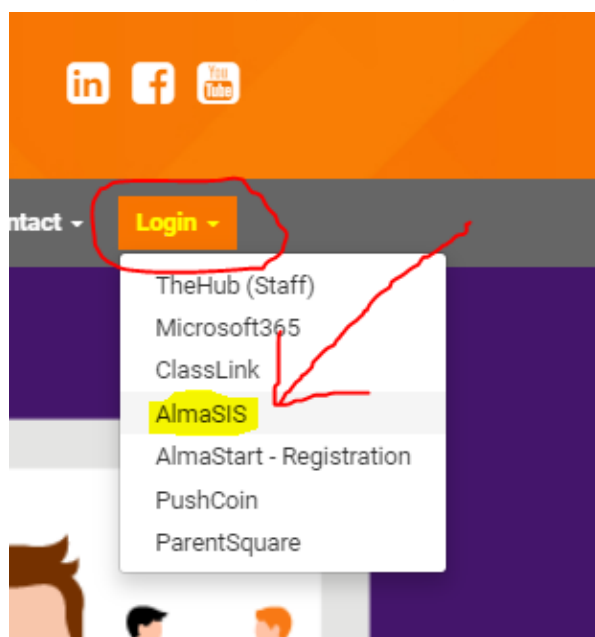


Registering RETURNING Students in AlmaStart

RETURNING students are students that are currently enrolled at Arbor Park School District 145. To register your RETURNING student(s), you will need to sign into your Alma portal using your Alma username and password.

Step 1: Sign into your Alma account:

In a web browser, navigate to www.arbor145.org. Select the **Login** tab from the banner along the top of the page and select **AlmaSIS**:

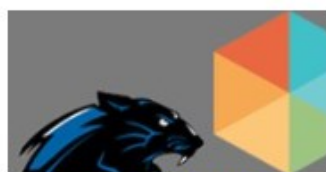


You will be redirected to page in which you will select the appropriate school login portal. Please select the school your student is currently enrolled in:

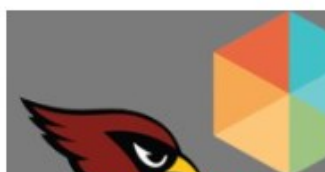
AlmaSignIn

Alma sign in pages are specific to your school. These links are for staff, parents, and students.

Please select the appropriate login page:



ARBOR PARK MIDDLE
SCHOOL



SCARLET OAK



MORTON GINGERWOOD

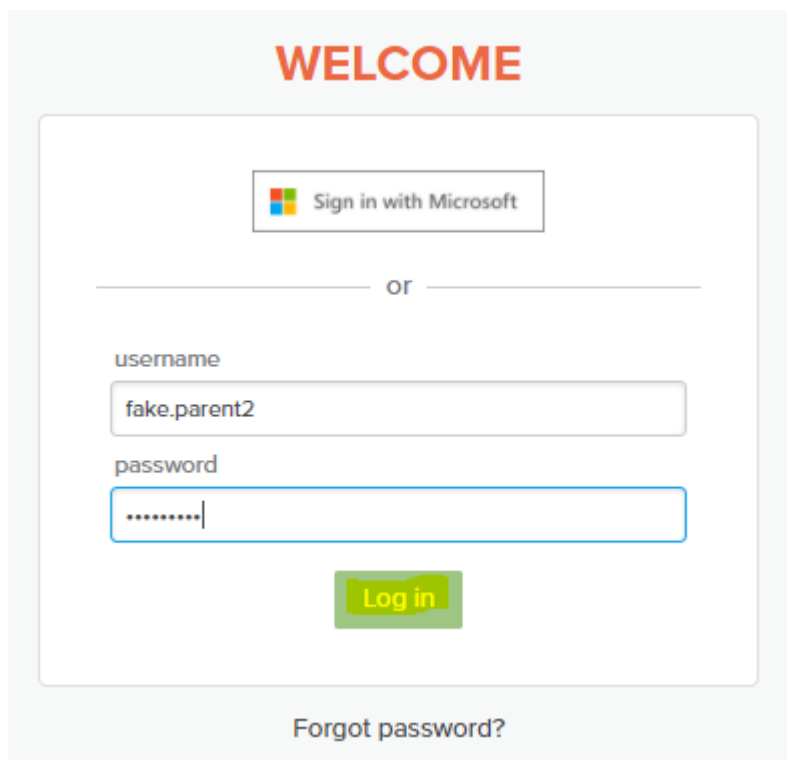


KIMBERLY HEIGHTS

Registering RETURNING Students in AlmaStart

Step 1: Sign into your Alma account:

You will be redirected to the Alma Login page for that school. Log in using your Alma username and password:

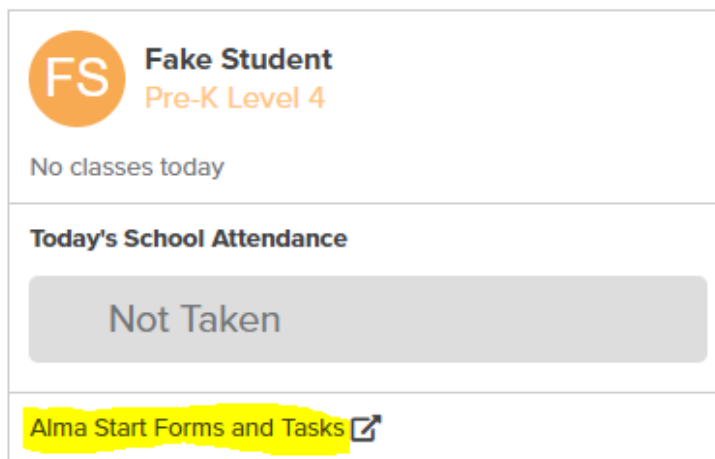


The screenshot shows the Alma login interface. At the top, the word "WELCOME" is displayed in orange. Below it is a "Sign in with Microsoft" button. A horizontal line with the word "or" in the center separates this from the standard login fields. There is a "username" field containing the text "fake.parent2" and a "password" field with masked characters ".....". A green "Log in" button is positioned below the password field. At the bottom of the login area, there is a link for "Forgot password?".

Step 2: Navigate to Alma Start:

Upon signing in to Alma, navigate to the **Home** tab and select the **Alma Start Forms and Tasks** link listed below the student:

Students

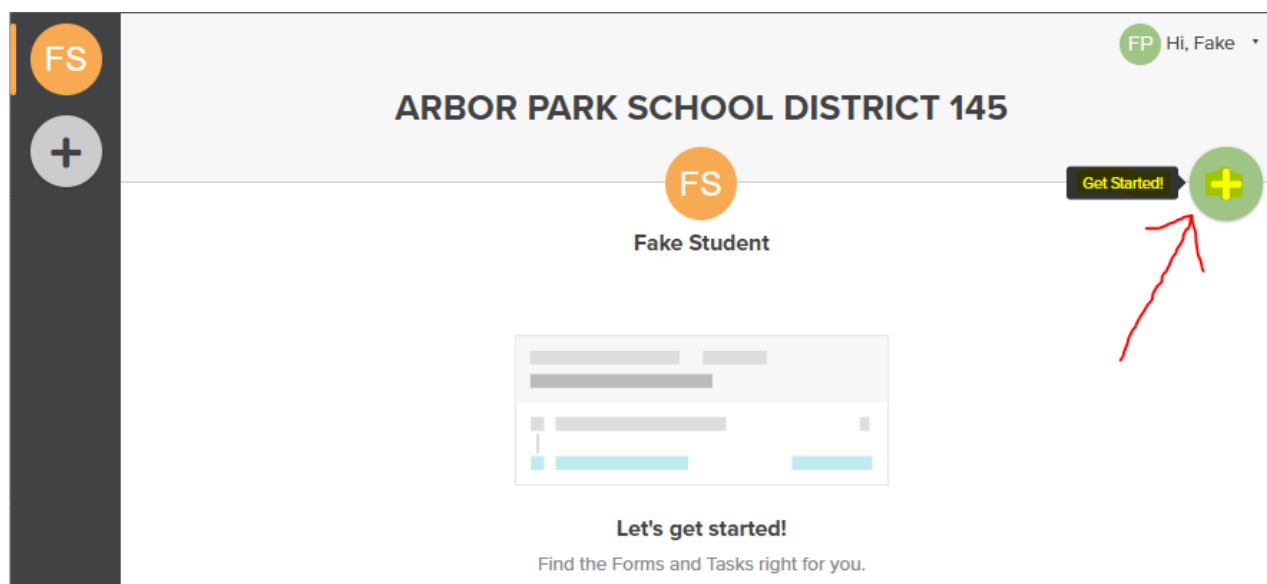


The student profile card for "Fake Student" (Pre-K Level 4) is shown. It includes a circular icon with the initials "FS", the text "No classes today", and a section for "Today's School Attendance" which displays "Not Taken" in a grey button. At the bottom, the link "Alma Start Forms and Tasks" is highlighted in yellow and includes an external link icon.

