

How to Register Your New or Returning Student for Enrollment at Pivot Charter School

Cómo registrar a su estudiante nuevo o que regresa para la inscripción en Pivot Charter School

1. To start the online registration process, you should receive an email from Pivot Charter School with your login information. If you do not receive an email, please contact the Site Coordinator.

Para iniciar el proceso de registro en línea, debe recibir un correo electrónico de Pivot Charter School con su información de inicio de sesión. Si no recibe un correo electrónico, comuníquese con el Coordinador del sitio.



Dear Parent or Guardian:

You are receiving this email so that you may re-enroll your student with Pivot's online registration portal. This process allows you to re-enroll a current student for the upcoming school year.

Please find the link below to complete your online re-enrollment with Pivot Charter School

Your username is _____. You can access your household portal by going to <https://parentstudentportal.com> and logging in using your username and password.

If you have forgotten your password, you can click "Forgot your password" on the sign in screen, or if you'd like to reset it you can click the following link:

_____. This password reset link will remain active for 48 hours, expiring on _____.

If you have any issues with resetting your password or the password reset link expires, you can contact me at ____@pivotcharter.org to send a new password reset link directly to your email.

If you have trouble with the online re-enrollment portal, or would prefer a hard copy emailed or mailed to your home, please contact me at _____.

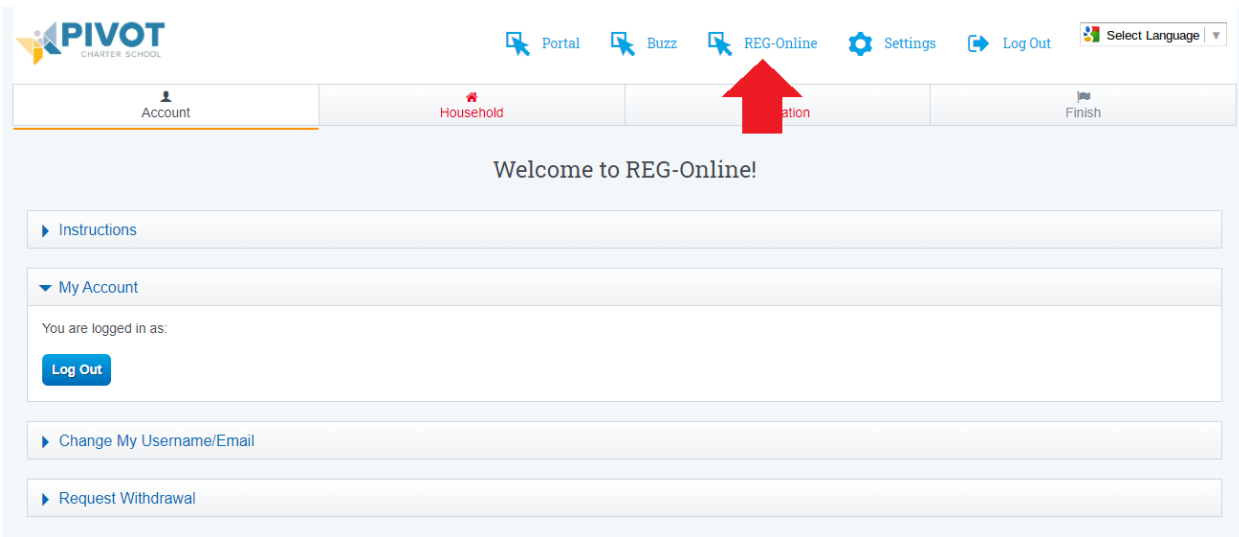
2. Click the link provided in the email to set up your password and then Save.

Haga clic en el enlace proporcionado en el correo electrónico para configurar su contraseña y luego en Guardar.

A screenshot of the Pivot Charter School online registration portal. At the top left is the Pivot Charter School logo. To the right is a navigation menu with links for Home, ParentSquare, Buzz, REG-Online, Settings, Log Out, and a language selection dropdown. Below the navigation is a red heading that says "Please Create a New Password". The form contains two columns of input fields. The left column has "Your Username" (with a greyed-out field), "New Password" (with a masked field), and a "Medium" strength indicator. The right column has "Last Changed" (with a greyed-out field), "Retype Password" (with a masked field), and a "Passwords Match" indicator. Below the form is a section titled "Why can't I use just any password?" with three lines of explanatory text. A "Save" button is located at the bottom right of the form area.

