



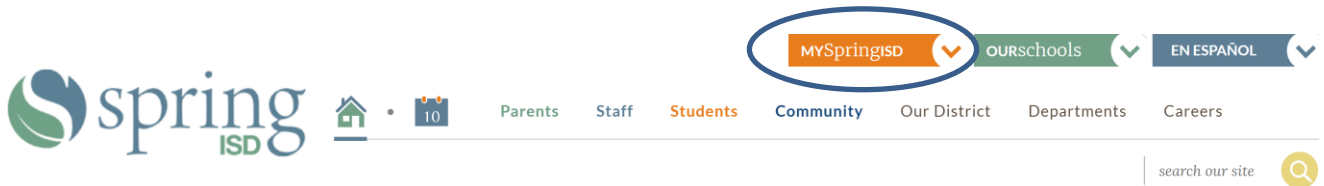
Online Returning Student Registration Annual Update Parent Guide



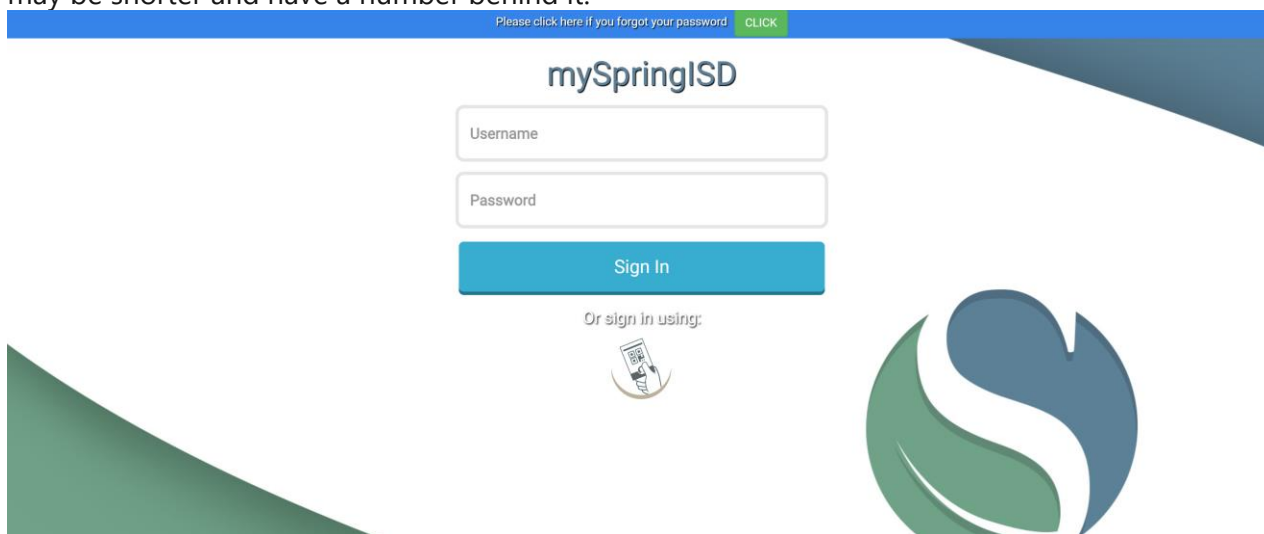
Login to Spring ISD Portal

Step 1: Open Google Chrome browser type in www.springisd.org which will take you to the Spring ISD home page.

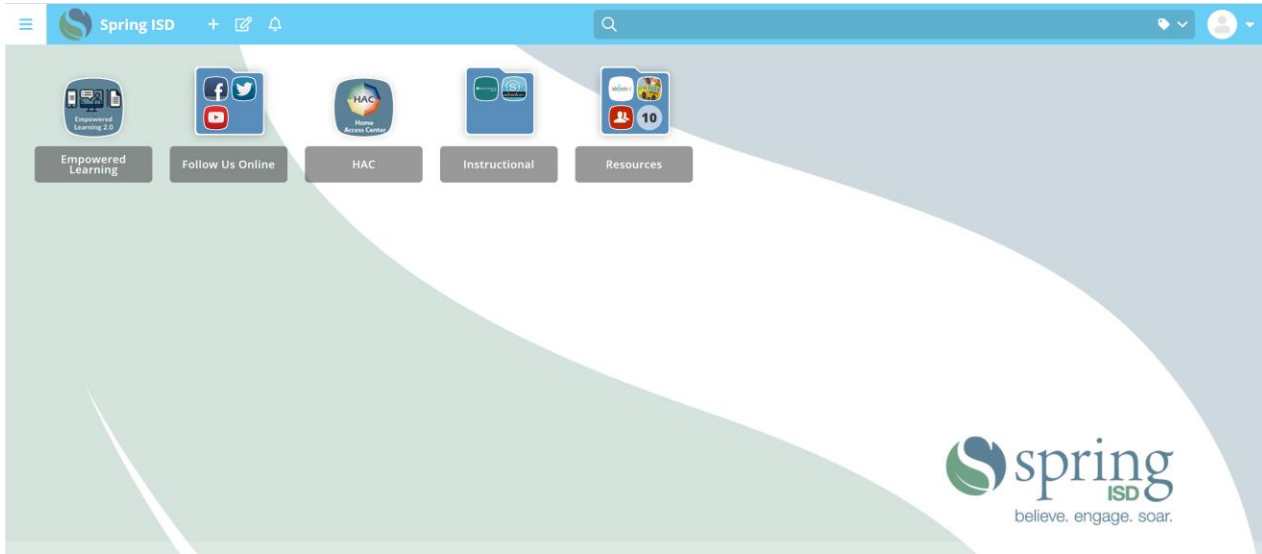
Step 2: Select the **orange** tab called, MySpringISD



