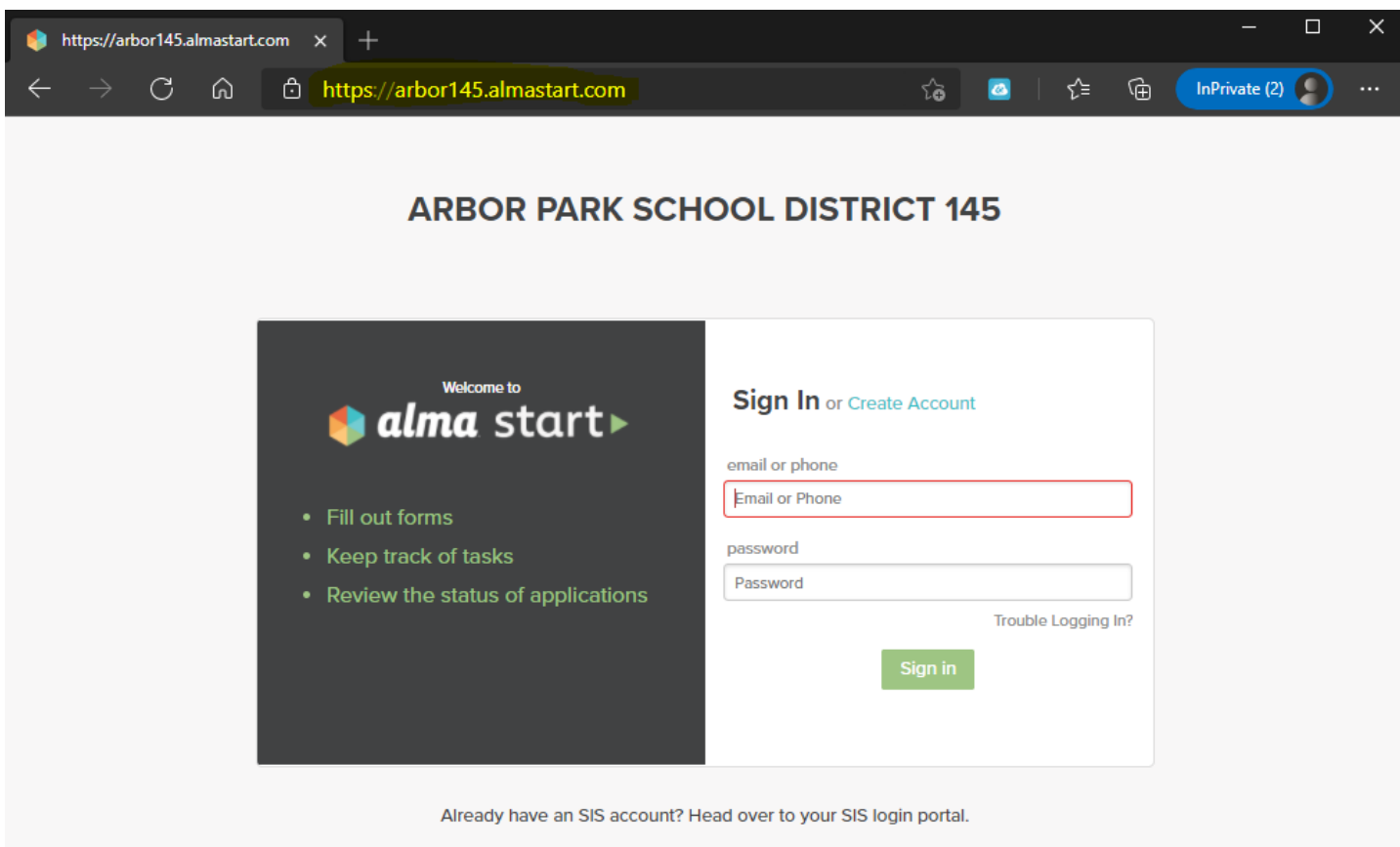


Registering a NEW Student in AlmaStart

To register your NEW student(s), you will need to create a new account with AlmaStart using your phone number or email address.

