

How To Article

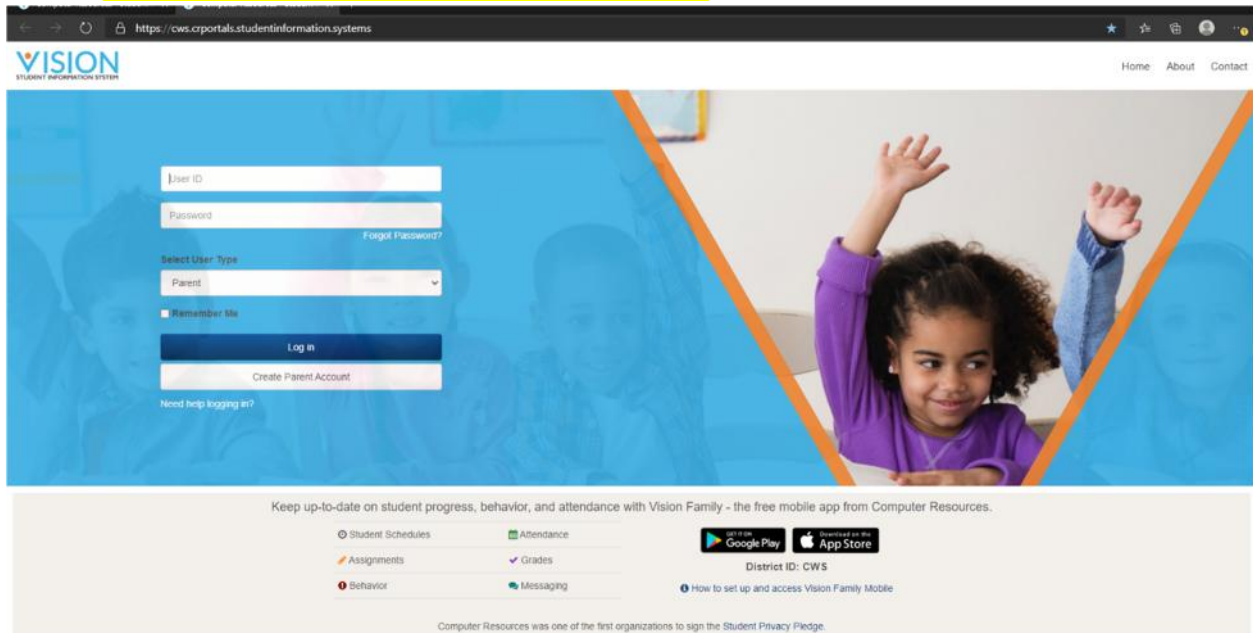
Title: How to **Register Returning Students**

Date: 9/14/2020

For Parents

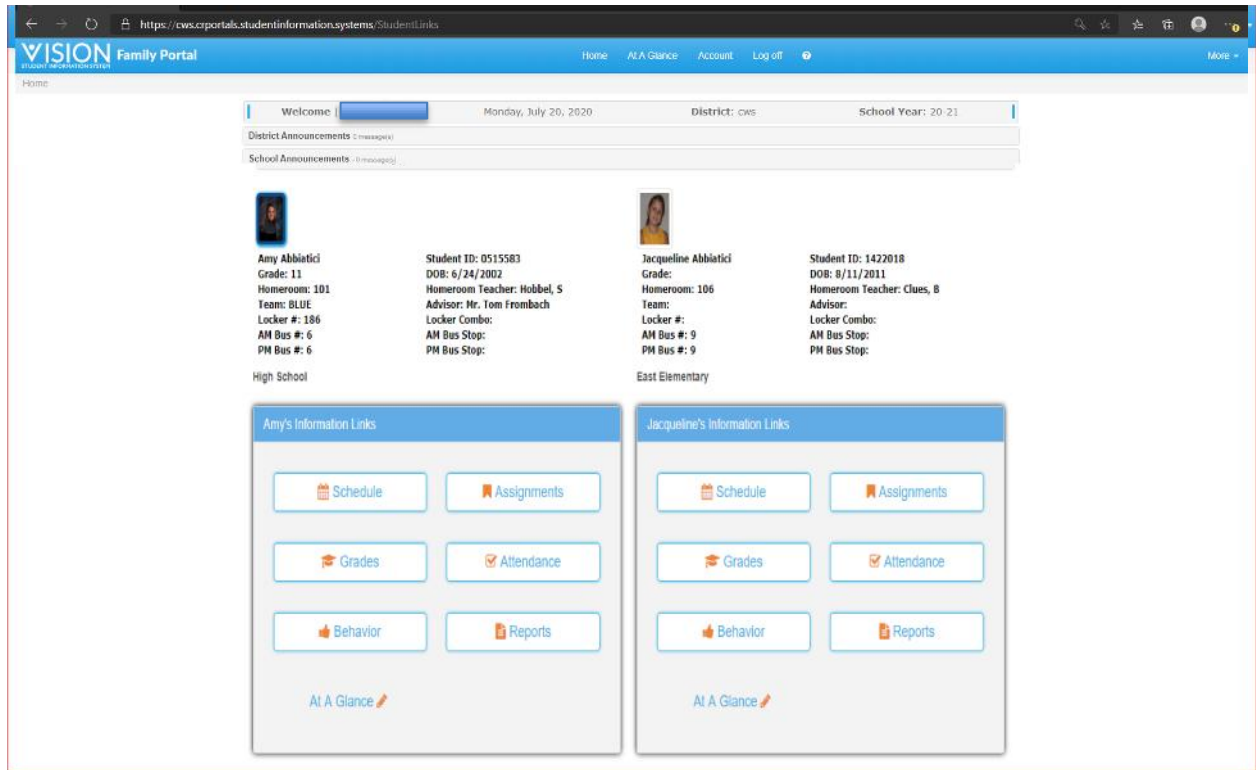
1. Log into your Parent Portal for Crestwood School

