

Create Parent User Account



1. Log in using the following URL. To be directed to the Registration portal
 - a. <https://thinktogether.org/enroll>

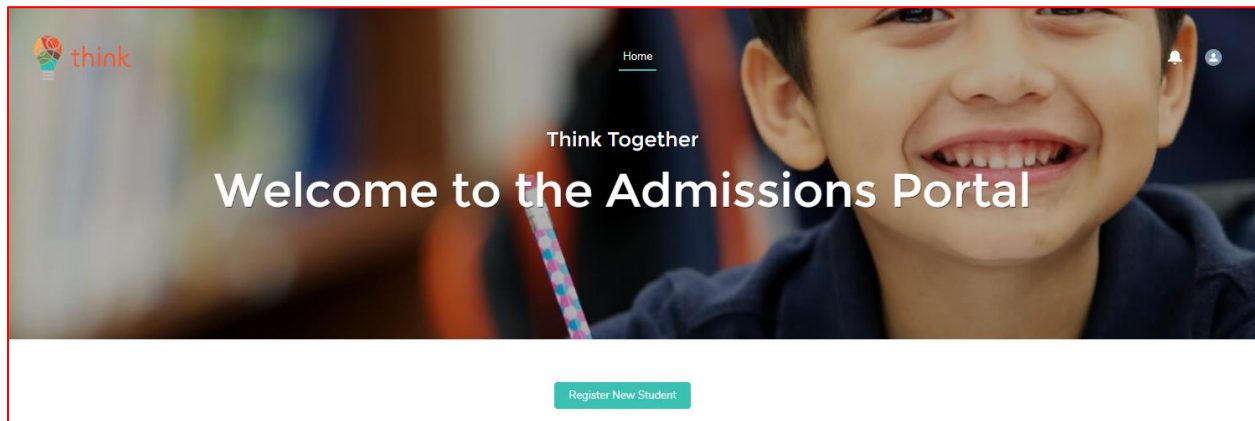
A screenshot of the 'Create Account or Login' web form. The form has a white background with a blue border. At the top, there's a user icon and the title 'Create Account or Login'. Below this, instructional text says: 'Start by providing your e-mail address, or check the box to indicate you don't have an e-mail and wish to use your mobile phone number instead.' Another line of text states: 'This page does not enroll you and your child - it only registers you to the portal where you will be able to enroll.' There is a text input field labeled '* Email'. Below the field is a checkbox labeled 'I do not have an e-mail'. At the bottom is a purple button labeled 'Verify Email'.

2. The portal will prompt for an **Email address**
 - a. If the email address cannot be found the user will be directed to create a new account.
 - b. If Parent does not have an email address there is a check box option that states "I do not have an email" and the next option will ask the User to provide a mobile number and mobile carrier (i.e., T-Mobile, AT&T, Verizon).
 - c. After entering either their email or mobile number and once a password is created, the user will receive a verification code with their preferred contact method (either email or mobile message)

A screenshot of the 'Verification' web form. The form has a white background with a blue border. At the top, there's a user icon and the title 'Verification'. Below this, text says: 'Please type the security code emailed to you at briannabickett@gmail.com'. Another line of text states: 'If you do not see the email in your inbox, please check your spam folder.' There is a text input field labeled '* Enter Code Here'. Below the field are two options: a purple button labeled 'Register' and a blue link labeled 'Resend Code'. At the bottom left is a blue link labeled 'Back'.

3. Users will also receive an automated message that provides a direct link to the Registration portal which also provides the Username for account login.

4. Once the user enters the code, they are now registered and will be redirected to the Think Together Registration home screen.

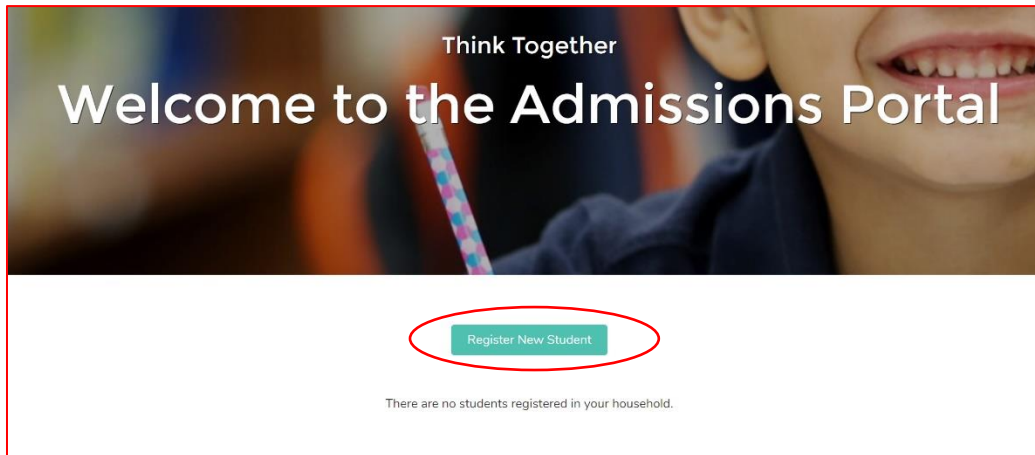


Modifying/Updating User accounts.