Step 1: Create an Account with AlmaStart

In a web browser, navigate to arbor145.almastart.com:



ARBOR PARK SCHOOL DISTRICT 145

Welcome to
alma start

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

Sign In or **Create Account**

email or phone
Email or Phone

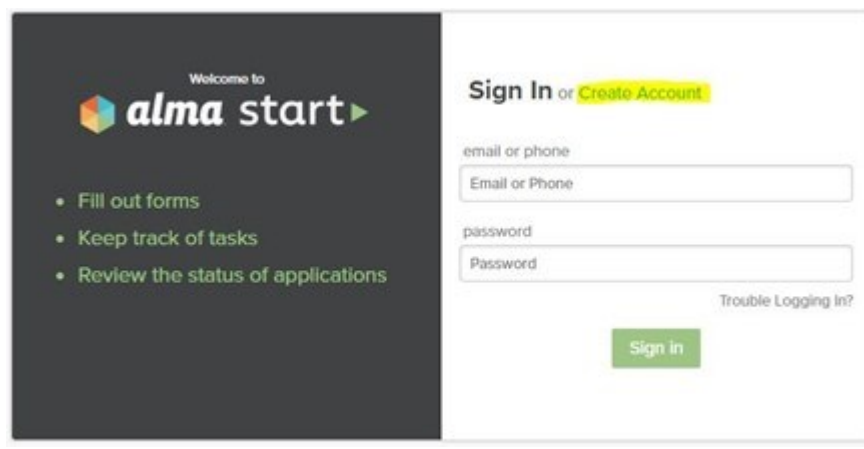
password
Password

Trouble Logging In?

Sign in

Already have an SIS account? Head over to your SIS login portal.

Upon entering AlmaStart homepage, click **Create Account** as shown in yellow below:



Welcome to
alma start

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

Sign In or **Create Account**

email or phone
Email or Phone

password
Password

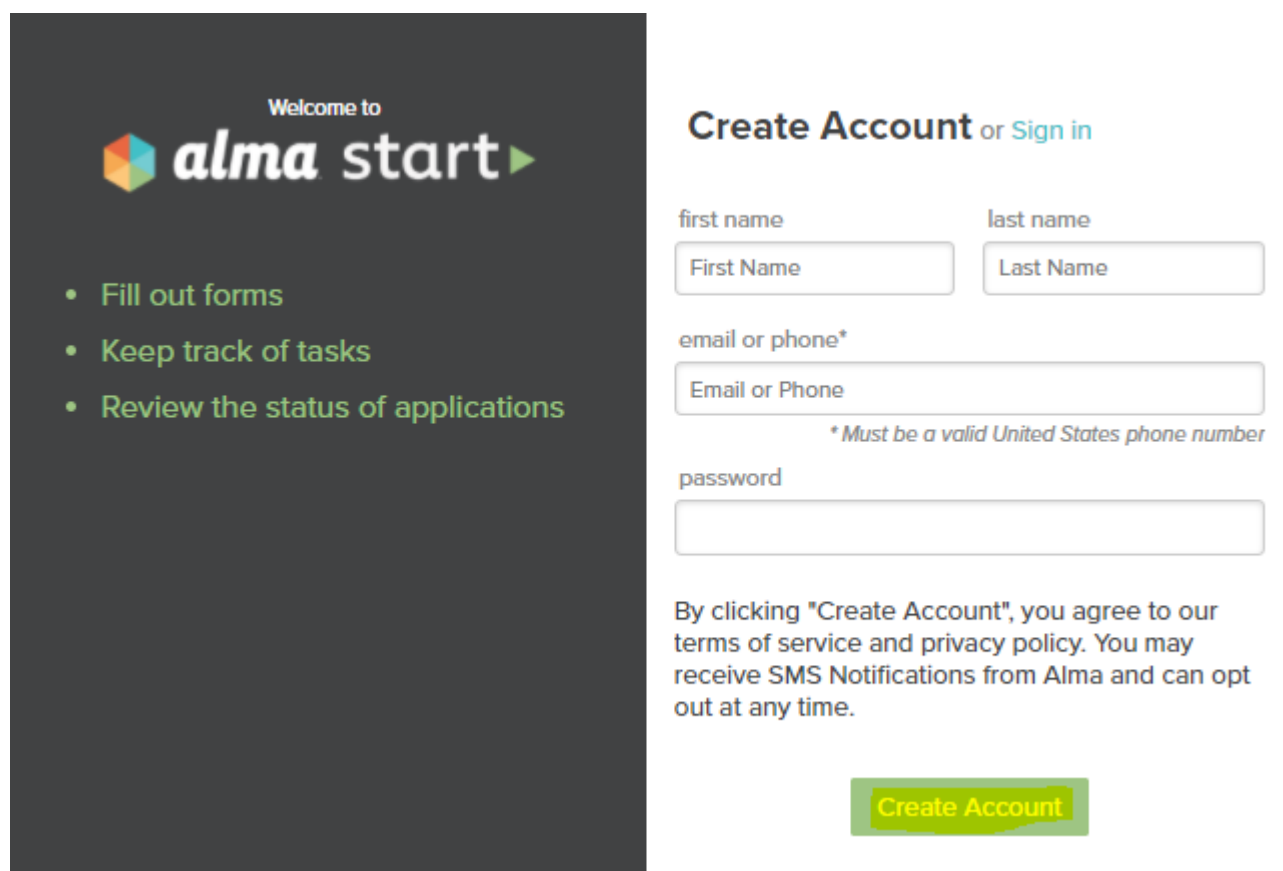
Trouble Logging In?


