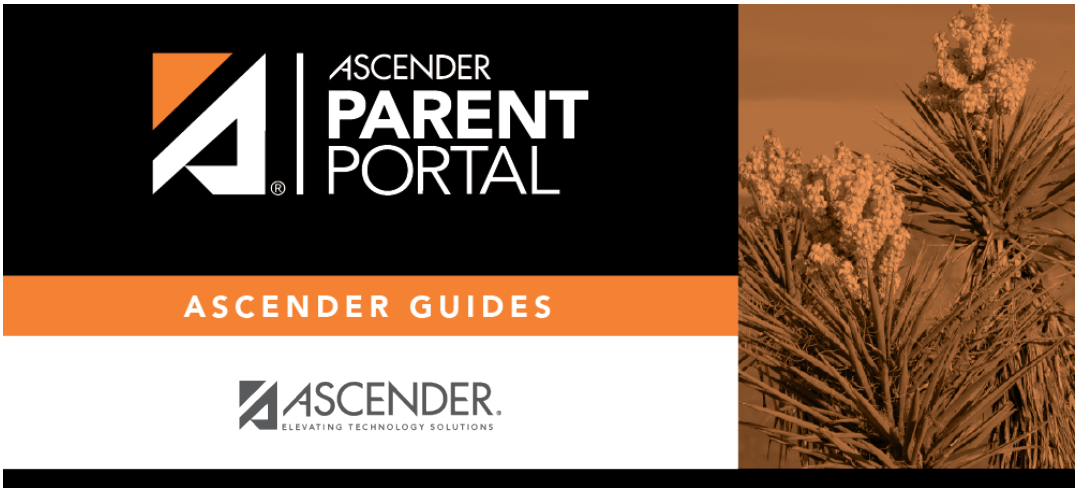

admin_parent_enroll_new_student_steps_validation_email

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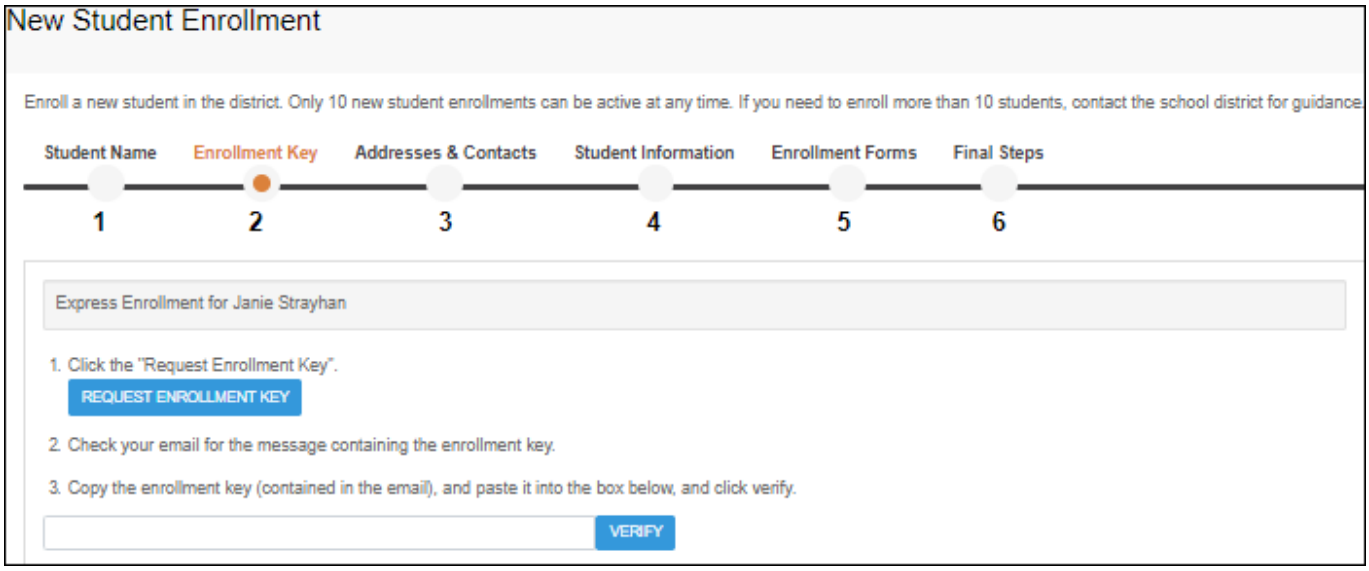
For this option, an enrollment key is sent to you in an email message.



