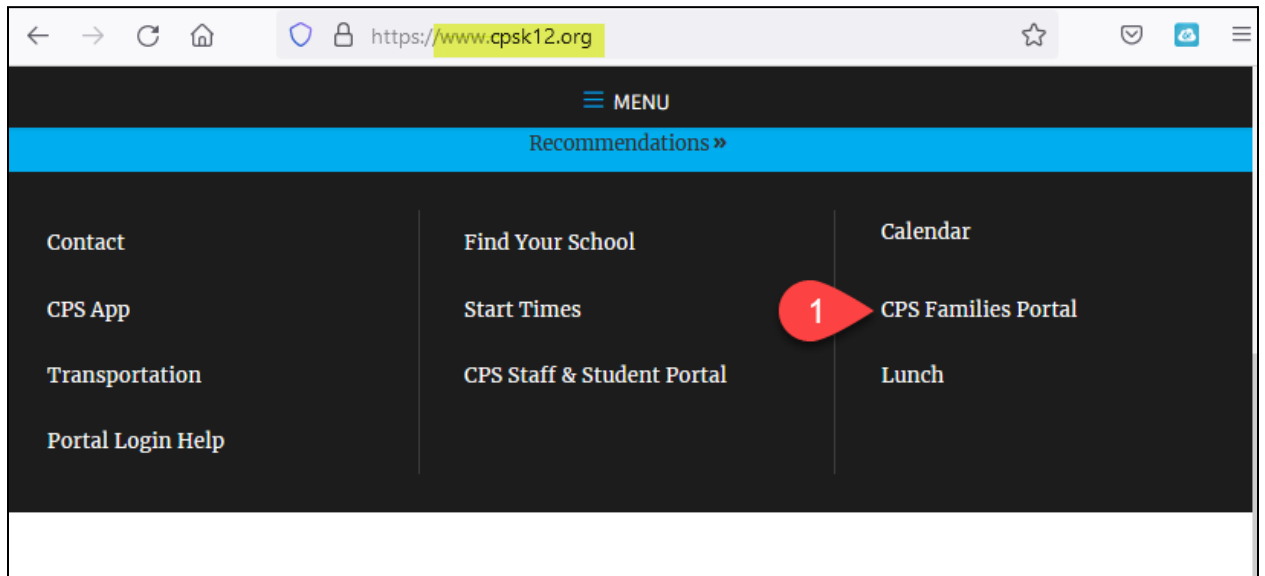


Annual Registration for CPS Families

Steps for families accessing the Annual Registration module for back-to-school verification, acknowledgments, and agreements for their school-age children. If you do not have access to the portal, please contact your child's school for assistance. A directory of school contacts may be found at www.cpsk12.org/buildings.

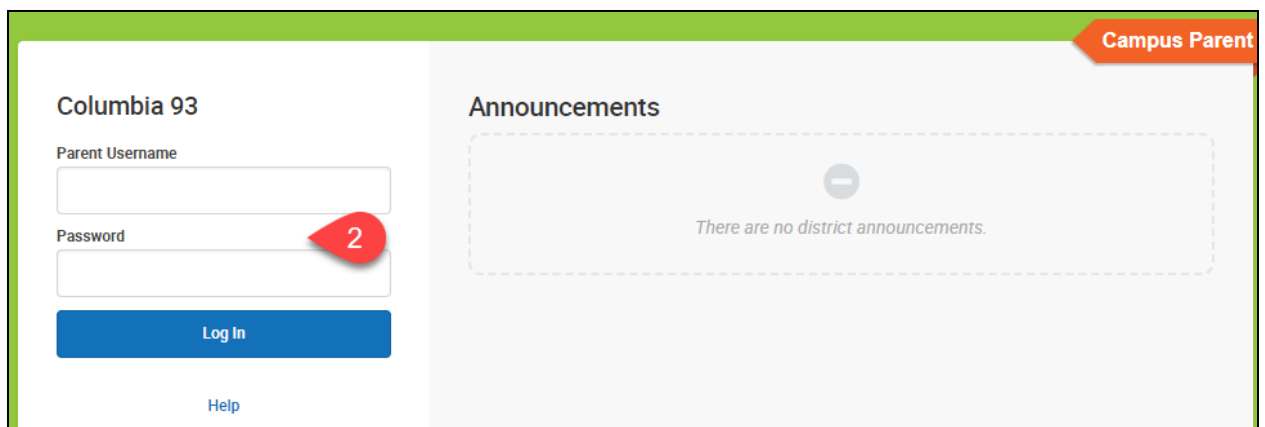
1. Log into the **CPS Families Portal** : visit the CPS website at www.cpsk12.org
 - a. If you are having difficulty logging in, consider viewing 'Portal Login Help' as shown on the menu below.



