

## How to Register Your New or Returning Student for Enrollment at 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.



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 \_\_\_\_\_.

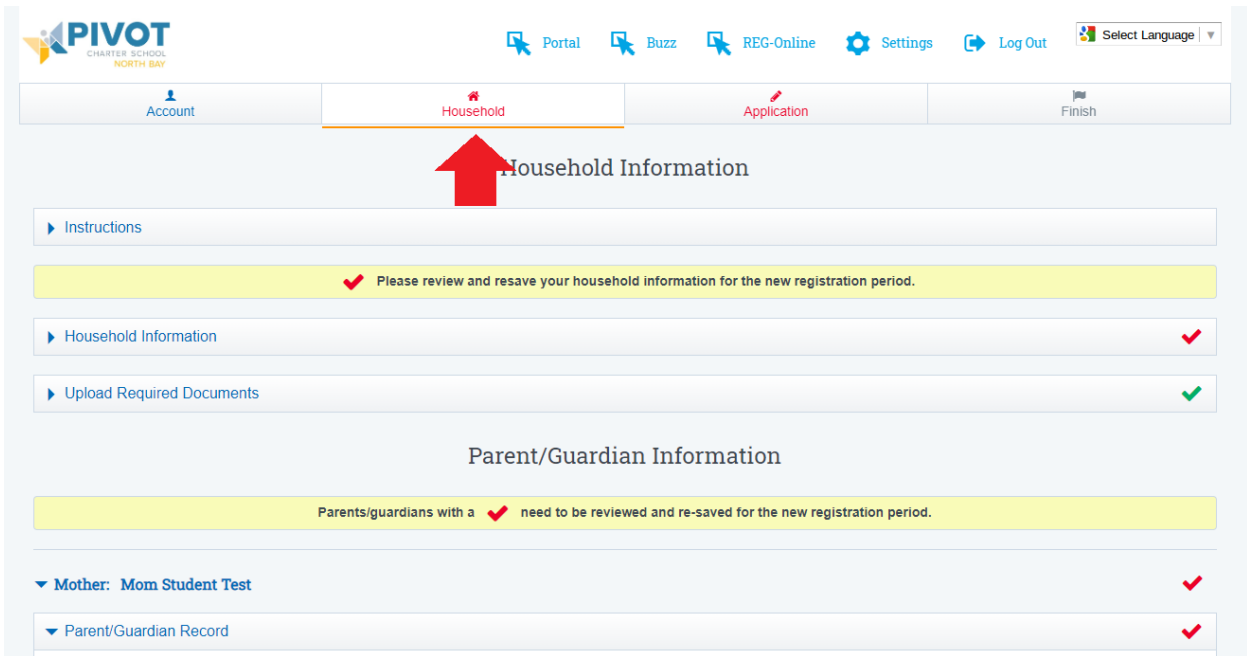
2. Click the link provided in the email to set up your password and then Save.

A screenshot of a web form titled "Please Create a New Password". The form includes fields for "Your Username", "Last Changed", "New Password", and "Retype Password". The "New Password" field shows a strength indicator of "Medium". Below the fields, there is a "Save" button. A "Passwords Match" message is visible below the retype password field. A "Select Language" dropdown menu is located in the top right corner of the page.

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.

A screenshot of the REG-Online portal dashboard. At the top, there is a navigation bar with links for "Portal", "Buzz", "REG-Online", "Settings", and "Log Out". A red arrow points to the "REG-Online" link. Below the navigation bar, there is a header area with "Account", "Household", "Registration", and "Finish" tabs. The main content area displays "Welcome to REG-Online!" and a list of menu items: "Instructions", "My Account", "Change My Username/Email", and "Request Withdrawal". The "My Account" section shows "You are logged in as:" and a "Log Out" button.

4. 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.



Account Household Application Finish

Household Information

Instructions

Please review and resave your household information for the new registration period.

