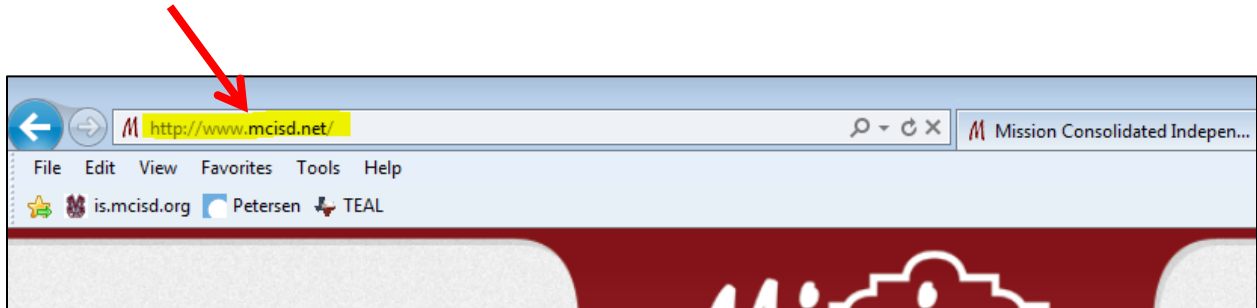


MCISD Parent's Online Registration Guide

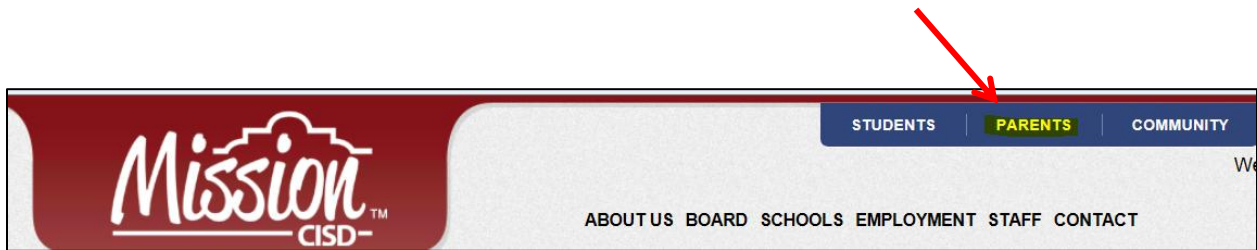
Open internet browser



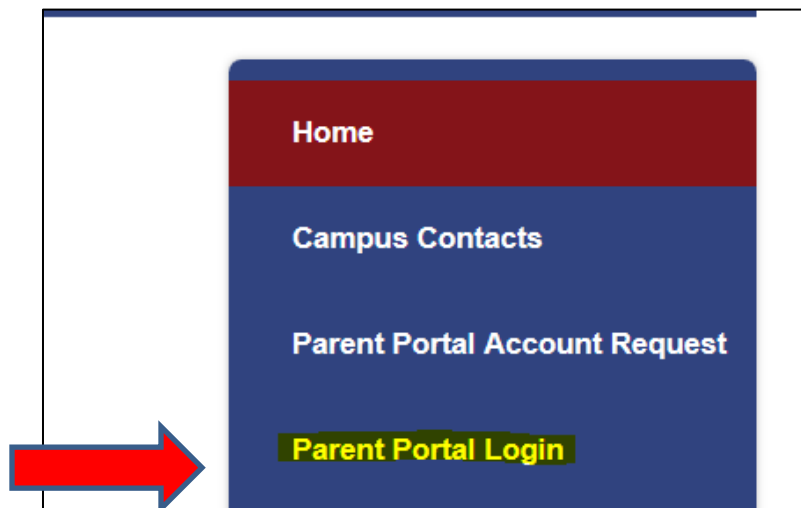
On the address bar type www.mcisd.net



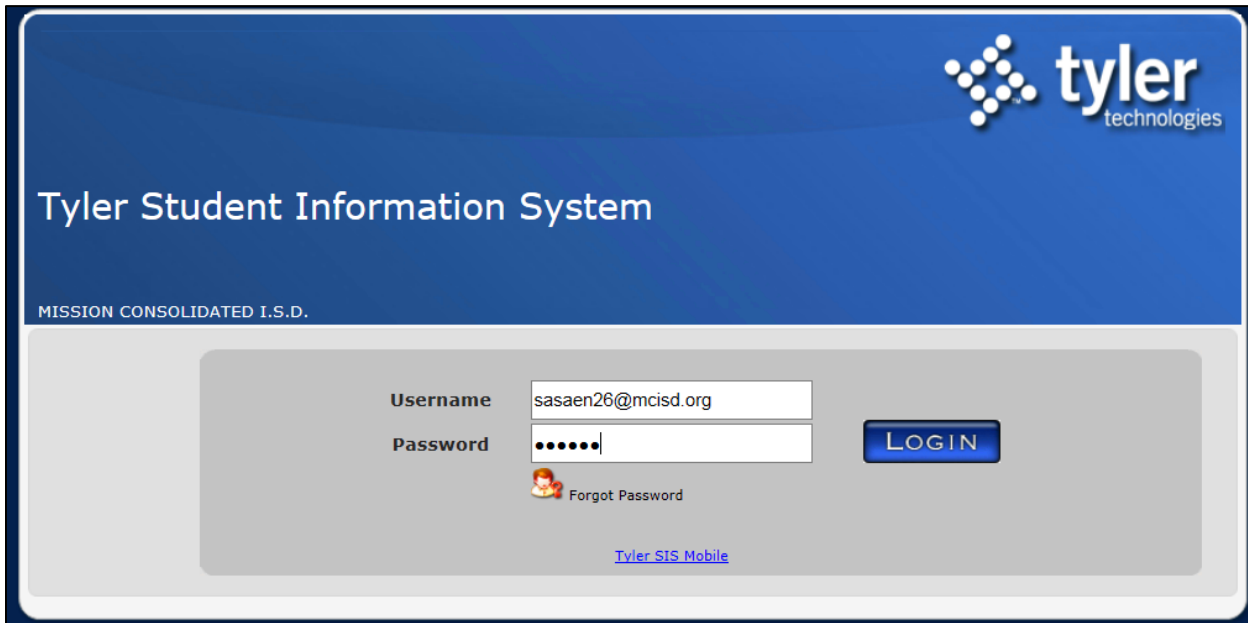
Next click on Parents link



Right below Parent link select Parent Portal Login

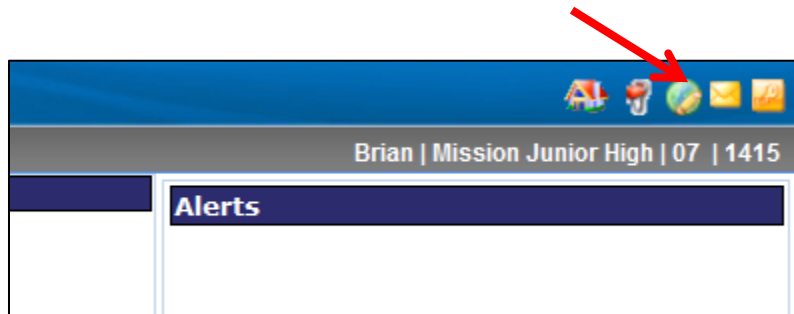


Type your user name and password and click Login

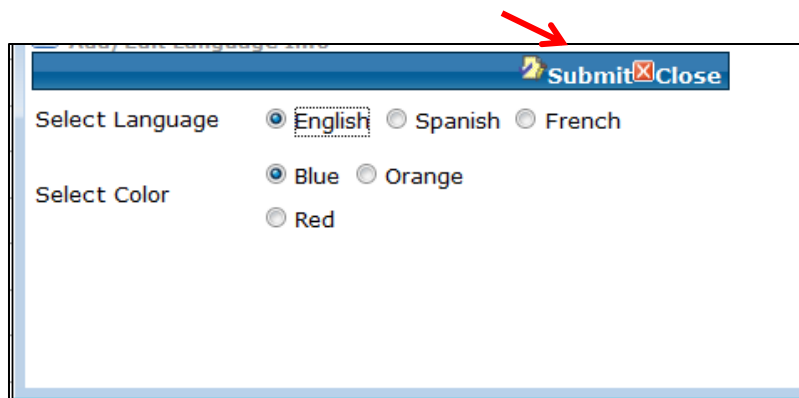


The image shows the login page for the Tyler Student Information System. At the top right is the Tyler Technologies logo. Below it, the text "Tyler Student Information System" is displayed. Underneath, "MISSION CONSOLIDATED I.S.D." is written. The main login area contains a "Username" field with the text "sasaen26@mcisd.org", a "Password" field with masked characters, and a blue "LOGIN" button. Below the password field is a "Forgot Password" link with a small icon. At the bottom of the login area is a link for "Tyler SIS Mobile".

