



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

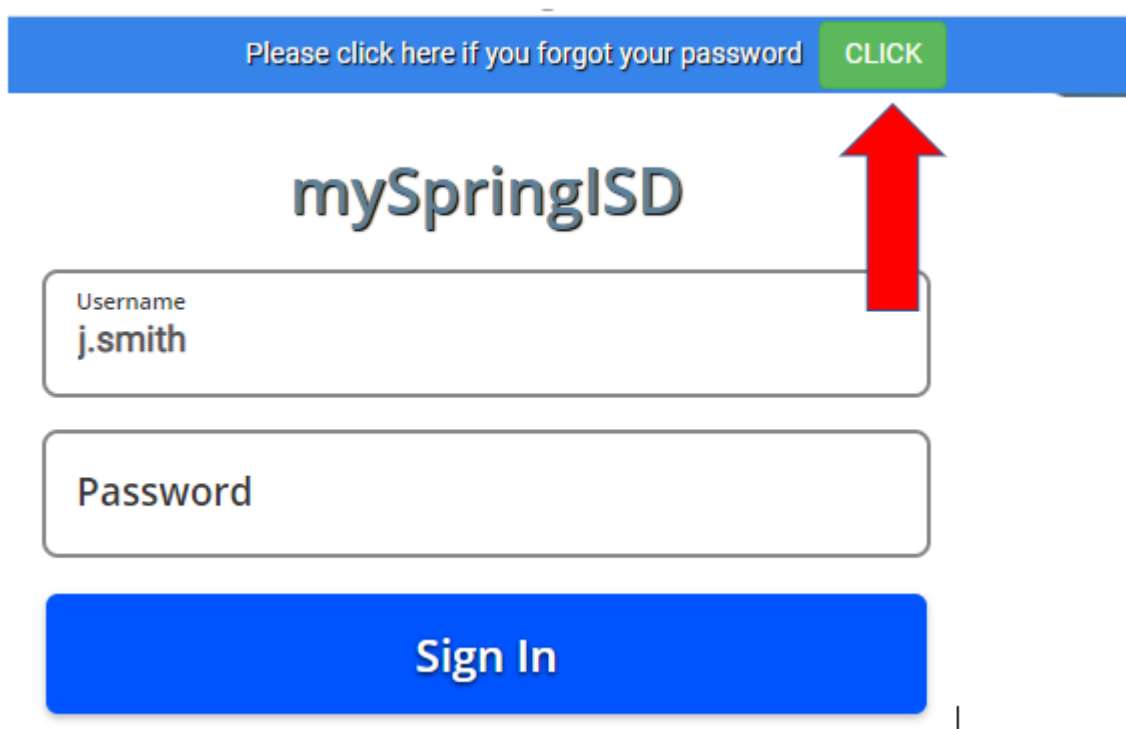


Step 3: Enter your Username and Password. This is the same Username and Password used to log in to HAC (Home Access Center). Note: Usually, your Username is the first initial of your first name (then a (.) and your last name, example John Smith would be j.smith If you have a longer last name or a common 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.



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.



The image shows a screenshot of the MySpringISD login interface. At the top, there is a blue horizontal bar with the text "Please click here if you forgot your password" and a green button labeled "CLICK". A red arrow points from the "CLICK" button down to the "Username" input field. Below the bar, the text "mySpringISD" is displayed in a large, blue, sans-serif font. Underneath, there are three input fields: the first is labeled "Username" and contains the text "j.smith"; the second is labeled "Password" and is currently empty; and the third is a blue button labeled "Sign In".

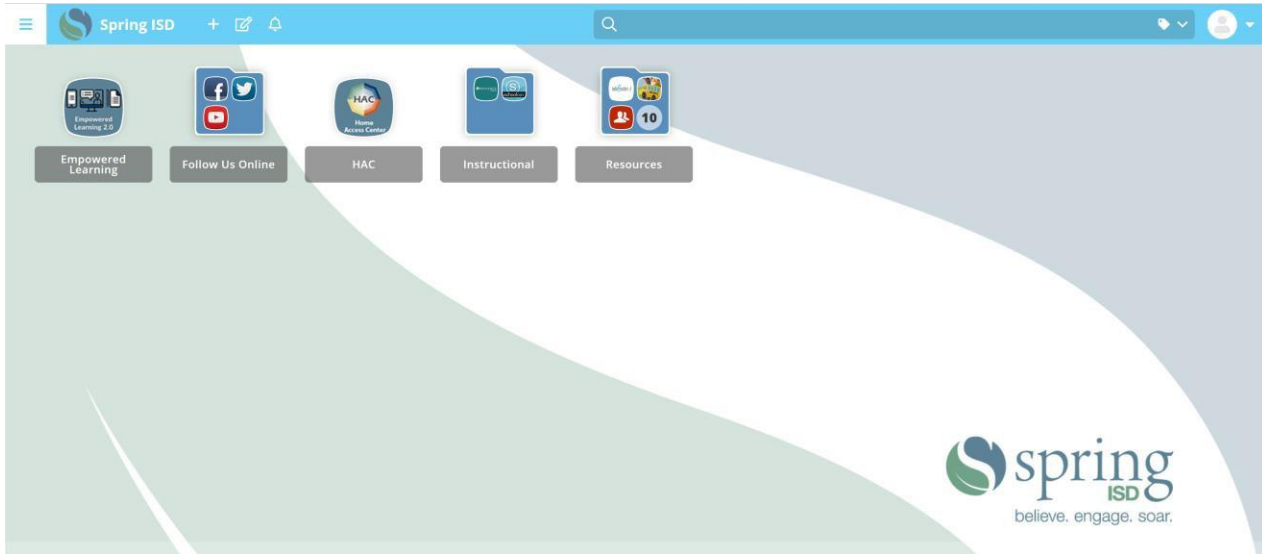
To begin the password reset (must be 8 characters) the system will ask you the following question:

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

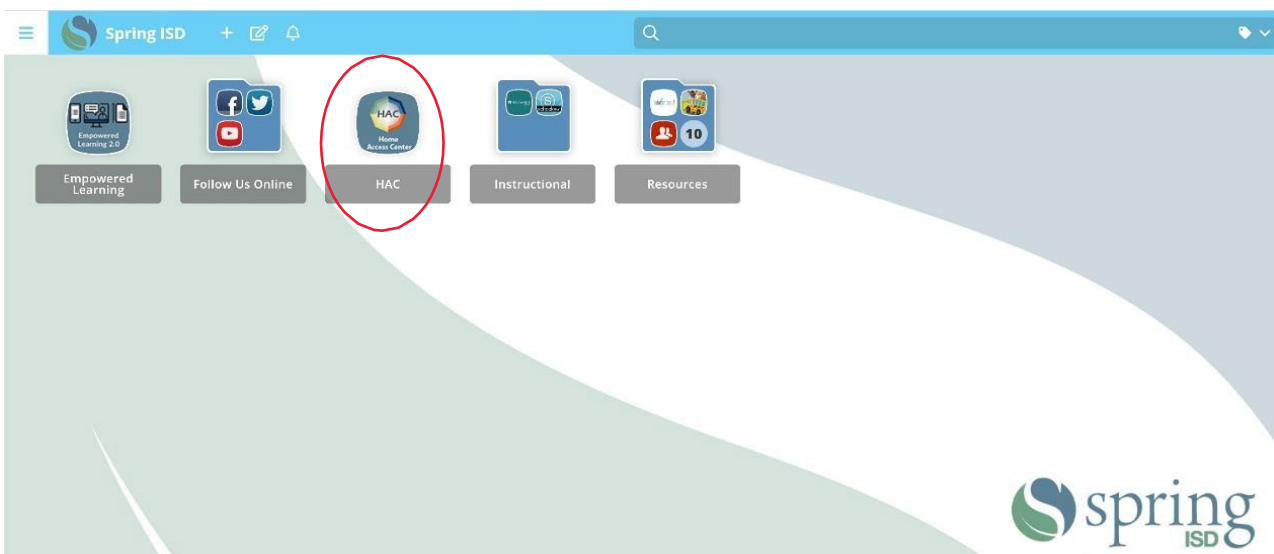
To continue resetting your password you will be asked a series of Challenge Questions:

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 2021-22 (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

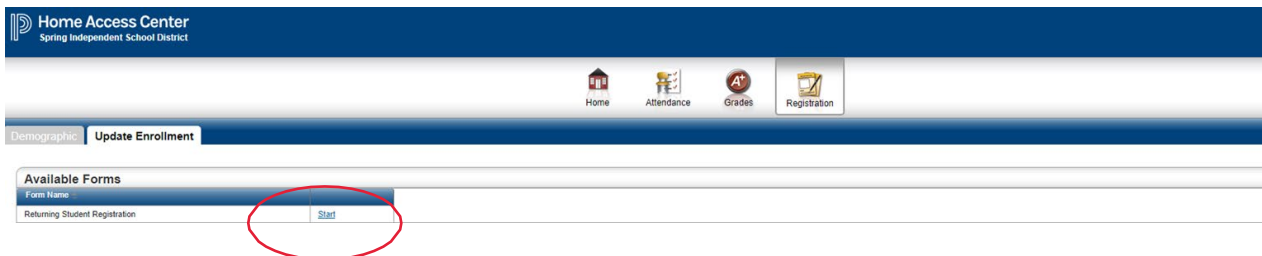
[Forgot My User Name or Password](#)
[Click Here to Register with Access Code](#)

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.

