



## PARENT REGISTRATION



Parent

LOGIN

NEW ACCOUNT

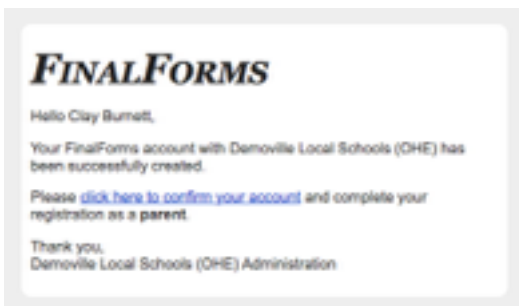
STUDENT LOGIN

### HOW DO I SIGN UP?

1. Go to: <https://buckeyevalley-oh.finalforms.com>
2. Click **NEW ACCOUNT** under the Parent Icon
3. Type your NAME, DATE OF BIRTH and EMAIL, then click **REGISTER**

The screenshot shows a registration form with the following fields: 'Name' (with first and last name sub-fields), 'Date of Birth' (with month, day, and year dropdowns), and 'Email Address'. Below the email field is a checkbox for 'I already have an account, please login or request a new password'. At the bottom, there is a 'Register' button and a 'Cancel' button. A small disclaimer is visible at the bottom of the form.

4. Check your Email for a FinalForms Email, and click **CONFIRM YOUR ACCOUNT** in the email text.



*NOTE: You will receive an email within 2 minutes prompting you to confirm and complete your registration. If you do not receive an email, check your spam folder. If you still do not see the FinalForms email, please email [support@finalforms.com](mailto:support@finalforms.com)*

5. Type your password and click **CONFIRM ACCOUNT**

The screenshot shows a page titled 'You're almost done registering as a Parent'. Below the title, it says 'SET THE PASSWORD YOU WOULD LIKE TO USE TO SECURELY ACCESS YOUR ACCOUNT.' There are two password input fields: 'New Password:' and 'Confirm Password:'. At the bottom, there is a blue 'Confirm Account' button.

6. You will be asked if you want to grant another Parent/Guardian access to your registered students. Either click **SKIP THIS STEP** or type the NAME, DATE OF BIRTH and EMAIL, then click **ADD PARENT ACCOUNT**.

7. Your account(s) will be created, you can then click **REGISTER STUDENT** for your first child.



**Add Another Parent?** or **Skip this s**

Grant access to an additional parent account (perhaps for your spouse), allowing them to manage your students. If this individual already has an account, use their email address and they will be automatically linked when you click submit.

Name:

First

Last

Date of Birth:

Month  Day  Year

Email Address:

e.g. parent@example.com



## REGISTERING A STUDENT

### WHAT INFO WILL I NEED?

- Basic Medical History & Health Information Number
- Doctor & Dentist Contact Information
- Insurance Company & Policy
- Hospital Preference
- *Email Address for BOTH you and your student (if required by your district)*

### HOW DO I REGISTER MY FIRST STUDENT?

**\*\*\*IMPORTANT\*\*\*** If you have followed the steps on the previous page, you may Jump to Step 3.

1. Go to <https://buckeyevalley-oh.finalforms.com>

2. Click **LOGIN** under the Parent Icon

3. Click **REGISTER STUDENT**

My Students

MANAGE YOUR STUDENTS WITHIN THE SYSTEM

Status	Name	Class	Actions
No registered students yet. <input type="button" value="Register Student"/>			



Parent

4. Complete the form including the Student's Legal Name, **EMAIL ADDRESS**, Date of Birth, Gender, Graduation Year, Home Address and any other information required by your School District, then click **CREATE STUDENT**

**NOTE:** A student email address may or may not be required depending on your school district preferences. If so, the email address provided may be used to send reminders to your student.

5. **If your student plans to participate in a sport, activity, or club** please click the checkbox for each. Click **UPDATE** after making your selection.

**NOTE:** A selection can be changed any time until the registration deadline.

Form Signatures

Parent Signature:

Your signature MUST match your name: Clayton Burnett

Student Signature:

Student must log in to sign.

6. Complete each form and sign your full name (e.g. "John Smith") into the Parent Signature field at the bottom of the page. After signing, click **SUBMIT FORM** and move on to the next form.


7. When all forms are complete, you will see a "Forms Finished" message.

A rectangular button with a light gray background and rounded corners, containing the text "Forms finished!" in a bold, black, sans-serif font.

8. **\*\*\*IMPORTANT\*\*\*** *If required, an email will automatically be sent to the email address that you provided for your student prompting him/her to sign Student forms requiring his/her signature.*

9. Click MY STUDENTS if you are done, or REGISTER ANOTHER STUDENT if you need to add another.

Two buttons side-by-side. The first is a blue button with white text that says "Register Another Student". The second is a light gray button with dark gray text that says "My Students".

10. At any point in the future, you may login at any time and click the  button to update information.

A rectangular button with a light gray background and rounded corners. It features a small icon of a document with a pencil on the left and the text "Update Forms" in a bold, black, sans-serif font on the right.