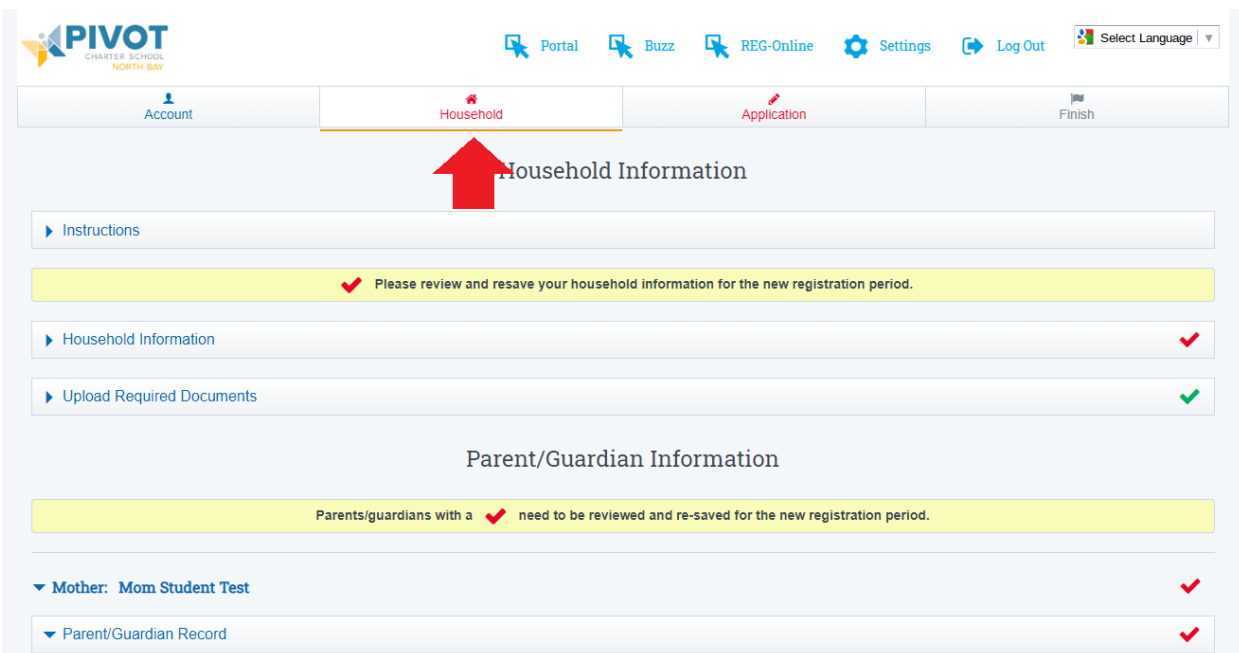
3. After changing your password, you will be launched to the REG-Online portal. If you are not, you can click REG-Online at the top to access it.

Después de cambiar su contraseña, se le iniciará en el portal REG-Online. Si no es así, puede hacer clic en REG-Online en la parte superior para acceder.



- To get started, click Household on the top navigation bar. This is where you will enter your contact information and address, as well as all applicable guardians of the student. Once everything has been filled out and saved (green check marks), the Household icon will go from red to green. Then you can move on to the next section.

Para comenzar, haga clic en Hogar en la barra de navegación superior. Aquí es donde ingresará su información de contacto y dirección, así como todos los tutores correspondientes del estudiante. Una vez que se haya completado y guardado todo (marcas de verificación verdes), el icono de Hogar pasará de rojo a verde. Luego puede pasar a la siguiente sección.



5. On the Application page, you can edit a current student, add a new student, or look up a previous Pivot student (if they are not already listed on your account).

En la página de Solicitud, puede editar un estudiante actual, agregar un estudiante nuevo o buscar un estudiante de Pivot anterior (si aún no está en la lista de su cuenta).

6. If you need to find your student in our system, you will search by last name and birth date. Then click "Find My Student" to see if your student can be found in our system. If the student is found, click Add Student to add the student to your household. Be sure to add all students in your household.