The screenshot shows the 'Introduction' page of the 'Returning Student Registration 2020-2021' form. The left sidebar contains a navigation menu with sections: Introduction, Form, Student, Additional, Family, Emergency, Health, Agreements, Document Upload, Signature, and Summary. The main content area is titled 'Introduction' and 'Online Returning Student Registration'. It includes a welcome message and three numbered steps: 1. Click 'Next' on this page, and enter the information requested by the online forms. 2. On the 'Review & Submit' page, check your data before submitting the form. 3. Click 'Submit!'. Below the steps, there is a note about COVID-19 and a 'Registration for Additional Students' link.

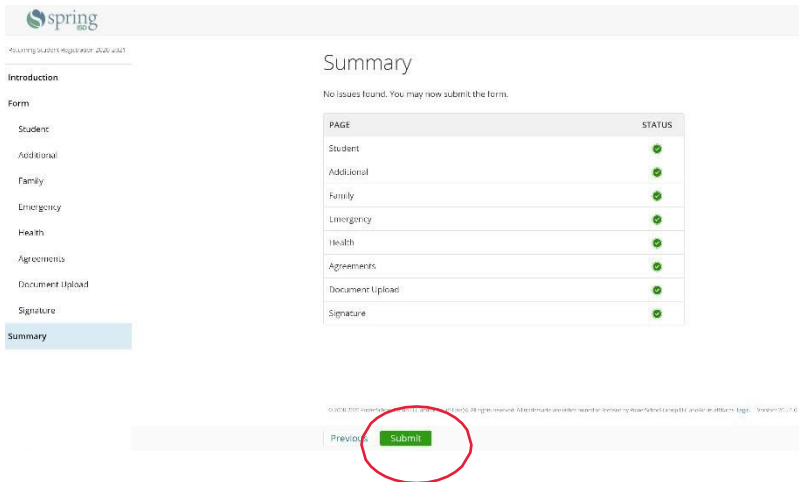
Note: If a required question is missed, this page will display a red icon next to it and list the number of questions missing on that page. Click on a page name or on “Find Invalid Fields” to return and complete those questions.

The screenshot shows the 'Summary' page of the 'Returning Student Registration 2020-2021' form. The left sidebar is the same as in the previous screenshot, but 'Summary' is now selected. The main content area is titled 'Summary' and contains a table with the following data:

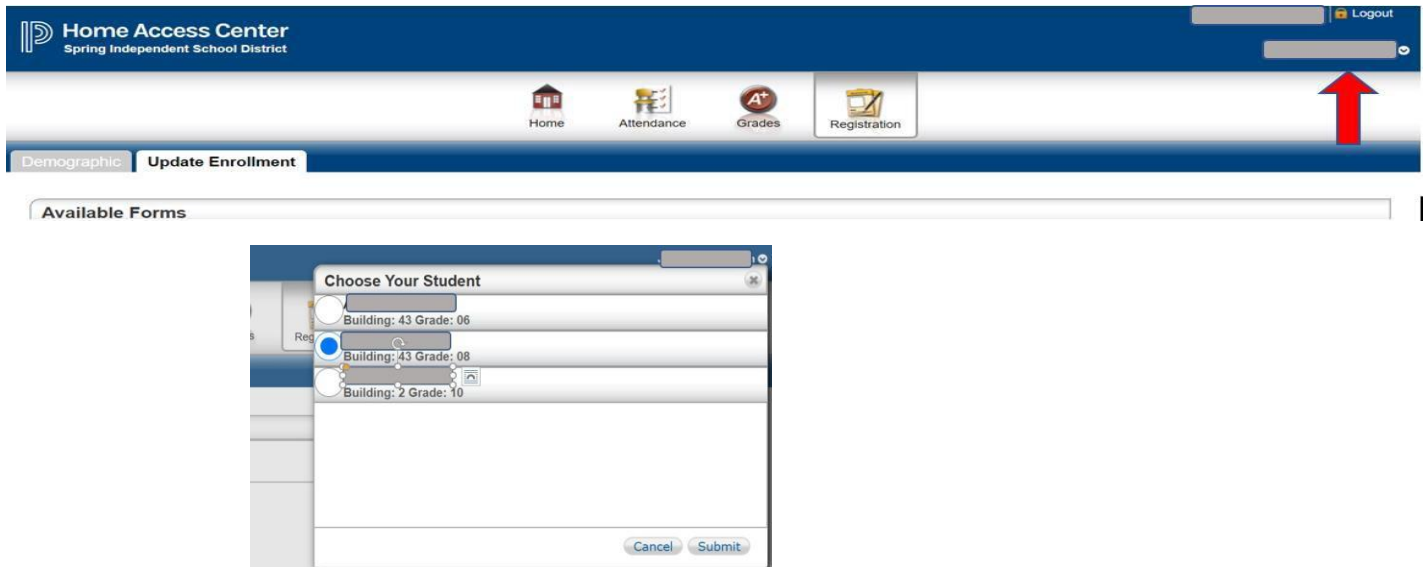
PAGE	STATUS
Student	✔
Additional	❌
Family	❌
Emergency	❌
Health	❌
Agreements	✔
Document Upload	✔
Signature	✔

Below the table is a button labeled '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>