Sign in

Registering a NEW Student in AlmaStart

Step 1: Create an Account with AlmaStart

Enter the required information. Be sure to include an email address or phone number, as this will serve as your temporary AlmaStart username. When you are finished, select **Create Account**:



Welcome to


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

Create Account or Sign in

first name

last name

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.

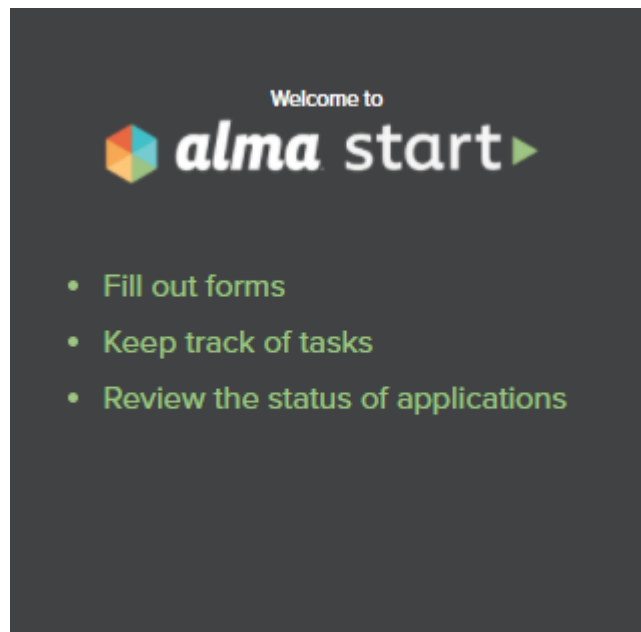
[Create Account](#)

After selecting **Create Account**, Alma will send an identity confirmation link to you via text or email, depending on whether you provided a phone number or email address. After clicking the link to verify your account information, you can sign into AlmaStart to begin registration.