Si necesita encontrar a su estudiante en nuestro sistema, buscará por apellido y fecha de nacimiento. Luego haga clic en "Find My Student" para ver si su estudiante se puede encontrar en nuestro sistema. Si se encuentra al estudiante, haga clic en Agregar estudiante para agregar al estudiante a su hogar. Asegúrese de agregar a todos los estudiantes de su hogar.

▶ New Student Application

▼ Find My Student

Enter Student Information


In order to "connect" an already enrolled student to your household account, you will need to find the student with the information below.

Enter your student's information below and click **Find Student**. If a match is found the record will appear and you can click **Add Student** to add the record to your household.

If you can't find your student, you may have updated their record last using a different username/email. For assistance: **call**

Student's Last Name

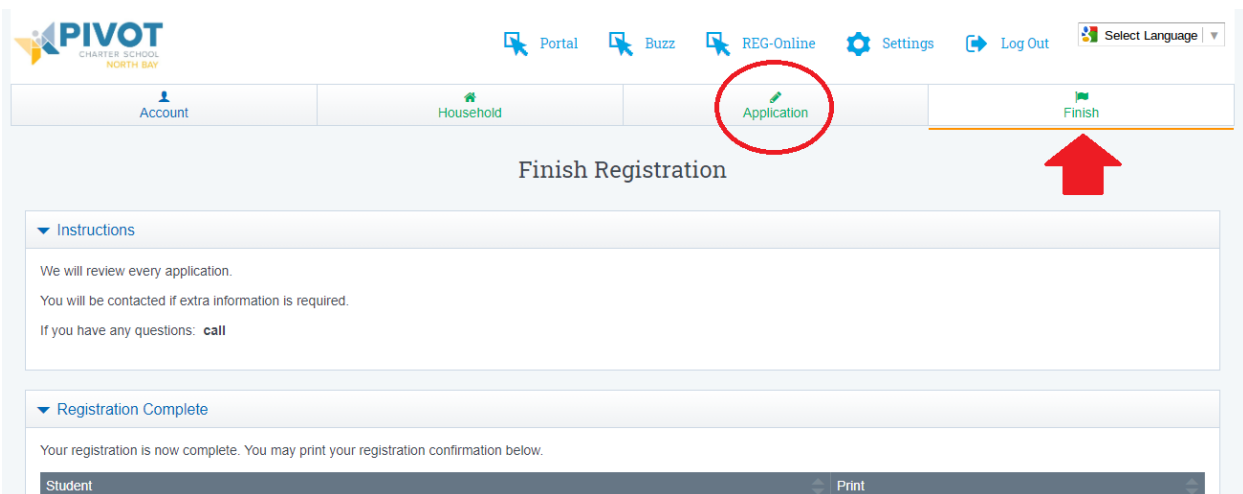
Student's Birth Date



Find My Student

- After confirming and saving all information, you will be asked to sign some important documents. When everything is complete, the Application icon will go from red to green and you will be able to move on to the Finish page. When Household, Application, and Finish are all green on the top, your application has been submitted.

Después de confirmar y guardar toda la información, se le pedirá que firme algunos documentos importantes. Cuando todo esté completo, el icono de la aplicación pasará de rojo a verde y podrá pasar a la página Finalizar. Cuando el hogar, la solicitud y el final estén en verde en la parte superior, su solicitud ha sido enviada.



PIVOT
CHARTER SCHOOL
NORTH BAY

Portal Buzz REG-Online Settings Log Out Select Language

Account Household **Application** Finish

Finish Registration

▼ Instructions

We will review every application.
You will be contacted if extra information is required.
If you have any questions: **call**

▼ Registration Complete

Your registration is now complete. You may print your registration confirmation below.

Student Print

If you are unable to use the online registration portal to enroll or re-enroll students at Pivot Charter School, please contact your Site Coordinator to request an emailed or mailed paper copy.

Si no puede utilizar el portal de inscripción en línea para inscribir o reinscribir a los estudiantes en Pivot Charter School, comuníquese con el coordinador de su sitio para solicitar una copia impresa por correo electrónico o por correo.