Click the CAMPUS PARENT icon:

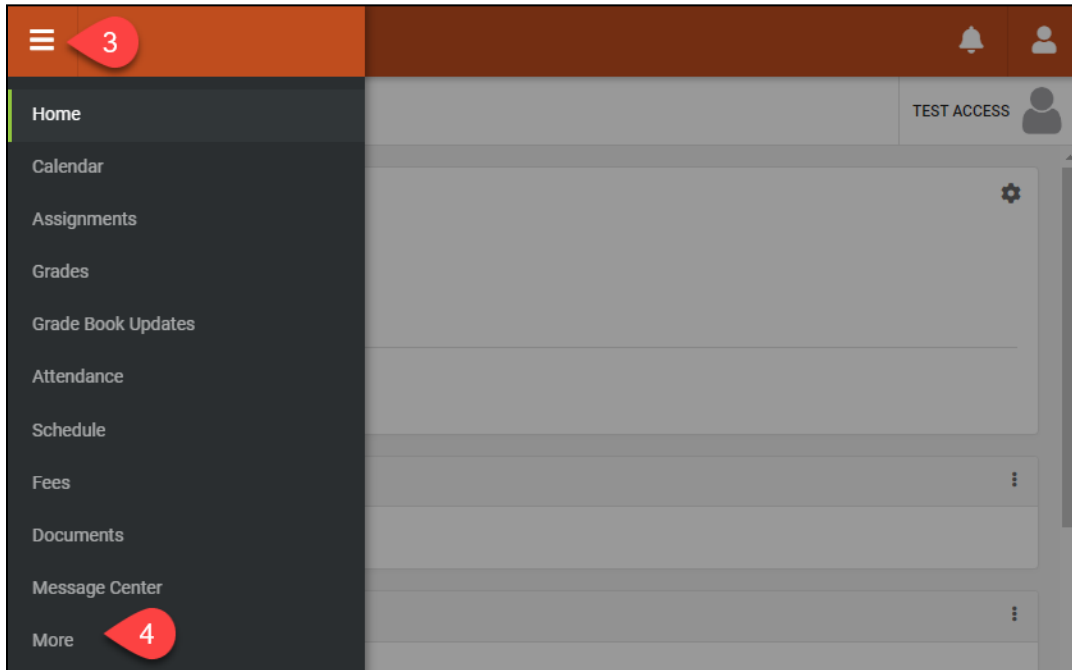


2. Log into **Campus Parent**

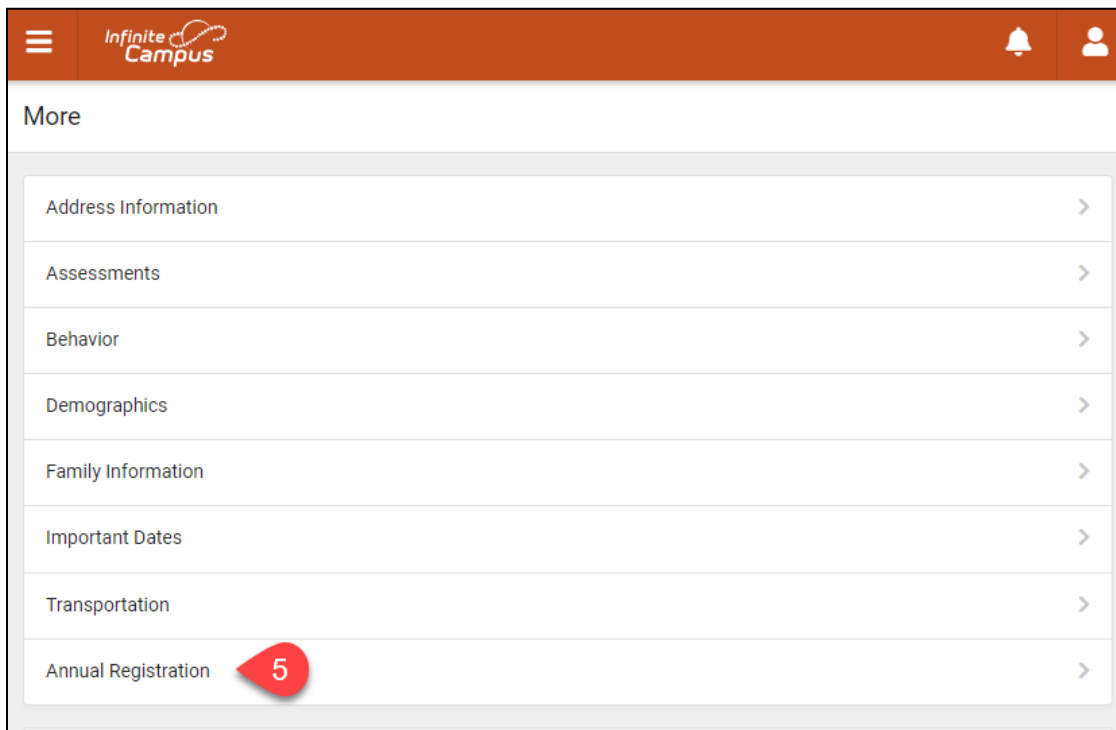


Annual Registration for CPS Families

3. Click the three bars in the top left corner to open the menu.