Registering a NEW Student in AlmaStart

Step 2: Sign into AlmaStart

Navigate back to arbor145.almastart.com and sign in using your phone number/email address and the password you have just created:



Sign In or [Create Account](#)

email or phone

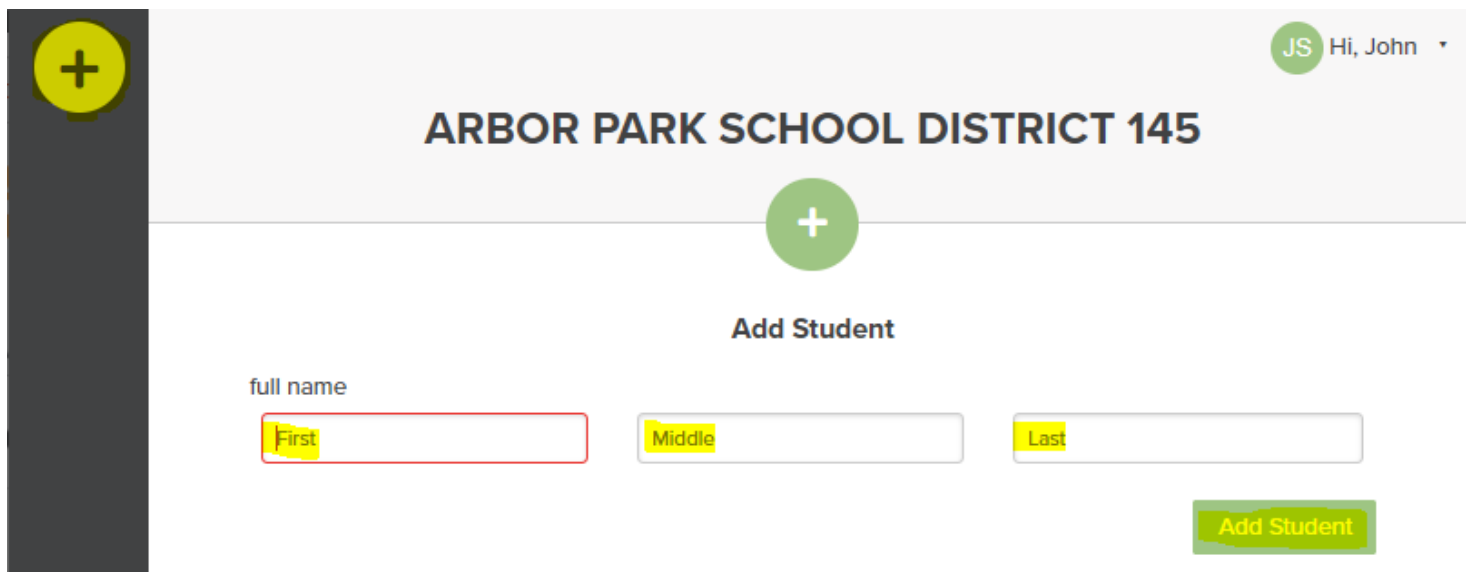
password

[Trouble Logging In?](#)

Sign in

Step 3: Add Your New Student(s)

Upon logging into AlmaStart for the first time, you are prompted to provide the First, Middle, and Last name of the student you wish to register. If you are registering multiple students, you can select the “+” icon on the left-hand side of the page to add as many additional students as you may need:



JS Hi, John

ARBOR PARK SCHOOL DISTRICT 145

+

Add Student

full name

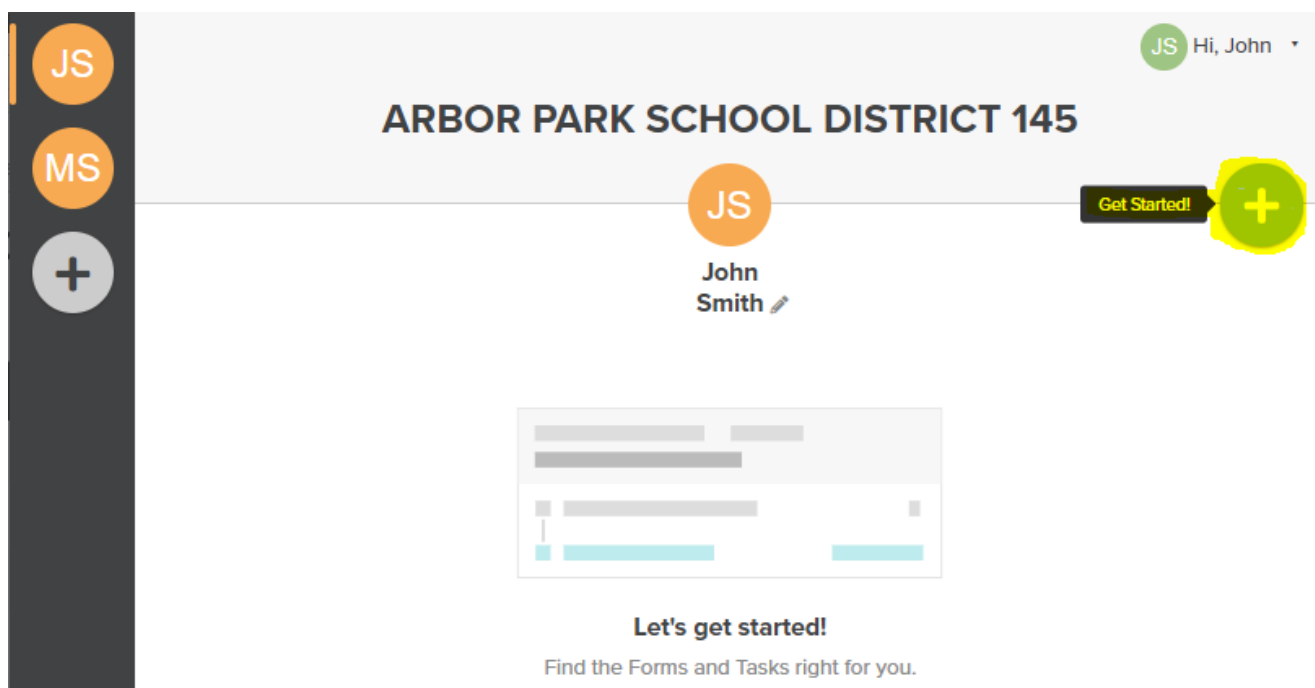
First Middle Last

Add Student

Registering a NEW Student in AlmaStart

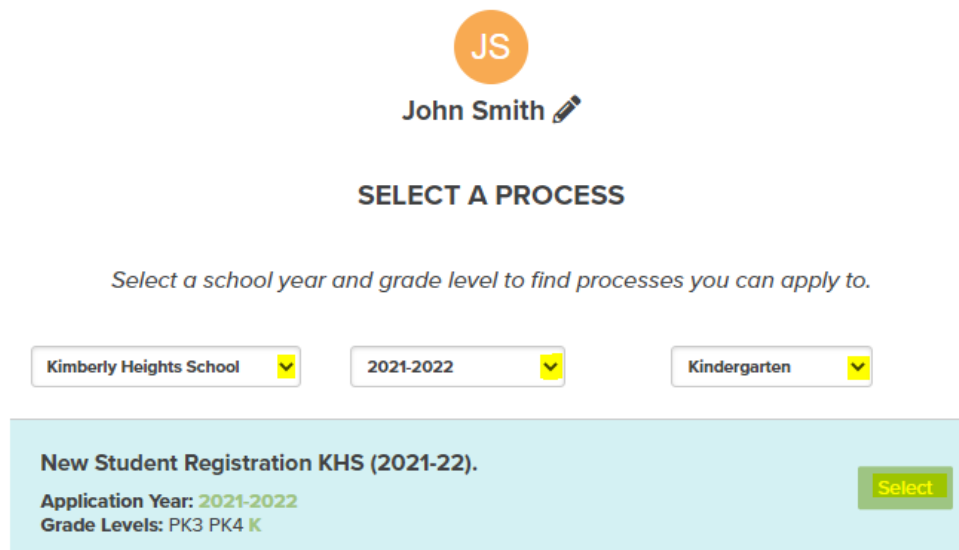
Step 4: Get Started!