Registering RETURNING Students in AlmaStart

Step 3: Select your Student and Get Started:

Upon selecting **Alma Start Forms and Tasks**, you will be redirected to the Alma Start home page. On this page, select your student's name from the left-hand side of the page and click the green "+" icon to get started:



Step 4: Select a Process

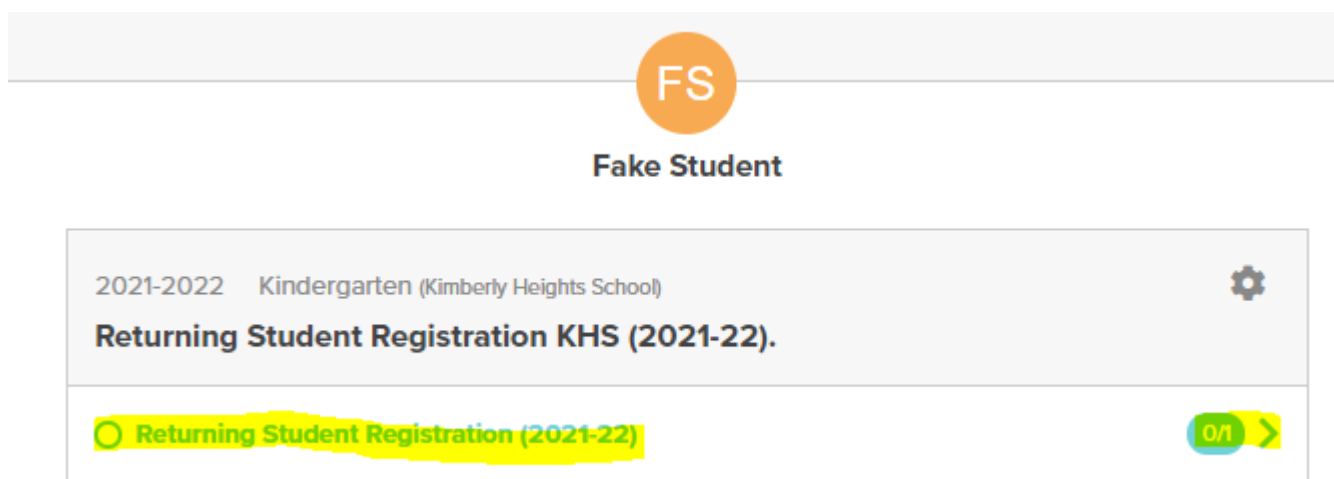
Select the **School**, **School Year**, and **Grade Level** you are registering the student for, then select the appropriate form from the list of available options that appear below:




Registering RETURNING Students in AlmaStart

Step 5: Complete the Forms:


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



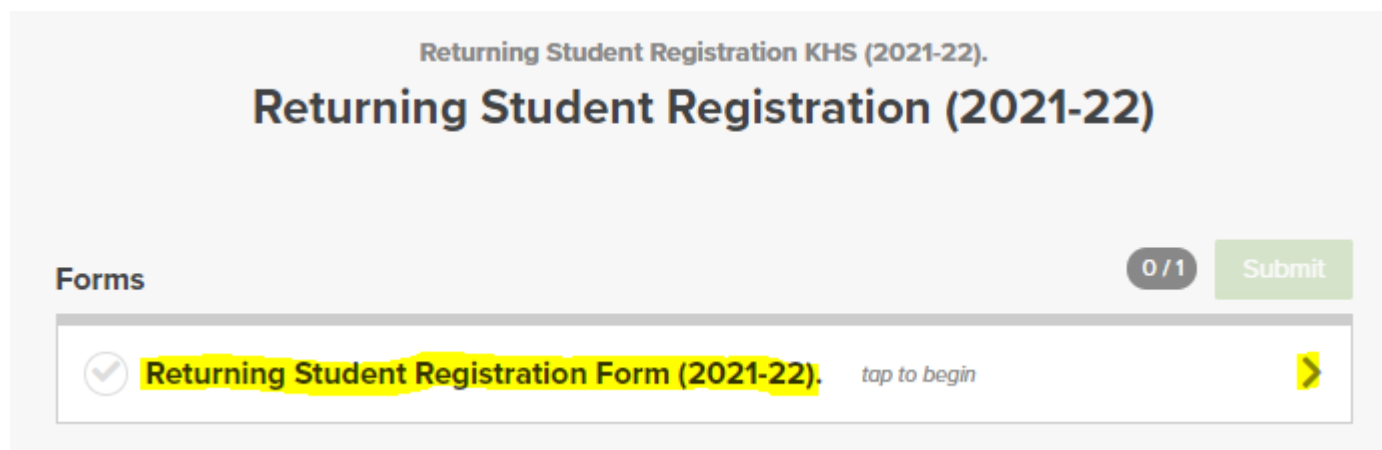
FS
Fake Student

2021-2022 Kindergarten (Kimberly Heights School) 

Returning Student Registration KHS (2021-22).


Returning Student Registration (2021-22) 


You are then redirected to a page that lists the form that must be completed by the parent/guardian in order to complete registration. Click the form to begin filling it out:



Returning Student Registration KHS (2021-22).