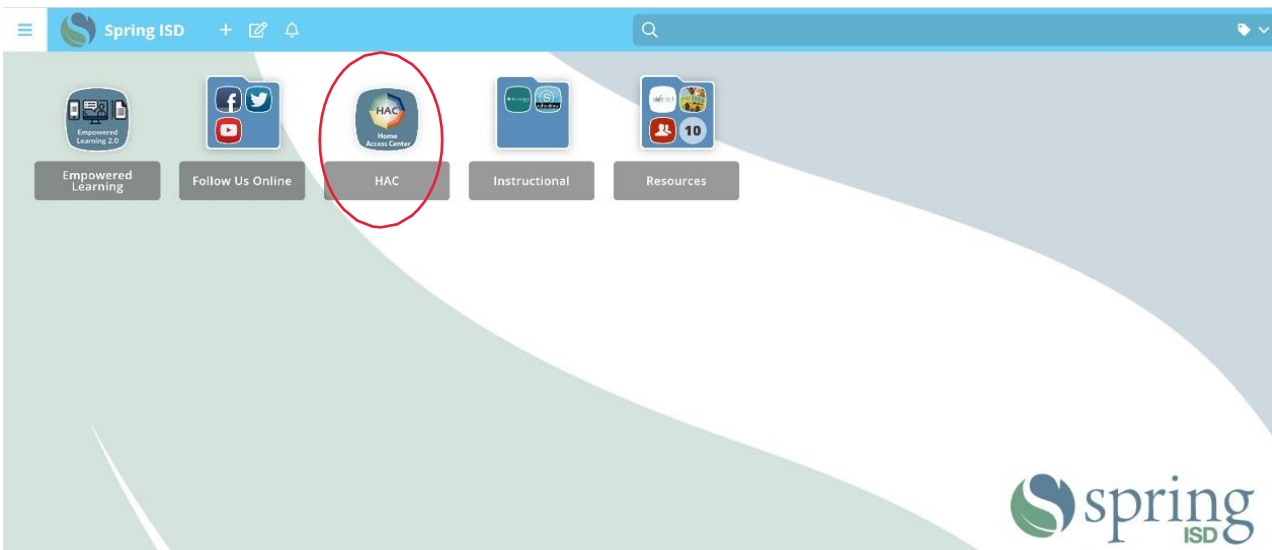
Step 3: Enter the Username and Password the district provided to you. This is the same Username and Password used to log in to HAC (Home Access Center). Note: Usually, it is the first letter and last name, example John Smith would be j.smith. If you have a longer last name or a common last name the Username may be shorter and have a number behind it.



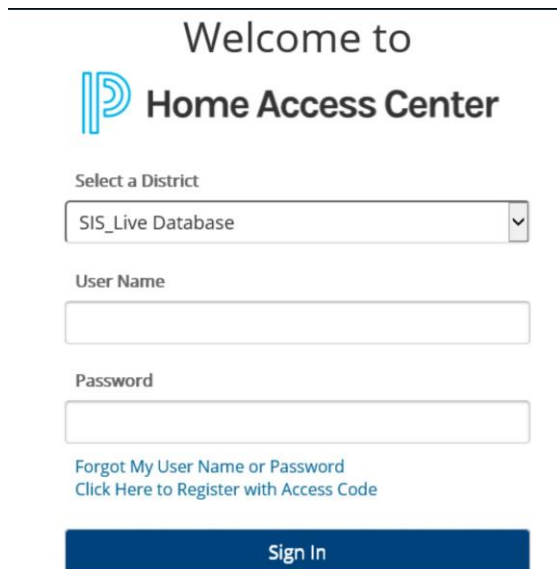
Step 4: Once you successfully log in using your Username and Password it will take you to the SpringISD Portal.



Step 5: Click on the HAC icon (Home Access Center) which will take you to the login screen.