4. Select **MORE**

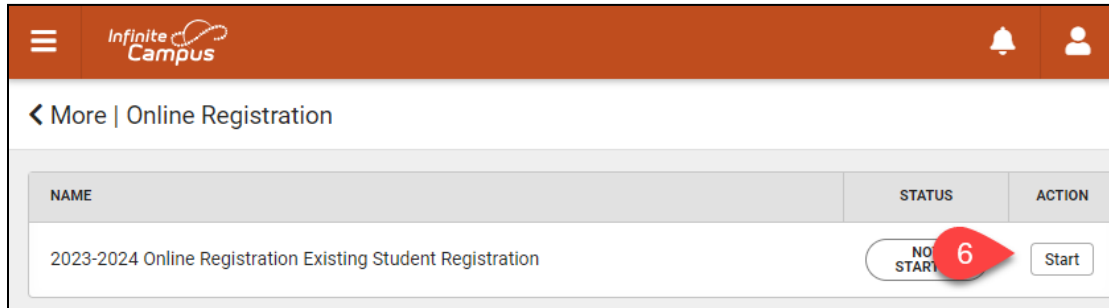


5. Select **Annual Registration**



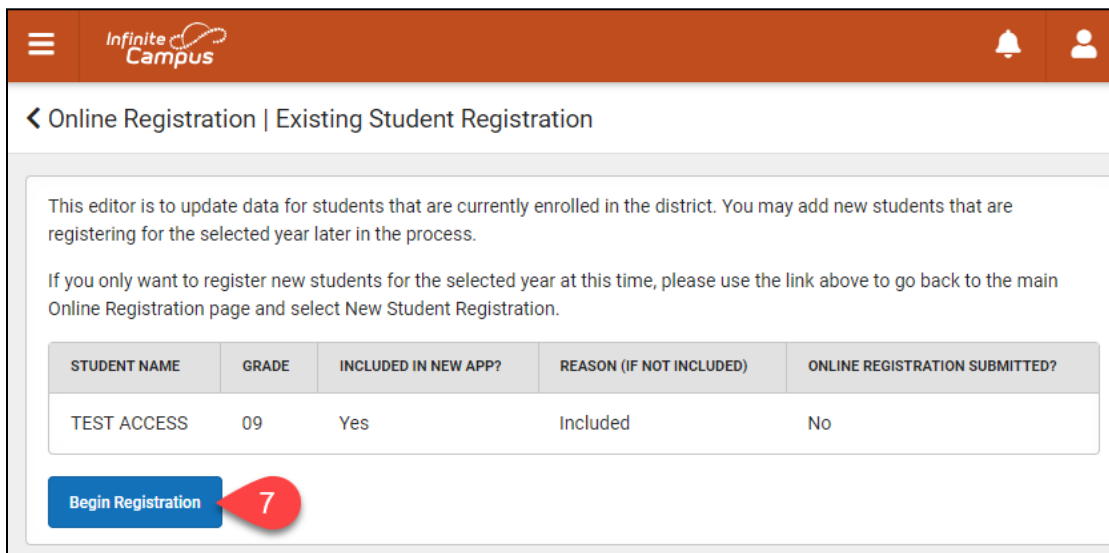
Annual Registration for CPS Families

- On the 2023-2024 Existing Student Registration line, select **START**.



