

# ONLINE REGISTRATION

Please go to your schools website and select the Registration tab. There you will see steps to register your student online.

When you select the **ASPIRE STUDENT INFORMATION SYSTEM**, you will need to decide which selection applies to you. Please read the descriptions to decide which best fits you.

The screenshot shows a web form titled "Register Your Student(s)". It is divided into two main sections: "New Student Registration" and "Current Student Registration".

**New Student Registration:** This section is for students who have never attended a school at Nebo School District. It includes a warning: "Please, DO NOT select this option if your student has EVER attended this school or another school at this district. Duplicate records will be created." There are two options: "I already have an Aspire account." with a green "Login and register student" button, and "I do not have an Aspire account." with a blue "Register new student(s)" button.

**Current Student Registration:** This section is for students who are currently attending or have previously attended a school at Nebo School District. It also has two options: "I already have an Aspire account." with a green "Login and register student" button, and "I do not have an Aspire account." with an orange "Request a Username" button.

## NEW STUDENT:

If your student has **NEVER** been enrolled or registered in any school in Nebo School District, you will choose from the left side of the screen. IF YOUR STUDENT IS ADVANCING TO A HIGHER GRADE AND MOVING SCHOOLS, THEY ARE NOT NEW IN NEBO, PLEASE SELECT FROM THE RIGHT SIDE OF THE SCREEN.

- If your student is new to Nebo School District schools but you have a current parent account please choose **LOGIN AND REGISTER STUDENT** and log in with your current parent username and password. When you log in, choose Register New Student.

For example; you are registering a Preschool student or Kindergartener and you have older students attending Nebo Schools, you will log in with your current parent account and choose Register New Student.

- If you are new to Nebo School District please choose **REGISTER NEW STUDENT(S)**

## CURRENT OR PAST STUDENTS:

If your student is currently attending or has attended a Nebo School District School in the past, you will choose from the right side of the screen. The following statements will help you decide which to choose.

- If your student has ever in years past been or currently is enrolled in a school at Nebo School District. Nebo School District boundaries are from Springville to Santaquin. If you are unsure, please feel free to ask the school secretary or email sis-support@nebo.edu.
- If you already have an Aspire account, log in with your parent log in and select your student to register your student. **LOGIN AND REGISTER STUDENT.**
- If your student is CURRENTLY attending a school in Nebo School District or has ever been enrolled in a school within Nebo but you do not have a username, please choose **REQUEST USERNAME.**  
You will need your students SIS#. \_\_\_\_\_
- If you cannot remember your username or password please click **FORGOT PASSWORD.**

Your username is: \_\_\_\_\_.

The email tied to your username is: \_\_\_\_\_.

To finish Student registration, please complete all steps.

- 1- Select correct school year
- 2- Select school your student will attend
- 3- Select the grade your student will be in
- 4- Complete the screens as directed.

Please remember after you have completed the registration process, your student is now registered. Enrollment into the school is pending proper documents being submitted to the school. After your documents are brought into the school and verified, your student will be enrolled into the school.

If you have any questions please feel free to contact your school secretary for information.