Once you obtain the key, you can enter the key on this page to complete the process. To do this, follow these steps:

❑ Click **REQUEST ENROLLMENT KEY** to request an enrollment key for your student.

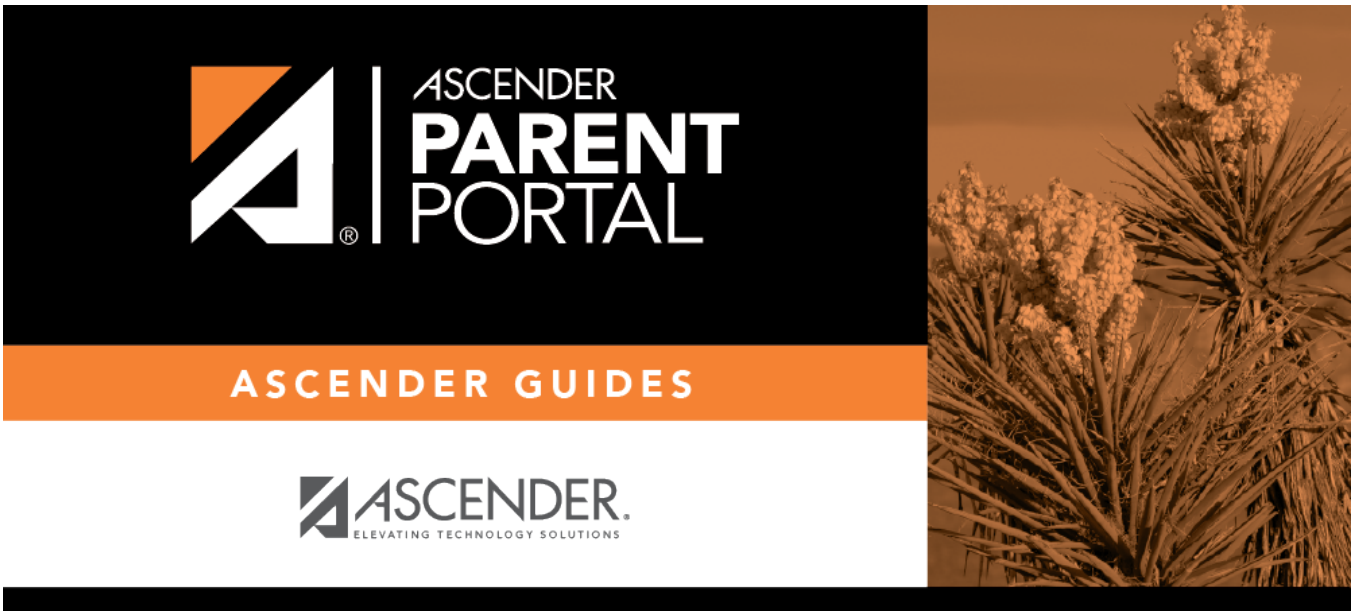
A message is sent to your email address that contains the new 16-character student enrollment key.

❑ Check your email inbox for the message that contains the enrollment key.

Enrollment Key	You must enter the exact enrollment key in order to complete the enrollment process. The easiest way to enter the code accurately is to copy it from the email message and paste it into the field.

❑ Click **VERIFY**.

If you typed the enrollment key correctly, the message “Your key has been created and verified!” is displayed.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