Step 6: Use the same Username and Password that you used to log in to the Spring ISD Portal to log in to the HAC (Home Access Center.)



Welcome to
Home Access Center

Select a District
SIS_Live Database

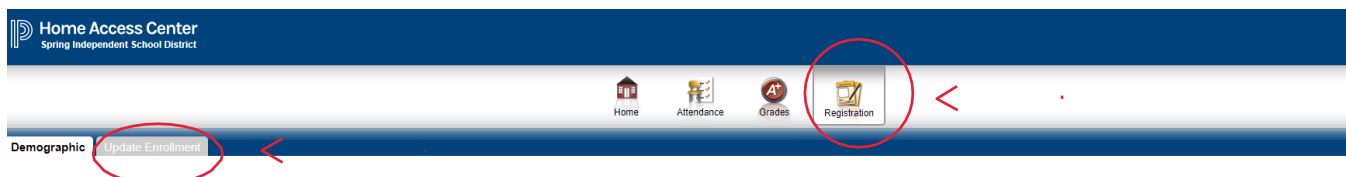
User Name

Password

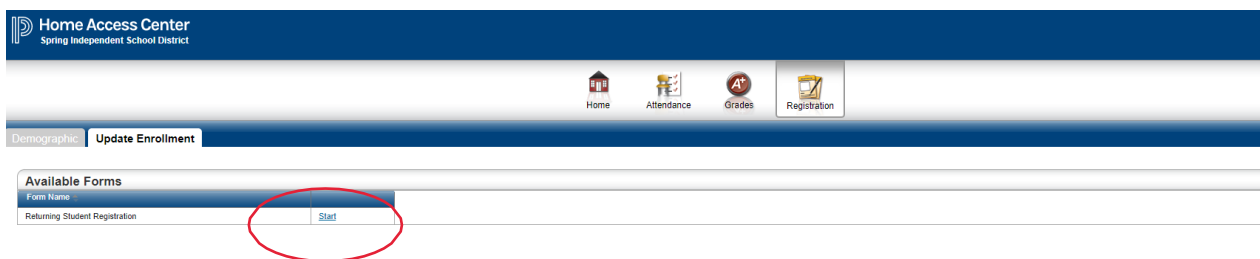
[Forgot My User Name or Password](#)
[Click Here to Register with Access Code](#)

Sign In

Step 7: Once in HAC, select Registration, then click on the "Update Enrollment" tab.



Step 8: Click Start.



Step 9: Click **Begin Form**, be sure to click comply

Access Online Forms

You have requested to complete online forms for Spring Independent School District from your eSchoolPlus Parent Portal. To begin this process, powered by PowerSchool Enrollment, choose one of the options below.

This step is necessary only once – subsequently you will be automatically logged in from your eSchoolPlus Parent Portal.

New to PowerSchool Enrollment

Haven't used PowerSchool Enrollment before? Get started below.

To comply with COPPA, I affirm that I am 13 years or older.

Begin Forms

Step 10: Ensure the student date of birth matches the student displayed on HAC. Enter the student Date of Birth (mm/dd/yyyy), click **Continue**

Note: If the student's date of birth is not valid, please contact 281-891-6337 or your campus for assistance.



Date of Birth Authentication

In order to better protect your privacy, we ask that you provide some additional information.

Date of Birth for Zoey

The date of birth must be in MM/DD/YYYY format.

Continue

Step 11: Start the Online Returning Student Registration Form by answering the questions in each section. Once you have finished each section, click the **Next** button.

spring
Returning Student Registration 2020-2021

Introduction

Form

- Student
- Additional
- Family
- Emergency
- Health
- Agreements
- Document Upload
- Signature
- Summary

Introduction

Online Returning Student Registration

Welcome to Spring Independent School District's Returning Student Registration. Please follow the steps below to continue.

- Click "Next" on this page, and enter the information requested by the online forms.**
Note: Required fields are marked as "Required", and Spring Independent School District will receive the data exactly as it is entered. Please be careful of spelling, capitalization, and punctuation.
- On the "Review & Submit" page, check your data before submitting the form.
- Click "Submit!"
On the submission confirmation page you will have the opportunity to print out a copy of your Returning Student Registration to keep for your records.

You have completed step one of the registration process. At this time all district facilities are closed due to COVID-19. A campus staff member will reach out to you via phone or email to complete the next step in the registration process. Please do not bring any documents to the campus at this time. We will contact you at a later date to complete the verification of documents. Note: Once the form is electronically submitted, you will receive an e-mail confirmation.