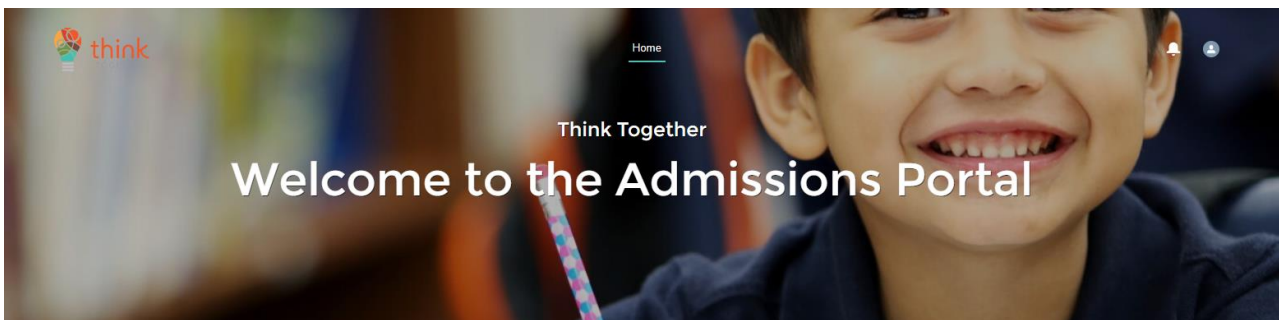
- **Users can update their contact** information by navigating to the person icon in the top right corner which allows the user to update Household and Contact Information. All changes made will be updated immediately on the Registration portal.
- Once the user icon is selected to update Parent/Household contact information, please select Parent name to be redirected to modify information.

Creating a Student

1. **Navigate** to the **Admissions Portal** Home Page
2. **Click** on **REGISTER NEW STUDENT**
 1. Once the user is on the Registration home screen the next step is to click **Register a New Student**.



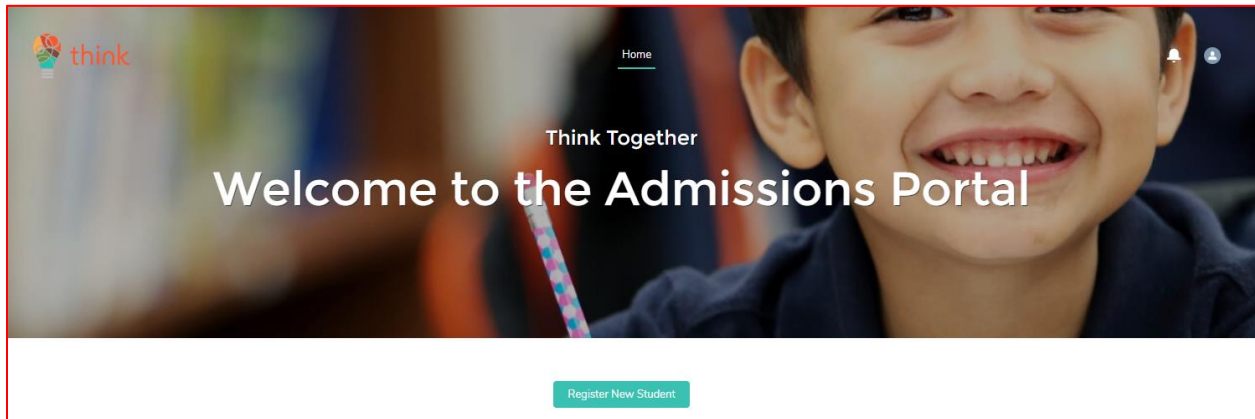
- a. To register the student, please **input** Student's:
 - i. **First Name**
 - ii. **Last Name**
 - iii. **Current Grade**
 - iv. **Birthdate**
 - v. **Mailing Street**
- b. **Click Register**



3. The student is now created in the system.

Create a Registration Form

1. **Navigate** to the **Admissions Portal** Home Page.