Household Information ✓

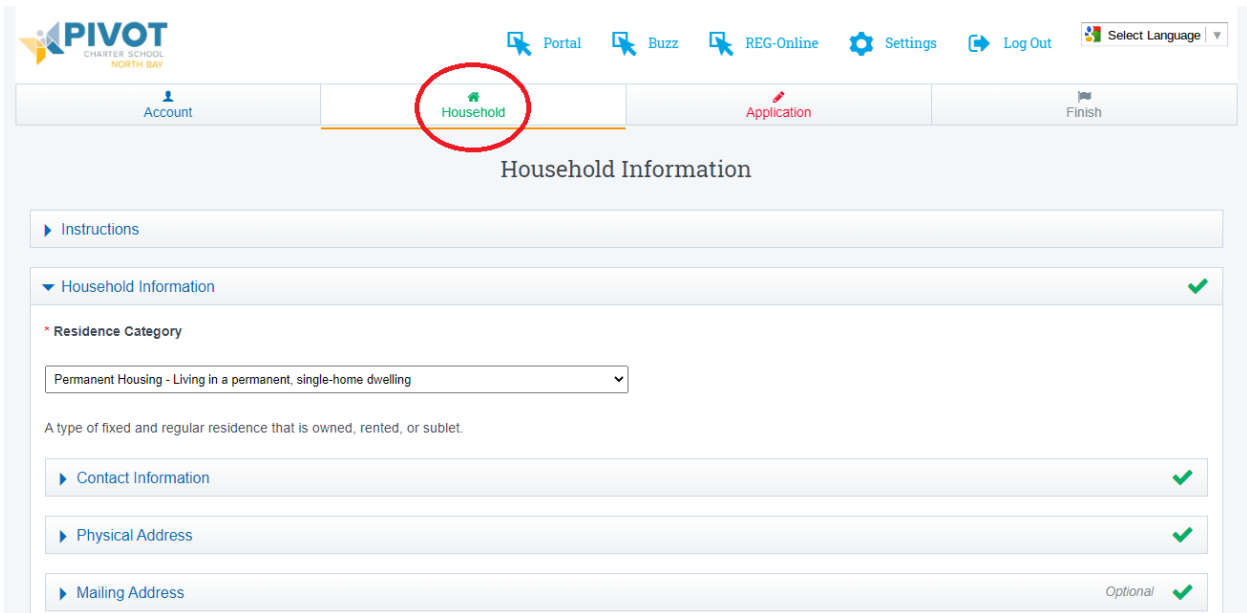
Upload Required Documents ✓

Parent/Guardian Information

Parents/guardians with a ✓ need to be reviewed and re-saved for the new registration period.

▼ Mother: Mom Student Test ✓

▼ Parent/Guardian Record ✓



Account Household Application Finish

Household Information

Instructions

Household Information ✓

\* Residence Category

Permanent Housing - Living in a permanent, single-home dwelling

A type of fixed and regular residence that is owned, rented, or sublet.

Contact Information ✓

Physical Address ✓

Mailing Address Optional ✓

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).

The screenshot shows the Pivot Charter School North Bay application interface. At the top, there is a navigation bar with links for Portal, Buzz, REG-Online, Settings, Log Out, and a language selector. Below this is a main menu with 'Account', 'Household', 'Application', and 'Finish'. The 'Application' tab is selected and highlighted with a red arrow. Below the menu, the page title is 'Student Application'. There are three main sections: 'Instructions', a yellow warning banner stating 'Students with a ✓ need to be reviewed and re-saved for the new registration period.', and a list of student applications. The first application is 'Student 1: Student Test' with a red arrow pointing to it and the text 'Edit an existing student on your account.' The second is 'New Student Application' with a red arrow pointing to it and the text 'Enroll a new student at Pivot.' The third is 'Find My Student' with a red arrow pointing to it and the text 'Add a student who has previously attended Pivot but is not listed above.'

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.

The screenshot shows the 'Find My Student' form. It is titled 'Find My Student' and has a sub-header 'Enter Student Information'. Below this, there is a paragraph of text: '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**'. Below the text are two input fields: 'Student's Last Name' and 'Student's Birth Date'. The 'Student's Birth Date' field has a calendar icon next to it. At the bottom of the form is a blue button labeled 'Find My Student'.

7. 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.

**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.