Once all the students have been added, we can begin filling out the registration forms for those students. To begin, select the student's initials from the menu on the left-hand side of the page and click the green **Get Started!** button:



Step 5: Select a Process

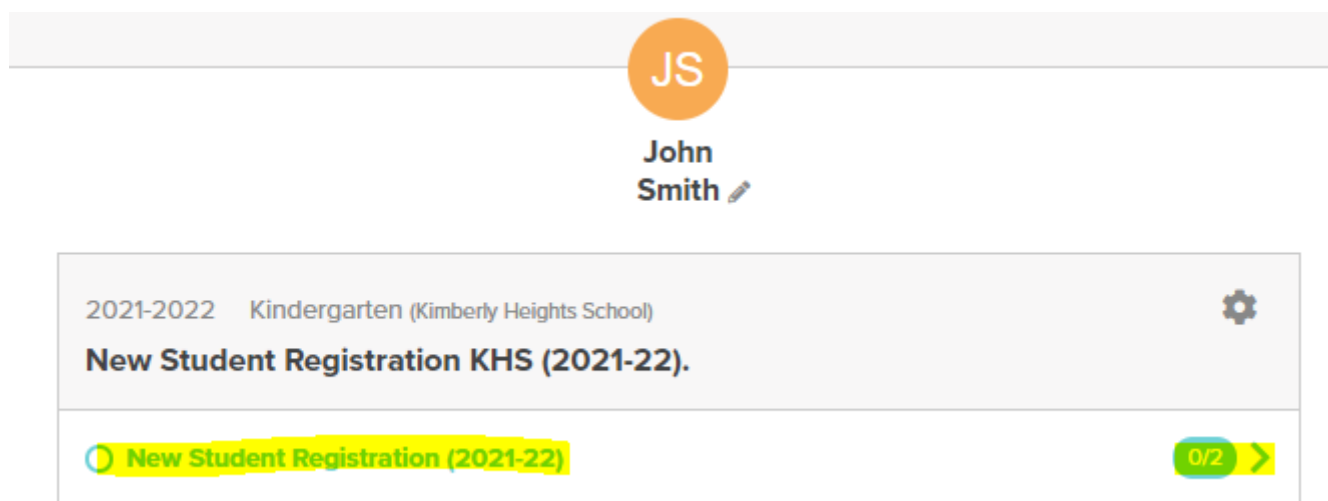
Select the **School**, **School Year**, and **Grade Level** you are registering the student for, then select the appropriate form from the list of available options that appear below:





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:



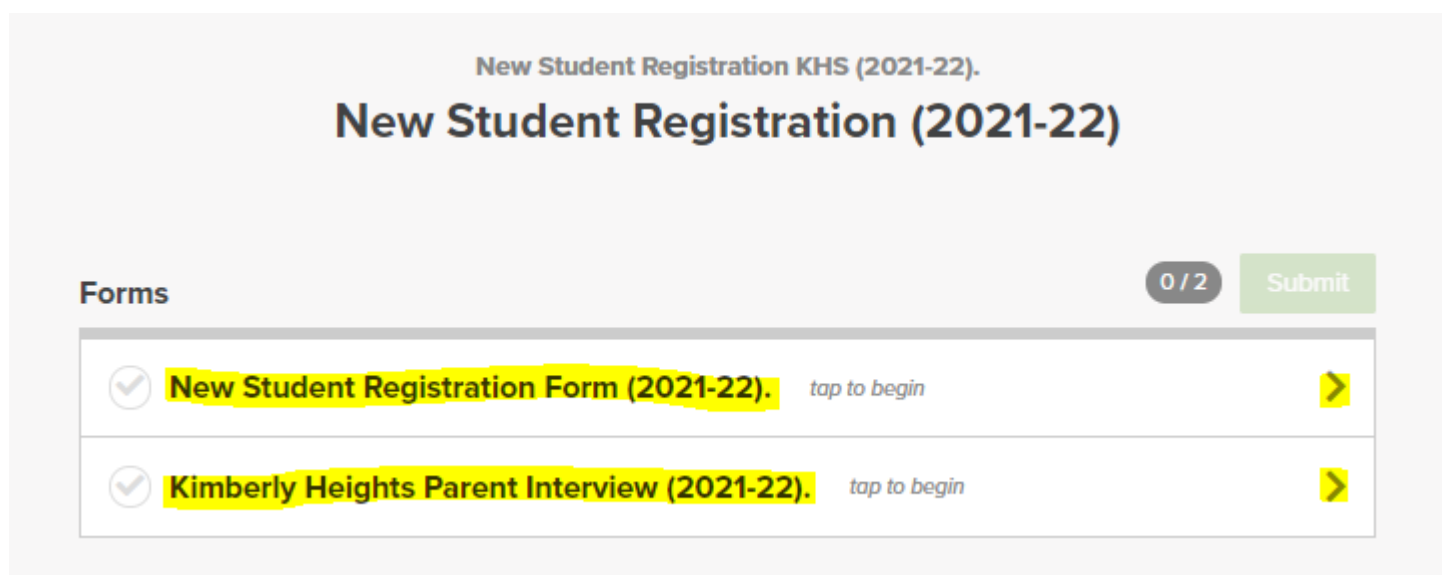
JS
John Smith 

2021-2022 Kindergarten (Kimberly Heights School) 

New Student Registration KHS (2021-22).


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

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 

- 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 

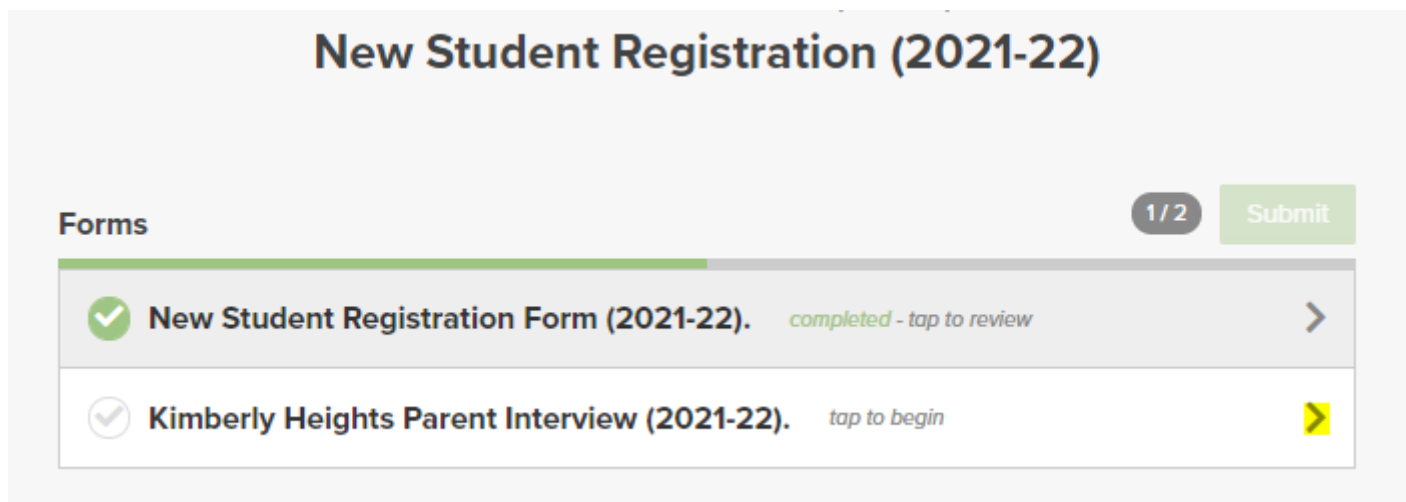
Back Complete



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?