Registration for Additional Students

Note: If a required question is missed, this page will display a red icon next to it and list the number of questions missing on that page. Click on a page name or on "Find Invalid Fields" to return and complete those questions.

spring
Returning Student Registration 2020-2021

Introduction

Form

- Student
- Additional
- Family
- Emergency
- Health
- Agreements
- Document Upload
- Signature
- Summary

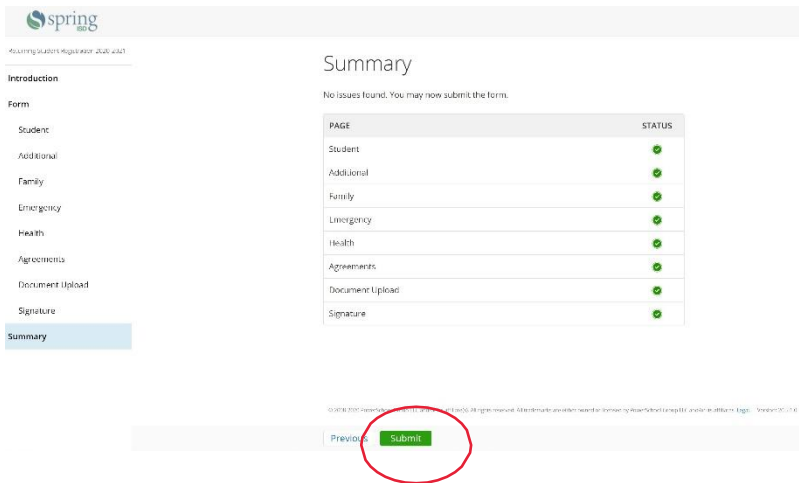
Summary

We found some missing or incorrect information on the following pages.

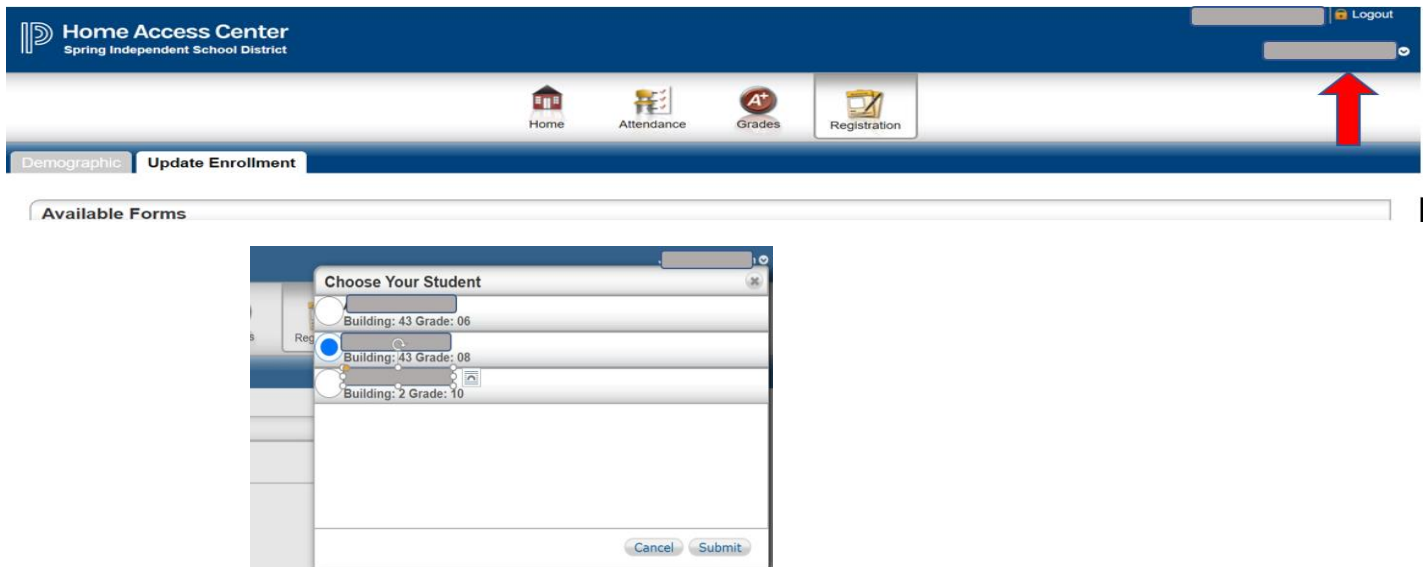
PAGE	STATUS
Student	✔
Additional	❌
Family	❌
Emergency	❌
Health	❌
Agreements	✔
Document Upload	✔
Signature	✔

[Find Invalid Fields](#)

Step 12: Click **Submit** once all questions have been answered and buttons are displayed as green.



Note: A Returning Student Registration form must be submitted for each RETURNING student in your family. Once you have successfully submitted one Returning Student Registration, return to Home Access Center (HAC) and click on the current student name in the top right of the header. A drop-down menu will appear, select the next student from the list and then click Submit. Repeat the steps above.



For additional support visit the Returning Student – Annual Update webpage at

<https://www.springisd.org/returning-students>