2. **Navigate** to the new **Student Card** for the student to register.

A screenshot of a "Student Card" registration form. The card has an orange header with the name "Leslie Jones". Below the header, the text "Grade: 3" is displayed. The main title of the form is "Create New Registration". There are two dropdown menus: the first is labeled "District" and the second is labeled "Grade". Both dropdown menus currently show "Select an Option" with a downward arrow. The form is enclosed in a rounded rectangle with an orange border.

3. Fill out fields as follows, then click **Create**:

- a. District
- b. Grade
- c. School
- d. Program Year

Don Johnson Test

Grade: 3

Create New Registration

District

Orange Unified School District ▼

Grade

3 ▼

School

SIS Test Elementary ▼

Annual Site Summary

2022-2023 - SIS Test Elementary ▼

Create

4. Page 1: Program Selection

- a. Select all the program types you are interested in your child participating in.

▼ Program Selection

Page: 1 of 7

Viewing application for Don Johnson Test

Select Programs

Please select all programs your child is interested in attending

☐ After School Program
☐ Before School Program

5. Page 2: Admissions Header Page

- a. Click **Next** to start the form.

Admissions

Page: 2 of 7

Viewing application for Don Johnson Test

Click 'Next' to start the form

6. Page 3: Student Information (Some information will be pre-filled in)

- Fill out as much information as is available.
 - Items with a **Red Asterisk** are **required** fields.
- Click **Next**

Student Information

Page: 3 of 7

Viewing application for George Jean

* Student's legal first name

George

* Student's legal last name

Jean

Student's legal middle name

7. Page 4: PG Information

- Fill out as much information as is needed
 - Items with a **Red Asterisk** are **required** fields
- If **Yes** is chosen on the last question – Does the student have a second Parent/Legal Guardian, additional required fields for Parent/Legal Guardian #2 will appear

Parent/Legal Guardian #2

* First name

* Last name

* Relationship to student

- Click **Next**

8. Page 5: Student Release

- Read the legal release information at the top of the page
- Fill out as much information as is needed
 - Items with a **Red Asterisk** are **required** fields

- c. If **Yes** is chosen on the last question – Would you like to authorize a second contact, additional required fields for Authorized Contact 2 will appear
 - i. Same is true if a 3rd Authorized contact is added
- d. Read the Legal Information at the bottom of the page

Would you like to authorize a third contact?

I understand that in case of emergency, a child may be released to law enforcement personnel if the parent/legal guardian or authorized emergency contact person(s) listed above cannot be reached. I also understand that I may authorize my child be dismissed early from program on both an occasional or recurring basis, including to attend an on-site/off-site program/ activity not supervised by Think Together. The activity may be administered by school district/charter personnel and/or a third-party provider. I understand that when my child is dismissed early, a parent or other authorized person will be required to document the time and reason for the early release, and in cases of recurring early release, I will be required to complete Think Together's Late Arrival/Early Release form.

Any person to whom your child may NOT BE LEGALLY RELEASED? Court-issued (custody/restraining) order must be on file, if applicable. Note: Student information is available to either parent unless there is a court order to the contrary, and if there is, a copy of that court order needs to be provided.

Signing below indicates your agreement of the Student Release Authorization statement

- e. Type your name to sign the agreement.
- f. If there is a person a child is **legally** not allowed to be released to, enter their name and relationship to the student.
 - i. Upload the legal and/or custody documents relating to the person the child is not legally allowed to be released to
- g. Click **Next**

Any person to whom your child may NOT BE LEGALLY RELEASED? Court-issued (custody/restraining) order must be on file, if applicable. Note: Student information is available to either parent unless there is a court order to the contrary, and if there is, a copy of that court order needs to be provided.

Signing below indicates your agreement of the Student Release Authorization statement

Name of person to not release the student to:

Relationship

OPTIONAL: Please upload any applicable custody documents here

Upload Files Or drop files

Max File Size: 10 MB

9. Page 6: Medical & Student Information

- a. Fill out as much information as is needed.
 - i. Items with a **Red Asterisk** are **required fields**.
- b. Click **Next**

Medical & Student Information

Page: 6 of 7

Viewing application for Don Johnson Test

Medical Information

* Does your child have any medical conditions, allergies, or other special needs or problems of which we should be aware?

In accordance with Education Code Section 8483, students who are experiencing homelessness or are foster youth are entitled to first priority for enrollment in ASES programs. Please select 'Yes' if the student meets either of these criteria.

