



Online Returning Student Registration Annual Update Parent Guide



Login to Spring ISD Portal

Step 1: Open the browser Google Chrome and type www.springisd.org this will take you to Spring ISD website

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



Step 3: Enter your Username and Password. This is the same Username and Password used to log in to HAC (Home Access Center). Note: Usually, your Username is the first initial of your first name (then a (.)) and your 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. If you forgot your Username, contact your child's campus.

Note: You must be the primary contact listed in the campus records to access this Annual Update Application.

Please click here if you forgot your password [CLICK](#)

mySpringISD

Username

Password

[Sign In](#)

Or sign in using:

Step 4. Once you have your Username, enter your Password. If you forgot your password simply **click** on “forgot your password” at the top of the MySpringISD Portal and answer the Challenge (Identity) Questions. If you don’t have a password, contact your campus for assistance.

Please click here if you forgot your password **CLICK**

mySpringISD

Username
j.smith

Password

Sign In

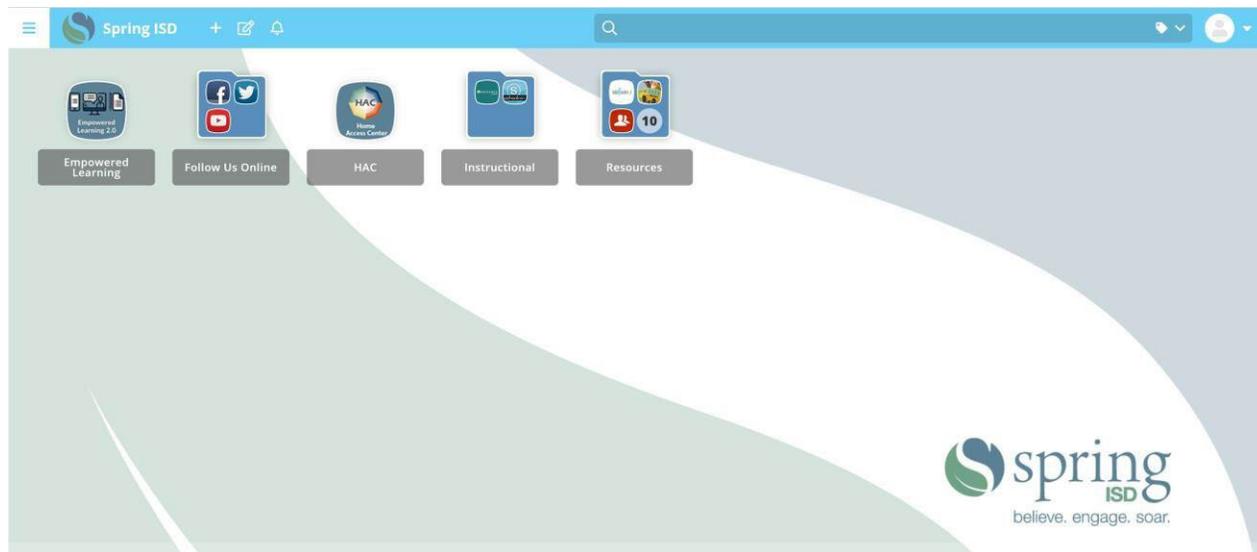
To begin the password reset (must be 8 characters) the system will ask you the following question:

What is the Student ID of your youngest child? (ex, 39014063)-ask your child

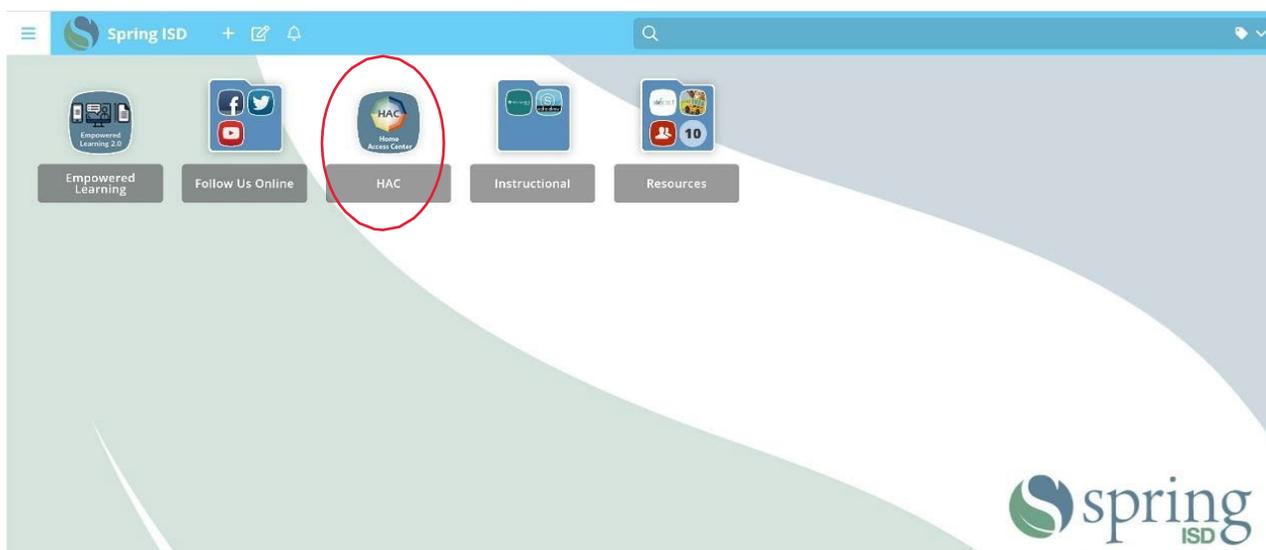
To continue resetting your password you will be asked a series of Challenge Questions:

1. What is your child’s date of birth? (**mm-dd-yyyy**), (10-30-2005)
2. What is your child’s current grade level for 2022-23 (K, 1, 2, etc.)
3. What is your child’s middle name? (ex, Anthony, type None if your child does not have a middle name)

Step 5: Once you successfully log in using your Username and Password it will take you to the SpringISD Portal.



Step 6: Click on the HAC icon (Home Access Center) which will take you to the login screen.



Step 7: 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

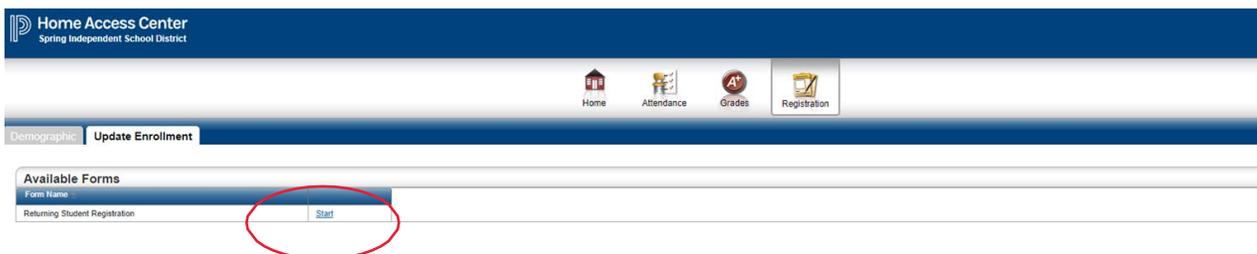
[Forgot My User Name or Password](#)
[Click Here to Register with Access Code](#)

Sign In

Step 8: Once in HAC, select Registration, then click on the "Update Enrollment" tab.



Step 9: Click Start



Step 10: Click **Begin Forms**, 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 11: 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 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 12: Start the Online Returning Student Update 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.