<https://cws.crportals.studentinformation.systems/>



- a. If you do not have a Parent Portal Account check Create Parent Account.
- b. Click the link below if you have not created a Parent Portal Account and follow the steps to create your account.
 - a. http://www.crestwood.k12.il.us/ParentInfo/Parent_Portal.pdf

Once you login you will see your Parent Portal home page as shown below.



2. In the top right corner click on More.
3. Scroll to Forms.



4. As shown below you will see each of your students listed.
5. Select the student that you want to register.
6. Choose if child is returning or if not.
7. Click Continue.

VISION Admissions and Forms
STUDENT INFORMATION SYSTEM

<input type="button" value="Contact"/> <input type="button" value="New Student"/> <input type="button" value="Logout"/>	0515583 Amy Abbiatici High School - 11th Grade	Child is returning
	4415584 Christine Abbiatici High School - 12 Grade	Child is returning
	1422019 Nate Abbiatici East Elementary - 2nd	Child is returning

<< Previous Continue

Child is returning
Child is returning
Child is NOT returning

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8. Forms are assigned for the parent and children that are returning.
 - a. First set of forms are the family (parent) this would be a section that would pertain to the whole family.
 - b. Second set would be forms that would pertain to the child. If you have more than one child there would be a set for each child.

VISION Admissions and Forms
STUDENT INFORMATION SYSTEM

Packet List Logout Return to Portal

Click **Next** to continue your registration.

Family Packet: Roper, Jan

Form	Status
2018 Standard Family Contacts Information	New

New Student Packet: Roper, Sam

Form	Status
2018 Standard Student Information Form	New
2018 Standard Authorization Form	New

<< Previous Next >>

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Forms to be completed are visible in the list.

9. Click Next >> to start.
10. After each form has been completed, use the Continue button to proceed to the next form.

Note: Required fields are displayed in red. Required fields must be completed in order to proceed to the next form.

11. When the last form is complete, the Submit Forms button is available. Click Submit forms to send the completed forms to the school. A message similar to the one displayed below is displayed.

12. Please note: once submitted do not go back in into the forms

The screenshot displays the 'VISION Admissions and Forms' interface. At the top, it says 'STUDENT INFORMATION SYSTEM'. A congratulatory message reads: 'Congratulations, you have completed all necessary forms for the 2018-2019 Online Registration process.' Navigation buttons for 'Packet List', 'Logout', and 'Return to Portal' are visible. A green 'Submit Forms' button is centered on the page. Below, the 'Family Packet' for 'Roper, Jan' is shown with a 'Print' icon and a link to '2018 Standard Family Contacts Information'. The 'Student Packet' for 'Roper, Sam' is shown with 'Print' icons and links to '2018 Standard Student Information Form' and '2018 Standard Authorization Form'. A second green 'Submit Forms' button is located at the bottom of the form list. A red box highlights the 'Print' icons and links for both packets. A blue footer contains copyright information for Computer Resources LLC and contact details for Support.

VISION Admissions and Forms
STUDENT INFORMATION SYSTEM

Congratulations, you have completed all necessary forms for the 2018-2019 Online Registration process.

Packet List Logout Return to Portal

If you would like to print your completed forms, click on the print icon to the left of the form name.