* Select 'Yes' if the student is experiencing homelessness

* Select 'Yes' if the student is in Foster Care

10. Page 7: Release Agreements

- a. **Parent/Student Handbook** is a link to the parent student handbook.
 - i. Click to view and download.

Release Agreements

Page: 7 of 7

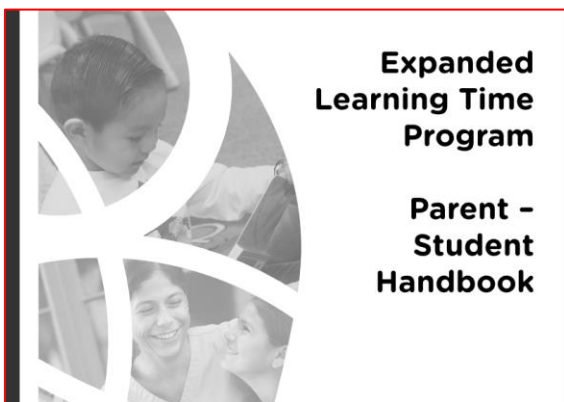
Viewing application for Don Johnson Test

Use the link below to download the Think Together Parent/Student Handbook

[Parent/Student Handbook](#)

Student Photo/Video/Product Release

I grant to Think Together, and its employees, assigns, and agents, permission to utilize and publish work that my child produces during Think Together activities, and to utilize and publish photographs or videos taken during program activities or at special events sponsored by Think Together where my child may appear. These photographs, student products, and video materials may be used in publications, audio-visual presentations, promotional literature, advertising, or any other manner without compensation to the child, parents, or guardian. I also understand that even if I choose to opt out of this provision, Think Together cannot ensure that photographs, student products, or video of my child are not utilized by other entities, including media representatives.



- b. Read the Student/Video/Product release legal statement.
 - i. Change the answer to **No** if you do not agree, otherwise proceed to the next section.

- c. Read the Information Release Agreement legal statement.
- d. Read the Medical Treatment Authorization legal statement.
- e. Read the Participation Agreement legal statement.
- f. Type your name in **Parent/Guardian 1** signature box to sign.
- g. **Parent/Guardian 2** signature is optional.
- h. Click **Submit**

*Parent/Guardian 1 Signature ⓘ

Dwayne Johnson Test

Today's Date

3/8/2023

(Optional) Parent/Guardian 2 Signature ⓘ

Today's Date (Parent/Guardian 2)

3/8/2023

Back

All Questions Answered

Submit

Important Notes:

- Creating a New Student Registration (Step 3) - It is important to note that when you click **Create** it may take quite some time until the next page of the registration process loads. The Salesforce system is creating records within the system, and this can cause the delay.
- If there is an error after clicking **Submit** it will display in Red at the bottom of the page.
 - a. Click on the Red Error to take you to the page with the error to correct

Please fix errors.

More info on handling errors

Error

Relationship to student

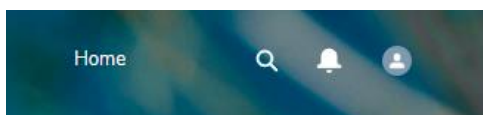
- When a registration has been successfully submitted a popup will appear stating **Success**

Success!

Record has been submitted.

OK

Navigate back to the home page by clicking on **Home**.



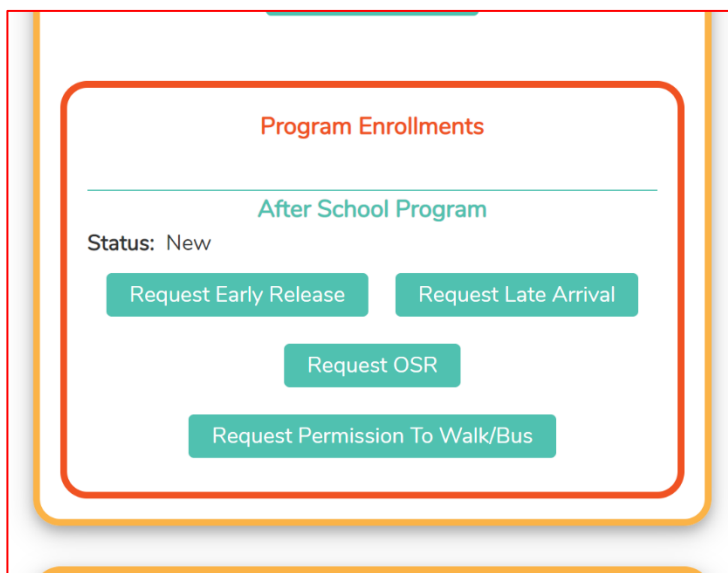
CREATING RELEASE FORMS

Important Notes:

- You can **“Log In”** to a parent’s parent portal to see their view by going to the Parent’s Contact record in SF and clicking on the **Log in to Experience as User Button** at the top right of the page.

