

## Online Registration Opens August 1

Online Registration is for parents/guardians of returning students and parents/guardians of new students that have completed enrollment paperwork with the district registrar.

### Please note the following:

- An Infinite Campus portal account is needed for online registration.
- A valid email address is needed for the portal account. If you do not have an email address, you can create a free one through Google Gmail or Yahoo.
- If you do not have a portal account, contact your school secretary.

*Banta Elementary – 920-967-1446*  
*Butte des Morts Elementary – 920-967-1900*  
*Clovis Grove Elementary – 920-967-1950*  
*Gegan Elementary – 920-967-1360*

*Jefferson Elementary – 920-967-1660*  
*Nicolet Elementary – 920-967-1710*  
*Maplewood Middle School – 920-967-1600*  
*Menasha High School – 920-967-1800*

- If you need assistance with your username and/or password, contact Mary Francis at 920-967-1408 or email [francismk@mjsd.k12.wi.us](mailto:francismk@mjsd.k12.wi.us).
- Use a desktop or laptop computer. Mobile devices are not recommended.
- Recommended internet browsers are Google Chrome and Firefox, although you can use Internet Explorer. Allow pop-ups.
- Menasha Public Library has computers available for public use.
- Follow instructions as you move through the online registration process.

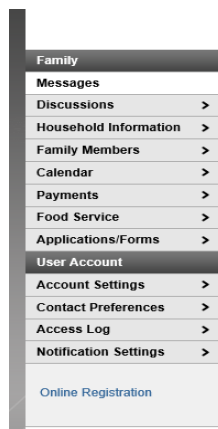
**To get started**, go the Menasha Joint School District website [www.mjsd.k12.wi.us](http://www.mjsd.k12.wi.us) and click on the Infinite Campus Campus Portal Login icon located on the home page.



### Enter your username and password to sign in.

A screenshot of the Infinite Campus login page. The page has a green header with the Infinite Campus logo and the tagline "Transforming K12 Education®". Below the header is a white login form with fields for "Username" and "Password". A "Sign In >>" button is located below the password field. To the right of the form is a red "Campus Portal" button. Below the form are links for "Forgot your password?", "Forgot your username?", and "Problems logging in?". At the bottom of the form, there are links for "If you have been assigned a Campus Portal Activation Key, click here" and "If you do not have an Activation Key, click here". A "Tell me more!" link is also present.

The [Online Registration](#) link is at the bottom of the menu on the left.



## Click Begin Registration.

Welcome to Online Registration. Please review your h  
necessary changes. Press the Begin Registration butt

### Existing Student Registration

You will be updating information for students that are cu

Student Name	Grade	Included i
Test2 Student	04	
Test1 Student	06	

Registration Year 2017-2018 ▼\*

Begin Registration

**Read instructions and move through the screens verifying or updating information.** If at any time a name appears in **Yellow**, that person is missing required information. Select Edit/Review to review and make changes. At the bottom of each screen click Next or Save/Continue to move on. Skipping or moving ahead is not allowed if required information is missing.

- Verify/update Parent/Guardian information
- Verify/update Household information
- Verify/update Emergency Contact information (at least 1 emergency contact is required)
- Verify/update Student information including demographics, housing, relationships, health services, transportation and release agreements.
- Complete this portion of registration by reviewing the Application Summary PDF. Once you are satisfied that everything is correct and complete, click the red **Submit** button.

**SCHOOL FEES:** Payment of fees can be made online through the portal or with cash or check at registration or in the school office.

**MEAL APPLICATION:** The meal benefits application can be completed online through the Infinite Campus portal.

**All registration information can be found on our district website at [www.mjsd.k12.wi.us](http://www.mjsd.k12.wi.us) under Enrollment Information, Registration Information and Documentation.**