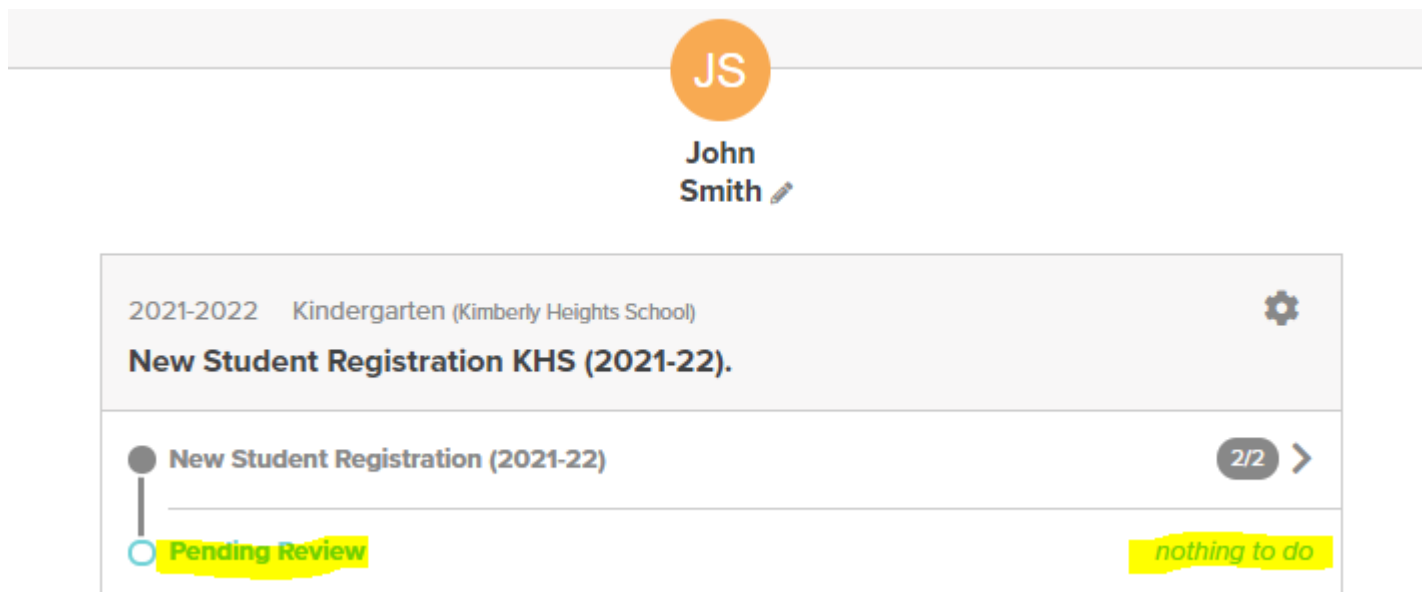
Cancel

Yes, submit

Registering a NEW Student in AlmaStart

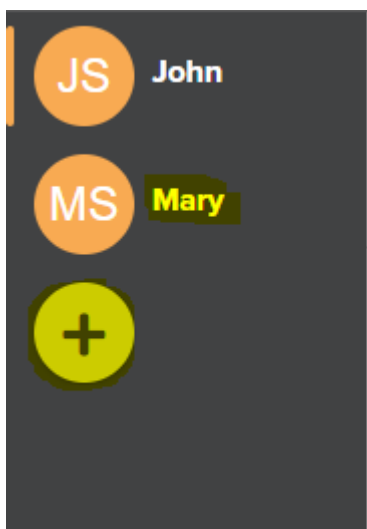
Step 7: Done!

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 'New Student Registration KHS (2021-22)'. The registration 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 selection options: 'John' (initials JS), 'Mary' (initials MS), and a green '+' button to add more students.

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.