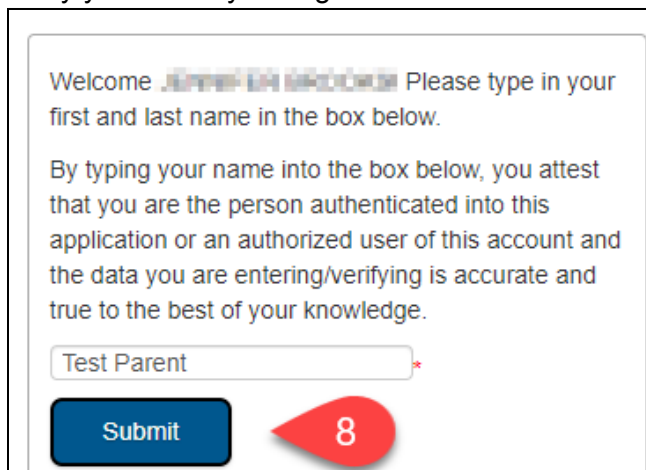
The screenshot shows the Infinite Campus interface. At the top, there is a navigation bar with the Infinite Campus logo, a bell icon, and a user profile icon. Below the navigation bar, there is a breadcrumb trail: < More | Online Registration. A table with the following columns is displayed: NAME, STATUS, and ACTION. The table contains one row: 2023-2024 Online Registration Existing Student Registration. In the ACTION column, there is a button labeled 'NO START' and a 'Start' button. A red callout bubble with the number 6 points to the 'Start' button.

- Select **Begin Registration**



The screenshot shows the Infinite Campus interface. At the top, there is a navigation bar with the Infinite Campus logo, a bell icon, and a user profile icon. Below the navigation bar, there is a breadcrumb trail: < Online Registration | Existing Student Registration. A text box contains the following text: "This editor is to update data for students that are currently enrolled in the district. You may add new students that are registering for the selected year later in the process. If you only want to register new students for the selected year at this time, please use the link above to go back to the main Online Registration page and select New Student Registration." Below the text box is a table with the following columns: STUDENT NAME, GRADE, INCLUDED IN NEW APP?, REASON (IF NOT INCLUDED), and ONLINE REGISTRATION SUBMITTED?. The table contains one row: TEST ACCESS, 09, Yes, Included, No. Below the table is a blue button labeled 'Begin Registration'. A red callout bubble with the number 7 points to the 'Begin Registration' button.

- Verify your identity to begin.



The screenshot shows the Infinite Campus interface. A text box contains the following text: "Welcome ~~JAMES DAVIDSON~~ Please type in your first and last name in the box below. By typing your name into the box below, you attest that you are the person authenticated into this application or an authorized user of this account and the data you are entering/verifying is accurate and true to the best of your knowledge." Below the text box is a text input field containing 'Test Parent'. Below the input field is a blue button labeled 'Submit'. A red callout bubble with the number 8 points to the 'Submit' button.

- Verify the information is accurate for each 'folder' of the form: Household, Parent/Legal Guardian, Emergency Contacts, and Student.

Annual Registration for CPS Families

10. Click **NEXT** to view each section within each folder.
11. Click **SAVE/CONTINUE** to move to the next folder.

* Indicates a required field

▼ Student(s) Primary Household ▶ Parent/Legal Guardian ▶ Emergency Contacts

Student ▶ Completed

▼ Main Household Phone

Main Phone
(573) 573 - 5735 *

Next ▶

▶ Home Address

▶ Mailing Address

Save/Continue

12. Once you've finished reviewing and updating each CPS section in each folder, click **SUBMIT**.

* Indicates a required field

✓ Student(s) Primary Household ▶ ✓ Parent/Legal Guardian ▶

✓ Student ▶ Completed

You must submit your application by clicking the following button.

Submit

13. You will receive a confirmation email when you submit your registration form. If you need to make changes to the form after submission, please contact your child's school for assistance. [Click here to access the Columbia Public School building contacts directory.](#)