Submit Forms

Family Packet: Roper, Jan

Print Form
[2018 Standard Family Contacts Information](#)

Student Packet: Roper, Sam

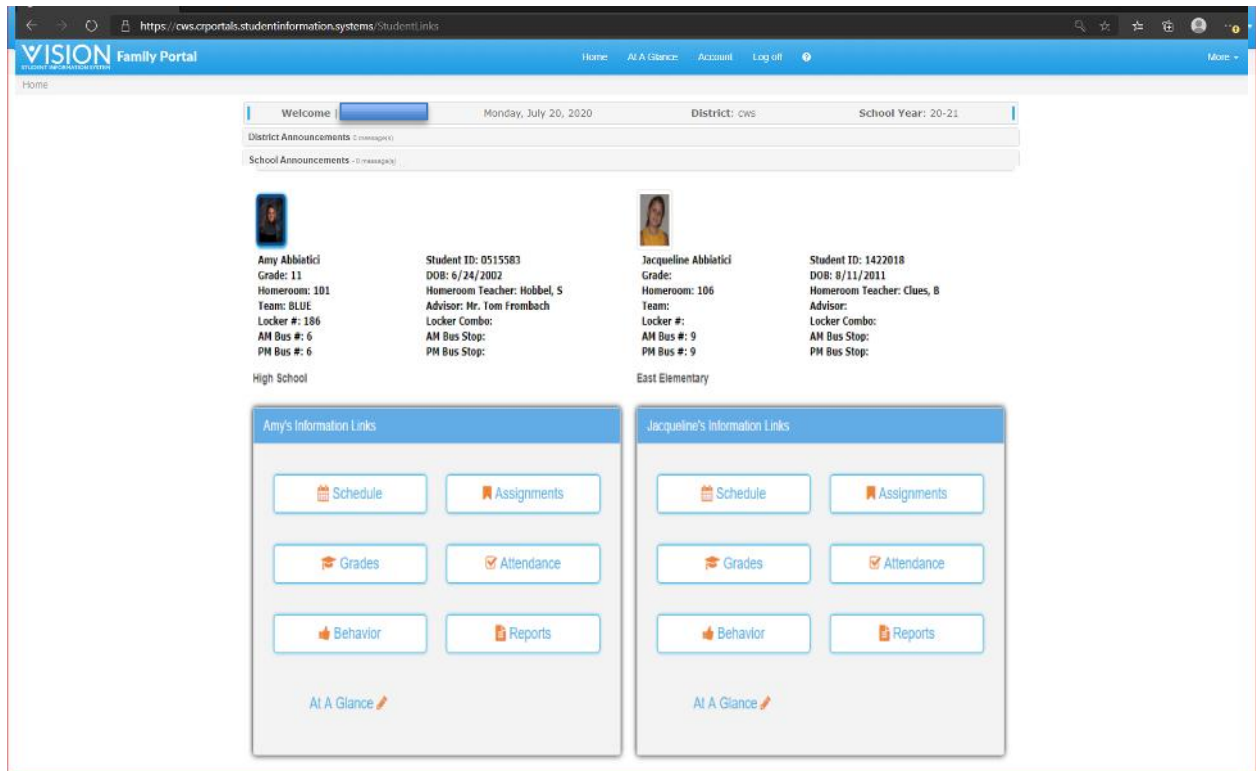
Print Form
[2018 Standard Student Information Form](#)
[2018 Standard Authorization Form](#)

Submit Forms

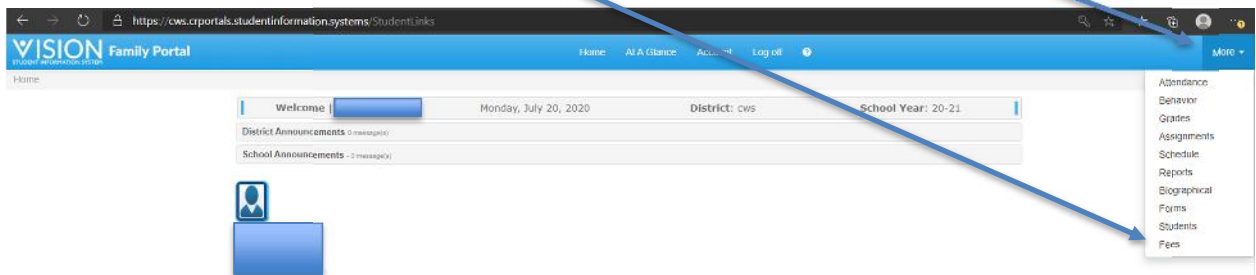
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To pay you registration fees online follow the steps below

