**STEP 1: HOW TO USE THE ACTIVE CODE FOR REGISTRATION**

Upon logging into Active Parent, the parent will see an icon (a notepad with pen) in the top right corner next to the **Settings** and **Logout** buttons for **Online Student Registration**.



*.*

Upon clicking this icon, the parent will be taken to the screen below.



If the parent needs to use an Active Code given to them by the school to attach students to their account, they can click the **Have a code to enter? Click here** button. The following screen will display:



Upon entering the Active Code and clicking on “Redeem Code” button, the parent will be returned to the main screen. The newly attached student should now be visible in the list.

If the parent already has students attached for registration, the dropdown list will display those students.

Once the parent chooses a student, additional information will display (including the **school note**).

Once the parent has students attached to their account, they will select a Registration Type and then begin registration. The user will select the appropriate student in the dropdown and click the **Begin Registration** button. The user will be taken to the actual registration page.

If the parent has already begun registration and is returning to complete it, the button will say “Update/Continue Registration”. The parent may return and continue to update the student’s registration until the school has processed and approved the registration in SAM.

**SEE STEP 2 DOCUMENTATION FOR THE NEXT STEPS**