If you wish to change the language of the screens click on the globe on the top right of the page

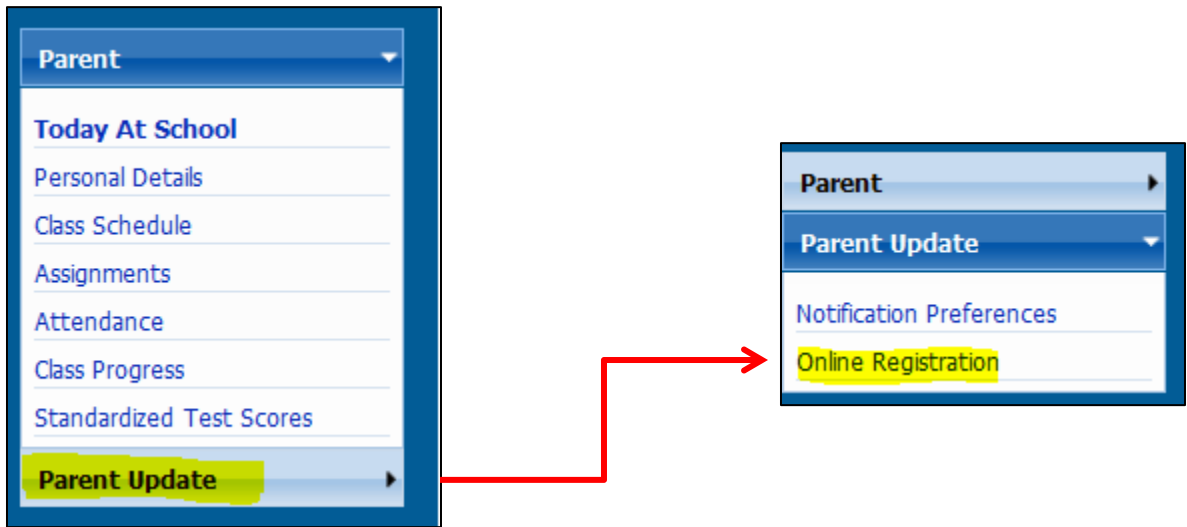


Select Language, click Submit



This image shows a dialog box for selecting language and color. At the top right of the dialog are "Submit" and "Close" buttons. The "Select Language" section has three radio button options: "English" (which is selected), "Spanish", and "French". The "Select Color" section has three radio button options: "Blue" (which is selected), "Orange", and "Red". A red arrow points to the "Submit" button.

To the left of the page select Parent Update tab. Click Online Registration




All forms can be completed on this page. There are 13 sections to be completed.

Parent >> Online Registration			
Actions			
Click the Edit icon on the first form to begin the online registration process. Select Submit All Forms to School from the Actions menu when finished.			
Status	<input checked="" type="radio"/> All <input type="radio"/> Complete <input type="radio"/> Incomplete		Forms in Progress
Edit	Form	Status	La
Family: Saenz, Sergio			
	Parent Welcome	Incomplete	
	Parent/Contact Data (System)	Incomplete	
	Family Survey	Incomplete	
Saenz, Brian			
	Student-specific Parent/Contact Data (System)	Incomplete	
	Student Demographics Data (System)	Incomplete	
	Directory Information	Incomplete	
	Student Participation Agreement	Incomplete	
	Counselor Letter	Incomplete	
	False Information	Incomplete	
	Food Allergy Information	Incomplete	
	Health History	Incomplete	
	Notification of Attendance Rules	Incomplete	
	Transportation Information	Incomplete	

Once you begin the Online Registration you will be taken to 13 sections containing information about you child or children. To begin click on the first pencil named Parent Welcome.

NOTE: Any field that contains a red asterisk * is a mandatory field that must be filled out.



Edit	Form
Family: Saenz, Sergio	
	Parent Welcome
	Parent/Contact Data (System)
	Family Survey

This document contains a general welcome to the online registration process. Additionally you will read the requirement on the proof of residence. Proof of residence is only required if you are new to Mission CISD, or you have changed your address from the previous school year. Also, please specify your language of preference. If English select 98, Spanish choose 01.

Section 1. Read Parent Welcome

When finished select

 I have completed this form

and

Section 2 contains important information about the contacts in our school system. Please ensure that you provide accurate information so that we may know who to call in case of an emergency or school related activities of your child.

