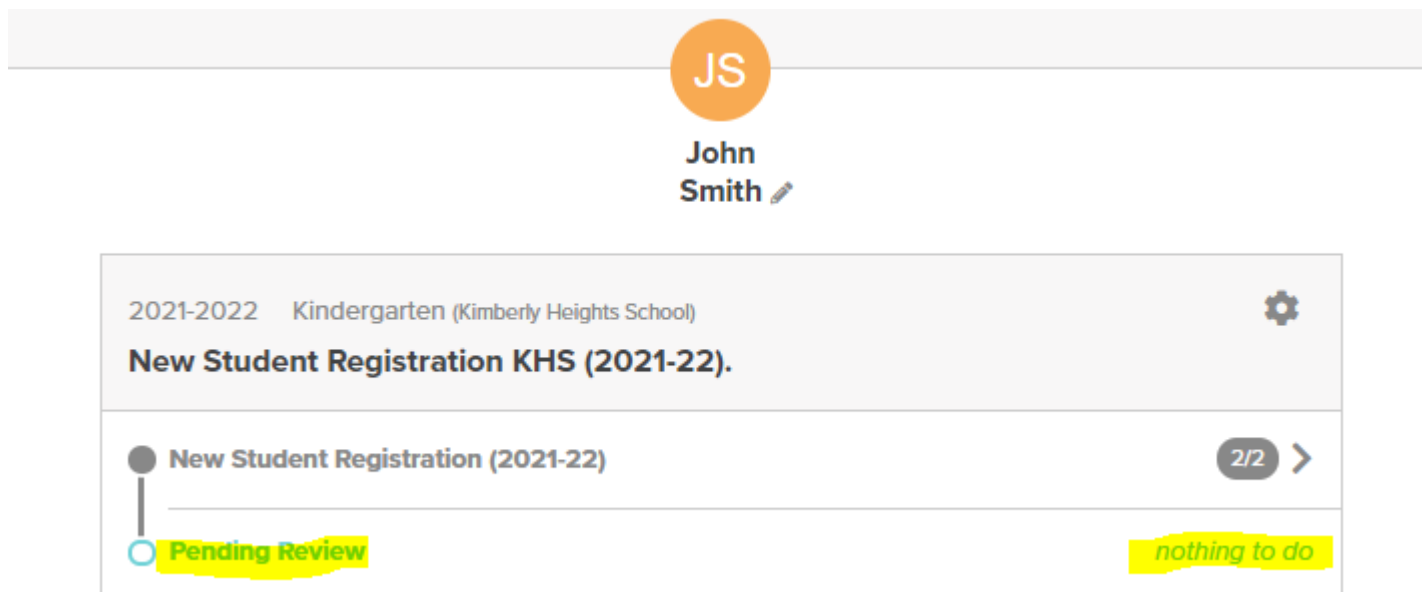
Cancel

**Yes, submit**

# Registering a NEW Student in AlmaStart

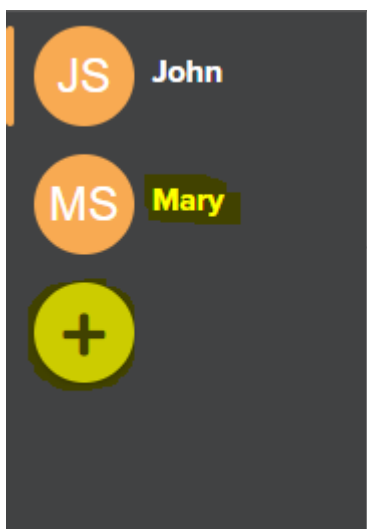
## Step 7: Done!

After submitting your forms, you will be redirected to a page that displays the status of your student's registration. A status of **Pending Review** *nothing to do* indicates that the registration has been completed on your end and there are no more tasks required of you in AlmaStart:



The screenshot shows a user profile for John Smith (initials JS) and a registration card for the 2021-2022 Kindergarten year at Kimberly Heights School. The card title is "New Student Registration KHS (2021-22)". Below the title, it shows "New Student Registration (2021-22)" with a progress indicator of 2/2. The status is "Pending Review" and the action is "nothing to do".

At this stage, you can select or add (+) any additional students that need to be registered from the left-hand side of the page:



The screenshot shows a vertical list of student profiles on a dark background. The first profile is for John (initials JS), the second is for Mary (initials MS), and the third is a green circle with a white plus sign (+) for adding a new student.

If there are no additional students that need to be registered, then you are finished and District Office will contact you if there are any questions and/or additional requirements.