Returning Student Registration (2021-22)

Forms 0 / 1 

Returning Student Registration Form (2021-22). *tap to begin* 

Registering RETURNING Students in AlmaStart

Step 5: 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**:

RETURNING 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

Fake Parent

Date

03/01/2021

Back

Complete



Registering RETURNING Students in AlmaStart

Step 5: Complete the Forms:

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



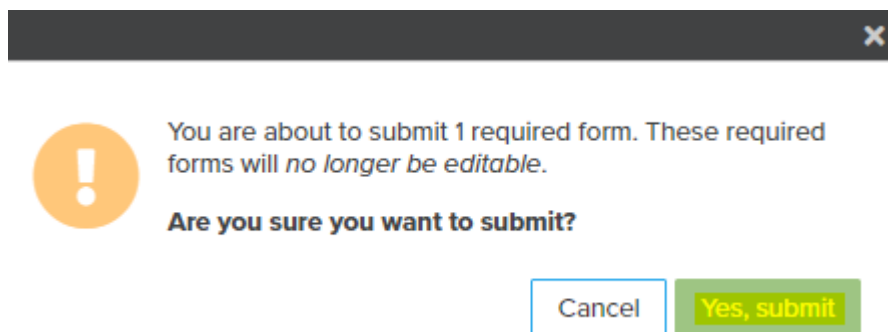
Returning Student Registration KHS (2021-22).

Returning Student Registration (2021-22)

Forms 1/1 **Submit**

Returning Student Registration Form (2021-22). *completed - tap to review* >

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



! You are about to submit 1 required form. These required forms will *no longer be editable*.

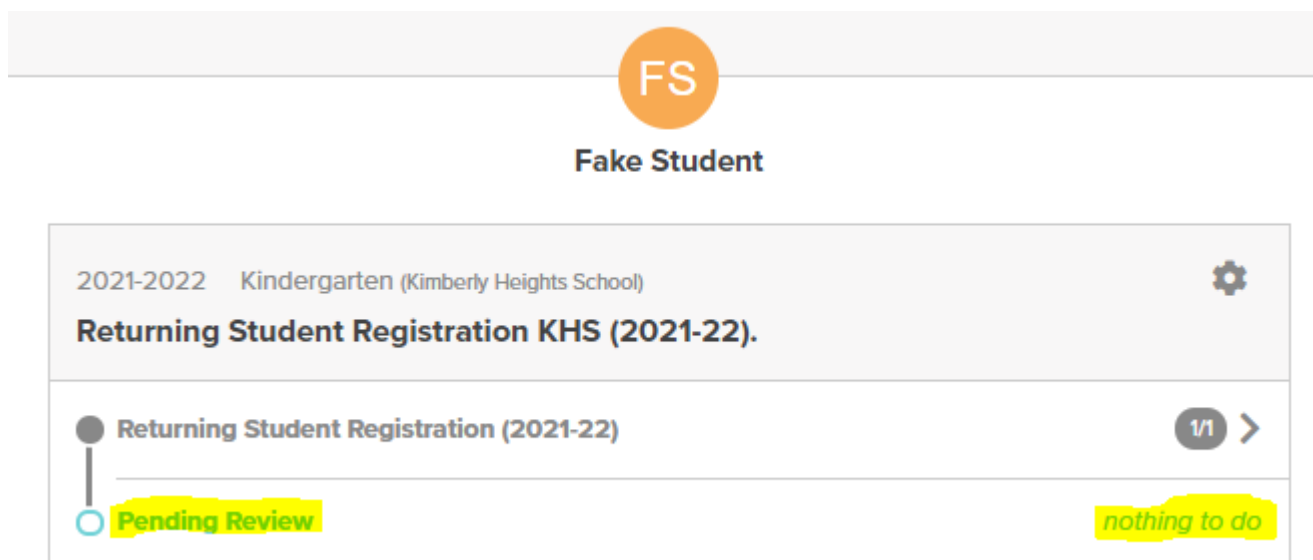
Are you sure you want to submit?

Cancel **Yes, submit**

Registering RETURNING Students in AlmaStart

Step 6: 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 Alma Start:



The screenshot shows the AlmaStart interface for a 'Fake Student'. At the top, there is a grey bar with an orange circle containing 'FS' and the text 'Fake Student' below it. Below this is a card for '2021-2022 Kindergarten (Kimberly Heights School)' with a gear icon. The card title is 'Returning Student Registration KHS (2021-22)'. Below the title is a progress indicator for 'Returning Student Registration (2021-22)' with a '1/1' and a right arrow. The progress bar shows a blue circle followed by the text 'Pending Review' and 'nothing to do'.

Repeat this process for all returning students that need to register. 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.