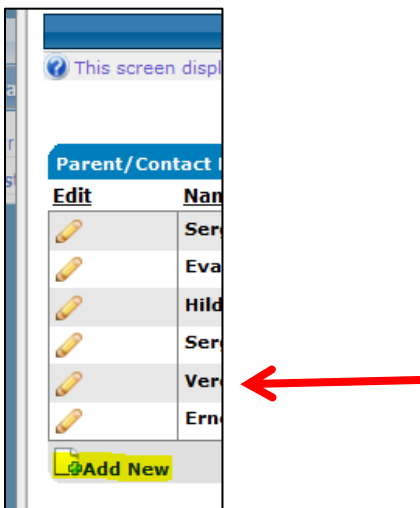
Section 2. Parent /Contact Data

To edit the individual contact's information you will need to select the pencil on the edit column. When you click on the edit pencil there will be a gray box that appears beneath the contact

The screenshot shows the 'Parent/Contact Demographics' form. On the left, there is a list of contacts with columns for 'Edit' (pencil icon) and 'Name'. Below this list are sections for 'Add New', 'Field' (Emergency Phone Number, Emergency Pager, Place of Work, Primary Language - Spoken, Primary Language - Written), and 'Notification Devices' (Telephone, Pager, Email). The main area of the form is divided into two columns: 'Current' and 'Change To'. The 'Current' column shows existing information, such as 'Mission CISD' for the place of work and phone numbers for home, work, and cell. The 'Change To' column shows input fields for updating this information, including dropdown menus for language and checkboxes for 'Unlisted' and 'Ext'. The 'Current' and 'Change To' columns are highlighted with black boxes in the image.

The column named **Current** is the current information in the system. If you wish to make changes to every contact you will need to click on each pencil and change the information on the **Change to** Column. Select Submit on the top right to make changes. Also make sure you review and make changes to your address if incorrect or different.

To add a new contact to the list you will need to click on the Add New option just below the contacts



Enter all information about the new contact on the **Change to** column.

Field	Current	Change To
Last Name *		Lopez
First Name *		Lu
Middle Name		
Primary Contact		
Contact Type *		(Select) ▼
Guardian		Yes ▼
Pick Up		No ▼
Custody		No ▼
Lives with		No ▼
Restricted		No ▼
Emergency Contact		No ▼
Emergency Calling Sequence		
Emergency Phone Number		() -
Emergency Pager		
Place of Work		German

Click  to save changes

When finished select

 I have completed this form

[Submit and Move to Next Form](#)

In section 3, please provide information related to your family’s work situation. Answer the three questions in the section.

Section 3. Family Survey. When finished answering questions select

I have completed this form and

In this section you will answer two questions. The school district needs to know if there are children under Foster Care living with you. In the second question, please tell us if any parent or guardian is currently Active Duty Military?

Section 4. Foster Care and Military Duty

Answer the two questions when finished select

I have completed this form and

Please review this section and make sure all information currently in the system is accurate as per the birth certificate, Social Security number. If you see any errors please report that to your child’s campus. If you need to make changes, you will need to take the proper documentation to the school.

Section 5. Student Demographics Data page is next.

Again look at the **Current Column** and make changes on the **Change to** column on the right. Make sure that you review all demographic information. If there is information that is incorrect you may make changes on this page. **The name, SSN and Birthdate must all match the Birth Certificate and SSN document for the child. If you need to make a change on the Race and Ethnicity you will have to fill out a new survey at the corresponding campus.** Remember to click to make changes.

When finished select

I have completed this form

Section 6 contains important information about the contacts in our school system. Please ensure that you provide accurate information so that we may know who to contact in case of an emergency or school related activities relating to your child.

Section 6. Student Specific Parent /Contact Data

In this page you can change the contact types in the system. Like the **Parent Contact** page you will be shown current information on the **Current Column** and you will have again a **Change to** column. To save new information make sure you click on the submit button before continuing to the bottom check box.

Remember to click on

 I have completed this form

Please answer the two questions related to the release of public information for your child.

Section 7. Directory Information

Read and answer the two consent questions.

When finished select

 I have completed this form

The student has to be present to answer and date the first question related to Internet safety. The second part of the Internet Agreement is to be signed by you the parent or guardian.

Section 8. Student Participation Agreement

Read the form and sign and date. Any field that contains a red asterisk is a mandatory field that must be filled out.

When finished select

 I have completed this form

Please read the letter and answer the question related to your child's participation in the guidance counseling program provided by the school.

Section 9. Counseling Letter

Read the form and answer the question YES or NO. Any field that contains a red asterisk is a mandatory field that must be filled out.

When finished select

 I have completed this form

Submit and Move to Next Form

Read and sign the information on the document about providing false information to the school district.

Section 10. False Information

Read form and select

 I have completed this form

Submit and Move to Next Form

Section 11. Food Allergy Information

Read carefully and answer the question related to your child's food allergies. Fill out all relevant information on the information boxes e.g. Food, Nature or Allergic reaction, Emergency Medication.