STEPS

- Parents will create Release Forms for their students through the **Parent Portal**
 - Parent Logs into their account
 - They will see a **Program Enrollment** section Outlined in **Red** on each of their children’s student cards



Program Enrollments

After School Program

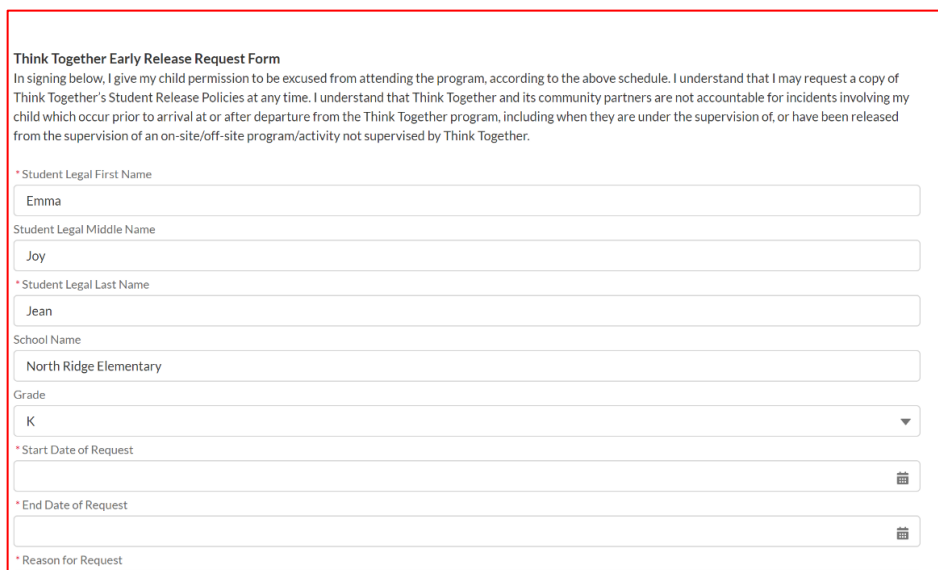
Status: New

Request Early Release **Request Late Arrival**

Request OSR

Request Permission To Walk/Bus

- Parent will Click on the **Form** they would like to fill out.
- Parent should fill in all required fields – **marked with a Red Asterisk ***
 - Some information will be pre-populated from the student’s enrollment information – Name, School, Grade, Date of Request, Form Status



Think Together Early Release Request Form

In signing below, I give my child permission to be excused from attending the program, according to the above schedule. I understand that I may request a copy of Think Together’s Student Release Policies at any time. I understand that Think Together and its community partners are not accountable for incidents involving my child which occur prior to arrival at or after departure from the Think Together program, including when they are under the supervision of, or have been released from the supervision of an on-site/off-site program/activity not supervised by Think Together.

* Student Legal First Name
Emma

Student Legal Middle Name
Joy

* Student Legal Last Name
Jean

School Name
North Ridge Elementary

Grade
K

* Start Date of Request
[Calendar Icon]

* End Date of Request
[Calendar Icon]

* Reason for Request

- e. After filling in the **Start and End date** for the Request and the **Reason**, Parents should fill out the **Time** of the release for each day the release is applicable.

i. Ex. Student has Soccer practice on Monday and Wednesday and needs to leave at 4pm

* Start Date of Request
Feb 1, 2023

* End Date of Request
Apr 30, 2023

* Reason for Request
Non-Think Together Enrichment Activity

Monday Early Release
4:00 PM

Tuesday Early Release

Wednesday Early Release
4:00 PM

Thursday Early Release

Friday Early Release

- f. Parent should add any **notes** necessary.
- g. Parent should sign in the **Signature box** with mouse (if on computer) or with their finger (on phone).
- h. **Submit**
- i. Back on the Parent Portal Home screen, the student card will now reflect the Form request information as well as the status “New.”

