

How to Register a Student

- Log into Discovery.net
- Click K12 icon
- Click on the **Registration** Module
- Go to **Search** page
- Enter student's last and first name, change **SCOPE** to "**DISTRICT**", click **SEARCH**
- If the student **is not** listed anywhere, begin the **Registration** process by clicking on the **ADD** button below and it will take you to the **Primary Info** page
- Fill in the Required Fields* **Last Name, First Name, Gender, Birth Date** and I would also fill in **Ethnicity** too
- Select appropriate verify flag.
- Click on **Block Code Magnifying Glass** (block code search)
- Enter Street name, click **SEARCH**
- Select from the list of correct **Block Codes**, the address will then appear
- Enter the House # and click **check address**
- Once again, select the correct **Block Code** and full address will show in grayed address field.
- Check **Family Address** if you know this is the Family Address
- If the address doesn't come up in the Block search, call Boundaries at 646-4123
- Then add the **Phone Numbers**, up to 3 numbers if they are available
- Click **SAVE** when you are done with this page
- Click on the **School Enrollment** page, go to the bottom of the page and click **ADD**
- Choose a **YIS** and enter the correct start **DATE**, then hit **SAVE**
- Click on **the Contacts** page
- Click on the **ADD** button at the bottom and add the last and first name of the parent, guardian, or other people you need to list as **Contacts**, Hit **TAB**
- A **Duplicate Names Search** box will pop up if they are already in our system, click on the name you are looking for if it is there, if not choose **OK** , this will allow you to add **Contact**, if you find the contact you are looking for
- The info will auto populate w/ the Contacts info

- If your contact is not in the system the screen will now allow you to fill in the necessary information and click **SAVE**
- You may go in to finish their **Immunization** by going to the **Demographics Module** and fill in the boxes necessary
- Then go to the **Schedules** Module
- Click on the **Student Schedule** page
- Click **Add Rows**
- Type in **Course** and **Section** number
- Click **SAVE**

CONGRATULATIONS, YOU HAVE NOW REGISTERED A STUDENT!!!