When finished select

 I have completed this form

Submit and Move to Next Form

Section 12. Health History

Please indicate if your child has any medical issues. If you did not fill out mandatory fields, you will get a red message indicating what fields are missing. Make changes and click Submit

When finished select

I have completed this form

Submit and Move to Next Form

In this section you will read the district rules about your child’s attendance. Please read very carefully and complete the form on the bottom.

Section 13. Notification of Attendance Rules

Read form and select

I have completed this form

Submit and Move to Next Form

In this form you will indicate the method of transportation for your child. Please enter any contact that can pick up your child at the campus. Also, please provide the most recent phone number for that person.

Section 14. Transportation information

Read and indicate transportation method.

When finished select

I have completed this form

Submit and Move to Next Form

Please answer the question about your living arrangements. If you answer yes to the first question answer the following two questions. If you answer no to the first question you do not have to answer the second and third question.

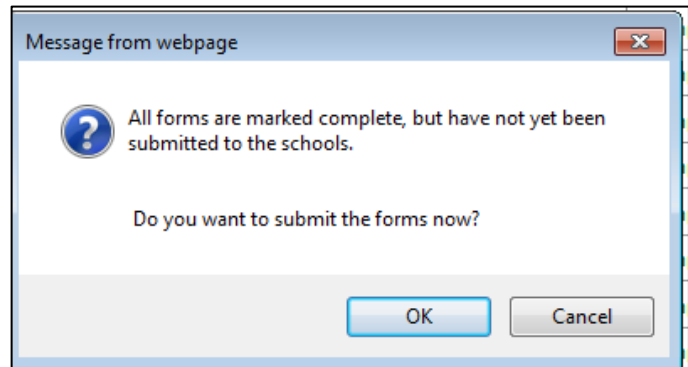
Section 15. Student Residency Questionnaire

Read carefully and answer the questions. When finished select

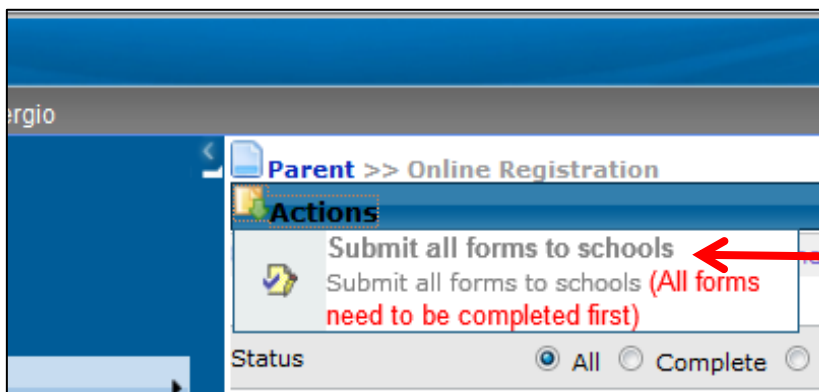
 I have completed this form

Submit and Move to Next Form

When finished you will get a message like this



Click OK to submit all forms to the school. Click cancel to continue editing the Online Registration sections. Once you finish editing the forms hover over the Actions button on the top left side of the page and click on Submit all forms to School. The forms cannot be edited after this action occurs.



All Forms will now have a status of completed and have been submitted to the school.

Status		Forms submitted to school	
<input checked="" type="radio"/> All <input type="radio"/> Complete <input type="radio"/> Incomplete			
Edit	Form	Status	Last Updated
Family: Saenz, Sergio			
	Parent Welcome	Complete	3/25/2014 11:...
	Parent/Contact Data (System)	Complete	3/25/2014 1:3...
	Family Survey	Complete	3/25/2014 1:4...
Saenz, Brian			
	Student-specific Parent/Contact Data (System)	Complete	3/25/2014 1:4...
	Student Demographics Data (System)	Complete	3/25/2014 1:5...
	Directory Information	Complete	3/25/2014 4:1...
	Student Participation Agreement	Complete	3/25/2014 3:4...
	Counselor Letter	Complete	3/25/2014 3:5...
	False Information	Complete	3/25/2014 3:5...
	Food Allergy Information	Complete	3/25/2014 3:5...
	Health History	Complete	3/25/2014 4:0...
	Notification of Attendance Rules	Complete	3/25/2014 4:1...
	Transportation Information	Complete	3/25/2014 4:1...

Go to the top right side of the page and press the yellow square icon



You are now done registering your child with Mission CISD.