1. Return to your Parent Portal start page



2. In the top right corner click on More.
3. Scroll to Fees.



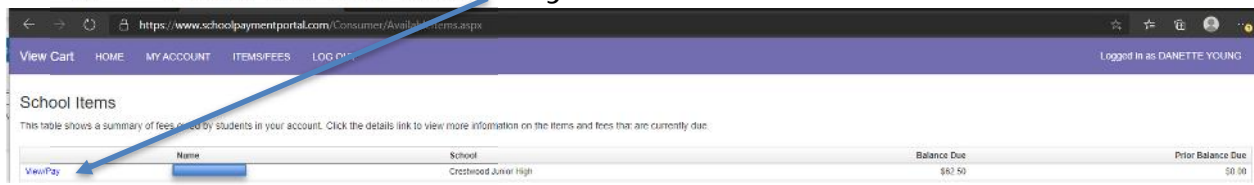
4. You will next click on ITEMS/FEES link



Student Access

5. You will see a list of fees for each of your students.

6. Click on the View/Pay link to continue.

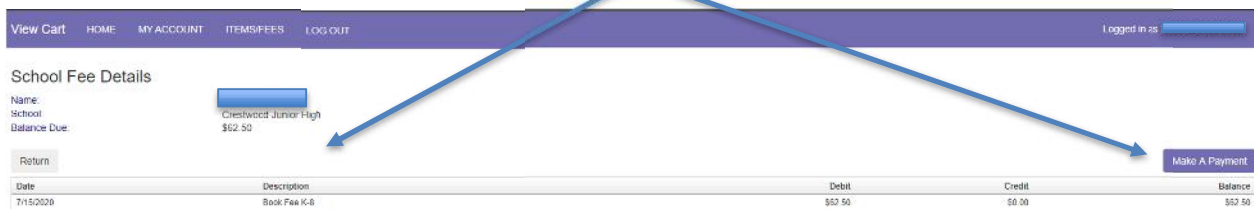


7. This will open the School Fee Details window

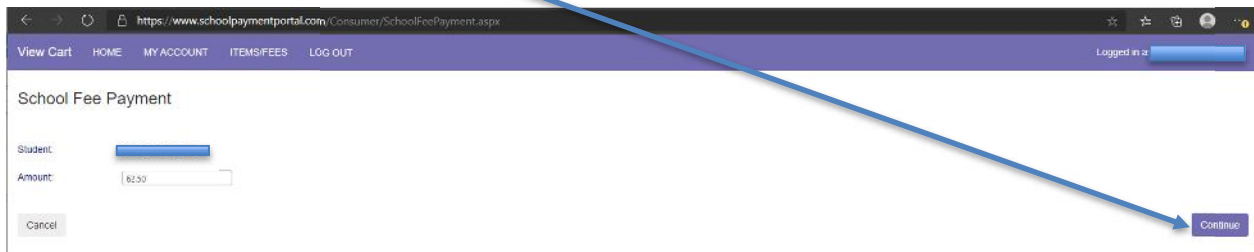
8. You will see the Registration Fee listed as Book Fee K-8

9. For online payments the charge has been reduced from \$65.00 to \$62.50 to compensate for the online service fees.

10. Click on the Make A Payment button



11. Click Continue



12. Click the Add to Cart button

View Cart HOME MY ACCOUNT ITEMS/FEE'S LOG OUT Logged in as [redacted]

School Fee Payment - Confirmation

Petron: [redacted]
School: Crestwood Junior High
Payment Amount: \$62.50

Cancel Add To Cart

13. If you have other students to add to your cart click on the Continue Shopping button and click the View/Pay button to add them to your cart.

14. If you leave your cart you can return by clicking the View Cart button.

15. When ready to Check Out you will click on the Check Out button.

View Cart HOME MY ACCOUNT ITEMS/FEE'S LOG OUT Logged in as [redacted]

Shopping Cart

Note: All items must be associated with the same gateway account in order to be processed as a single transaction.

	Item	School	Quantity	Item Price	Total
Remove	School Fees	Crestwood Junior High	1	\$62.50	\$62.50
	Total				\$62.50

Continue Shopping Check Out

16. Select the method of payment you wish to use.

View Cart HOME MY ACCOUNT ITEMS/FEE'S LOG OUT Logged in as [redacted]

Shopping Cart Checkout - Select Payment Method

	Nickname	Type	Account Number	Service Fee
Select	One-Time Credit Card	Credit Card		\$2.44
Select	One-Time ACH	ACH		\$1.00

View Cart

Complete the information and click the Process Payment button in the lower right hand corner to complete your payment.