Program Enrollments

After School Program

Status: New

Submitted Release Forms

Early Release submitted with start date: 2023-02-01 to end date: 2023-04-30

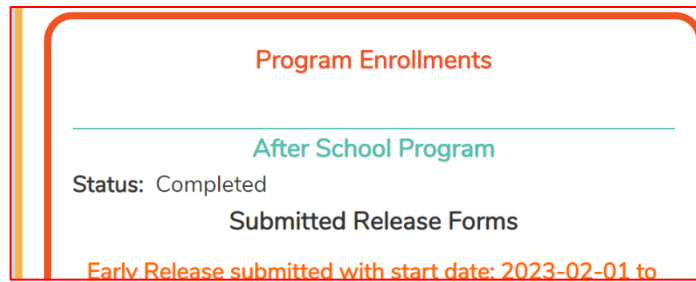
Monday at 4:00:00 PM Wednesday at 4:00:00 PM

Request Early Release Request Late Arrival

Request OSR

Request Permission To Walk/Bus

- i. After TT has reviewed the form and updated the status to completed. The updated status of “Completed” will display to the parent.



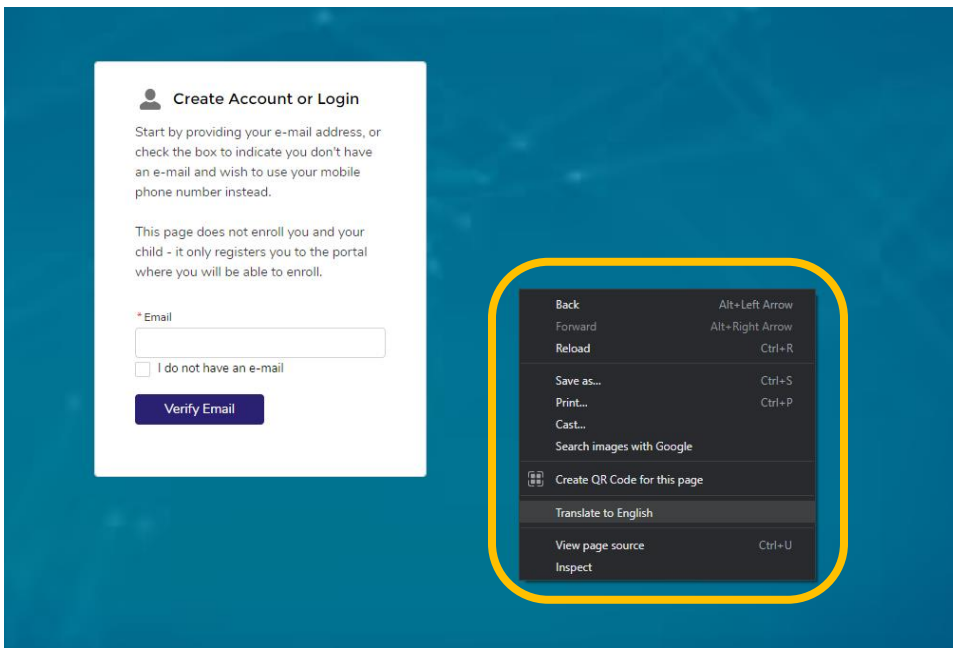
How to Translate the Parent Portal to Other Languages

Important Notes:

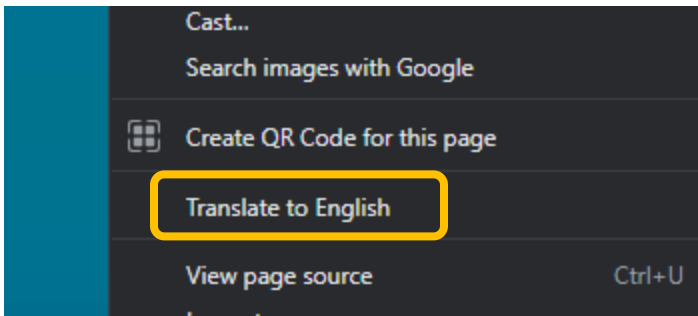
- The process is slightly different depending on the browser you are using.
- Browsers you can use that will translate are:
 - a. Chrome
 - b. Edge

Chrome

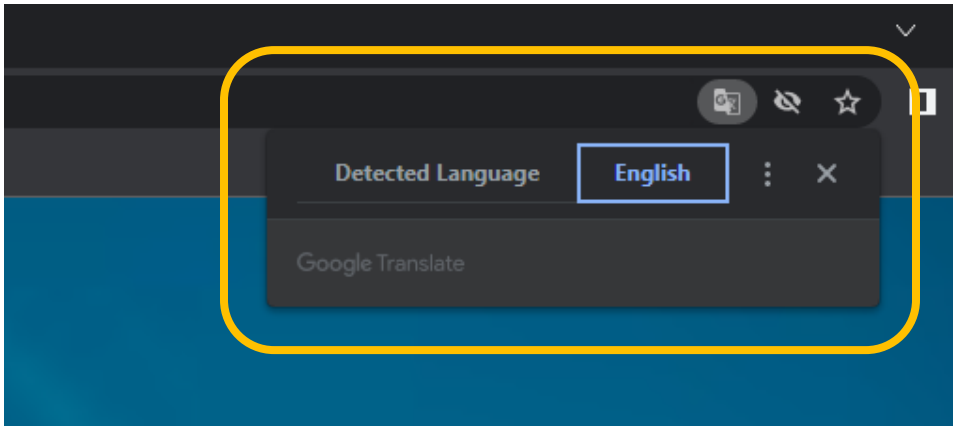
2. Navigate to the Parent Portal Login page in Chrome.
3. Right Click on the Page to open the page options popup.



