



Pierce Weekly Update

Main Office—248.674.0331 | Attendance—248.674.1144 | Counseling Office—248.674.3288

ONLINE REGISTRATION

Our new online registration is open! We currently have 116 students whose online registration has been completed! We'd like to see all online registrations completed prior to the walk-in registration in August. This will make your walk-in registration experience go much smoother. The online process must be completed before you can get your students schedule.

Log in to your MiStar Parent Portal account to get started. There is a video and instructions located on the Parent Portal website under District Links before you log in. Instructions are also included in this Update.

You must use a desktop computer, laptop, or tablet in order to complete the online process. The link will not show up on a smart phone. If you do not have a desktop computer, laptop, or tablet, you may use a computer at the Waterford Township Public Library or you may use one of the computers in computer lab 103 at Crary. This lab is in the front of the building when you come in the main entrance doors from the south side of the building. Lab times:

- August 6th, 7th, 8th, 9th, 10th from 8:00-4:00 p.m.
- August 13th, 14th, 15th from 8:00-4:00 p.m.
- Extended hours on August 8th, 9th, and 15th until 6:30 p.m.

Staff will be in the Crary lab to assist you.

If you have any questions, please contact our Data Center:

parentportal@wsdmi.org
248-682-2658



Inspire **EDUCATE** *Empower!*

Back to School Registration

Step by Step Instructions

For the 2018-2019

School Year

If you need your PIN and Password or help completing this process,
please contact our Data Center. Phone (248) 682-2658
email: Parentportal@wsdmi.org

Instructions

1. Logon to Parent Portal.

(Parent Portal can be accessed via our District web page at:

<http://www.waterford.k12.mi.us/>

Click on the Portal drop down and select Parent Portal. The system will then prompt you for your pin and password).

If you do not know your logon credentials, click “Need your login Information?” and the system will email your credentials to you.

2. Once logged in, Select the **Back to School Registration** link (in Red).

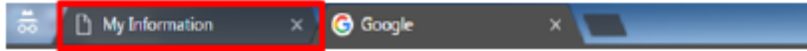


3. Student and Contacts are displayed for review and processing.
 - a. Select the **register now** button
 - b. The registration process needs to be completed for each student and contact

+ Contact:		Changes Pending	Re-Enrollment Incomplete	Register Now
+ Demographics				Not Confirmed
+ Volunteerism				Not Confirmed
+ Student:			Re-Enrollment Incomplete	Register Now
+ Demographics				Not Confirmed
+ Household Address Verification				Not Confirmed
+ Emergency Contacts				Not Confirmed

4. Instructions are displayed on the screen
 - a. Select the requested response
 - b. Click the confirm box at bottom of page
 - c. Select submit button at the top left of the screen (Continue doing this process through each prompt)

- 5. Selecting links opens the documents in new browser tabs to review, download or print
 - a. Select the “My Information” tab to continue registration



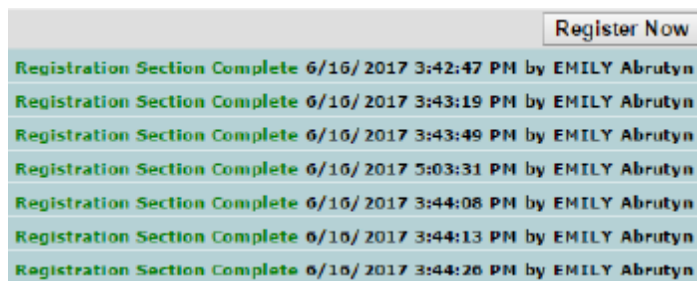
- 6. Required responses, if not selected upon submit, will result in an error message being displayed. For example.....

The following issues must be addressed before this information may be submitted
Acceptable Use Policy Acknowledgement is required.

- a. To address an error
 - Select the requested response
 - Click the confirm box at bottom of page
 - Select Submit

7. Registration is complete when:

- a. The red Registration Incomplete message no longer appears in the header
- b. Steps Section are listed as complete in green highlight





IT'S A CONTEST

WATERFORD SCHOOL DISTRICT IS HAVING A CONTEST TO PROMOTE THEIR NEW ONLINE REGISTRATION.

Each student is entered automatically into the contest once their parent completes the *NEW 2018/2019 online Back to School Registration process in the Parent Portal.*

RULES:

- a. Must fully complete the process for their student to be entered.
- b. Must complete the process prior to the date of Meet and Greet and/or School Registration for Middle and High School students.
- c. Must be going to an Elementary School, Mason, Pierce, Mott or Kettering.

AWARDS:

- a. Each student's name that is drawn will win **a \$50 iTunes card.**
- b. 2 students will be drawn from the elementary level, 2 from middle school level and 2 from high school level.

WHEN: Parents and students that won will be notified the first week of school.

Questions: please contact our Data Center at parentportal@wsdmi.org or call us at: 248-682-2658 for any questions.