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Returning Student Registration 2020-2021

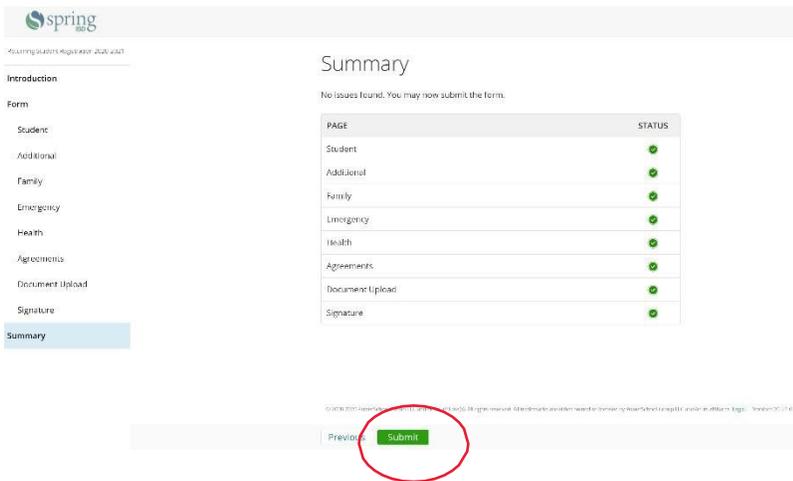
Summary

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

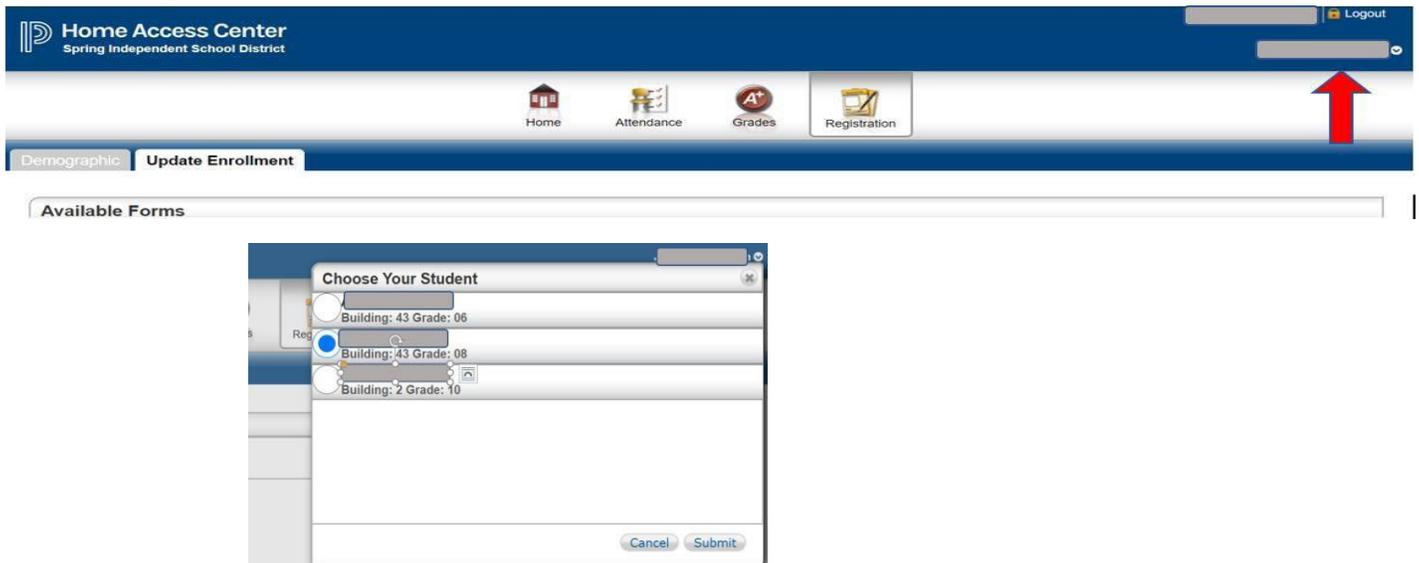
PAGE	STATUS
Student	✓
Additional	✗
Family	✗
Emergency	✗
Health	✗
Agreements	✓
Document Upload	✓
Signature	✓

[Find Invalid Fields](#)

Step 13: Click **Submit** once all questions have been answered and buttons are displayed as green.



Note: A Student Annual Update form must be submitted for each RETURNING student in your family. Once you have successfully submitted one Returning Student Update, 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>