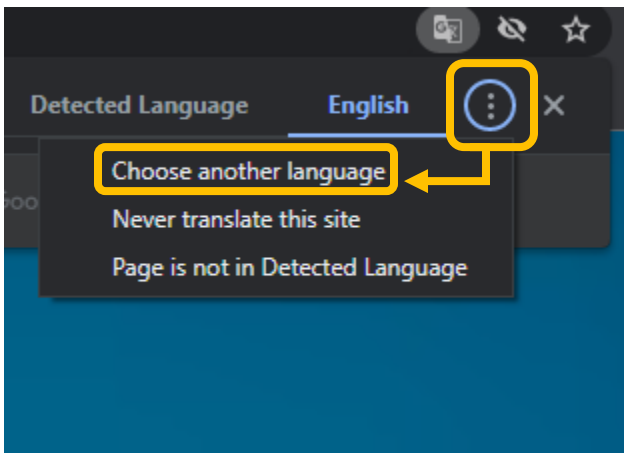
4. Select "Translate to English".



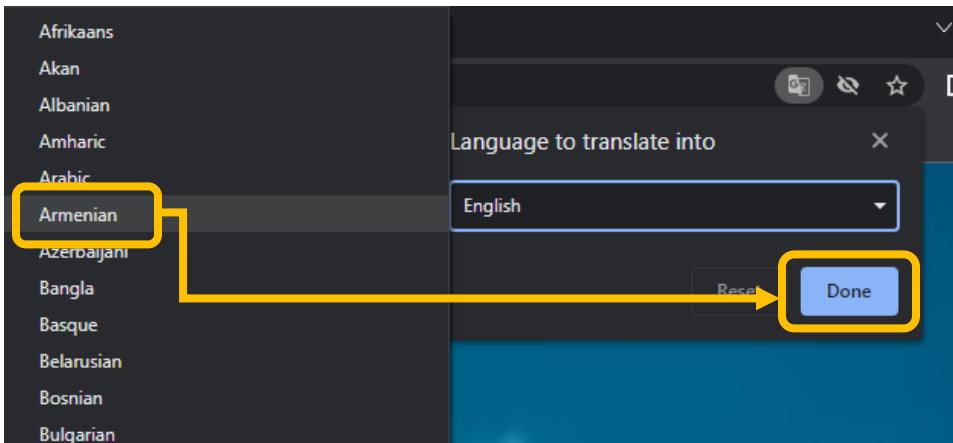
5. A popup will appear in the right-hand corner of the webpage.



6. Click on the line 3 dots symbol to open more options.
7. Click "Choose a Different Language" from the drop down.

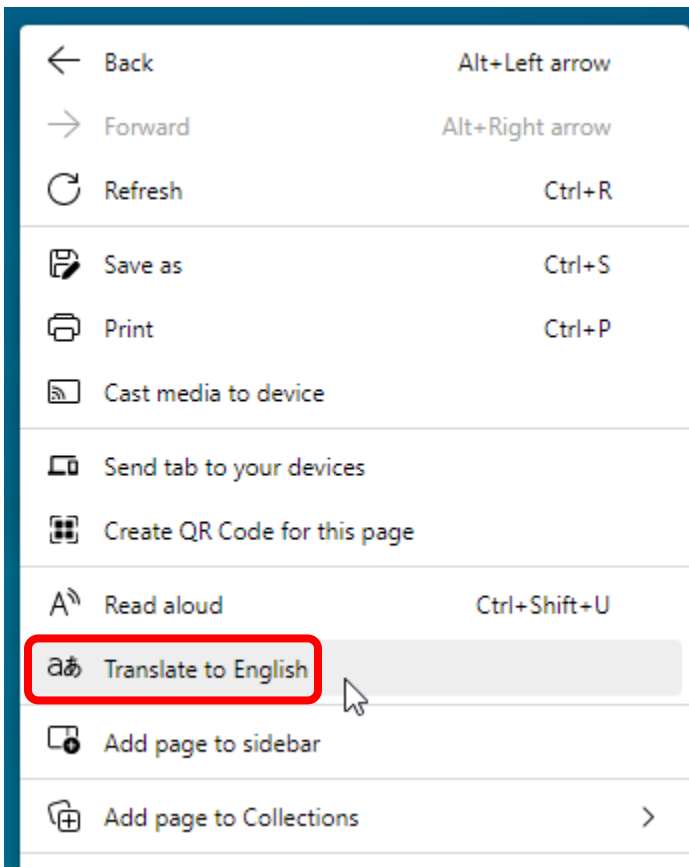


8. Click the drop down that appears and choose the language you would like to translate to.
9. Click Done

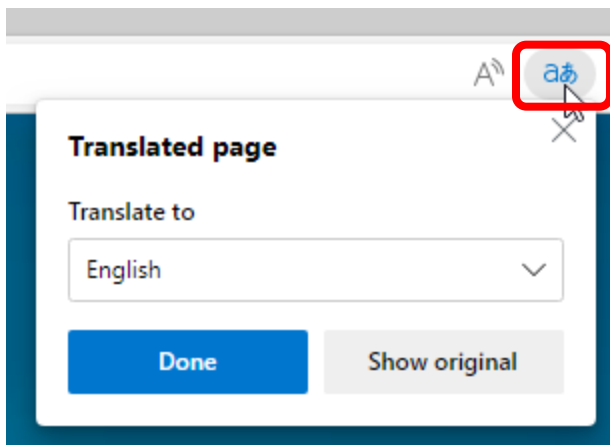


Edge Browser

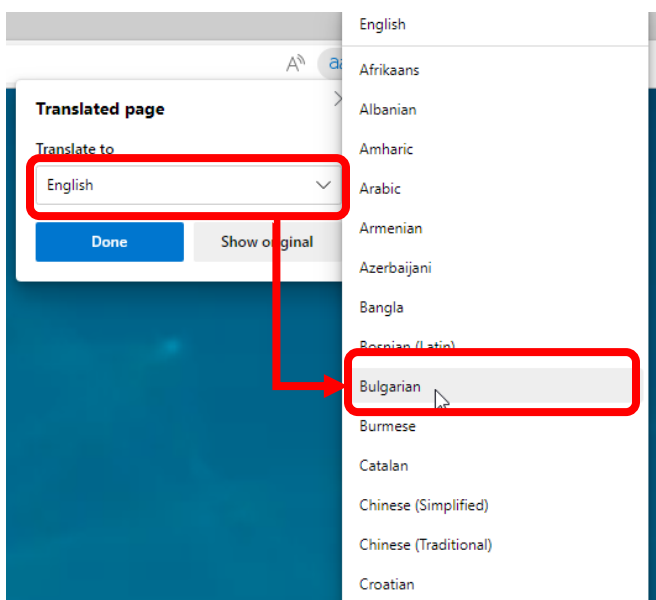
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2. Right Click on the Page to open the page options popup.
3. Select "Translate to English".



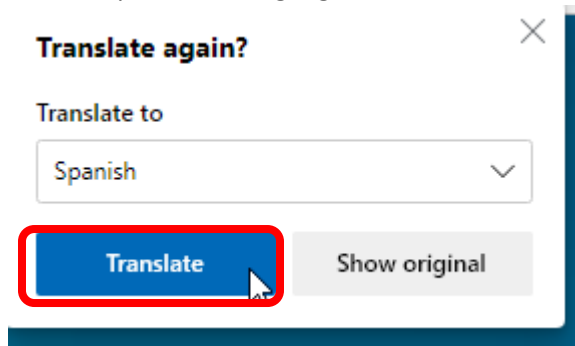
4. A popup will appear in the right-hand corner of the webpage. Or can be accessed by clicking on the language symbol in the right side of the search bar.



5. Click the dropdown arrow to change the language from English. Choose the preferred language.



6. Once the preferred language has been chosen, click Translate.



- 7.
8. Continue using the site in the preferred language



Crear cuenta o iniciar sesi...

Comience proporcionando su dirección de correo electrónico, o marque la casilla para indicar que no tiene un correo electrónico y desea utilizar su número de teléfono móvil en su lugar.

Esta página no lo inscribe a usted ni a su hijo, solo lo registra en el portal donde podrá inscribirse.

* Correo electrónico

☐ No tengo un correo electrónico

Verificar correo
electrónico