



ASCENDER GUIDES



enroll_new_student_step2

Table of Contents

There are two possible methods for requesting an enrollment key. One of the following options will be available, as determined by the district.

Option 1 - Email Validation

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 registration 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.

Option 2 - CAPTCHA Validation

This option is primarily used during a short-term enrollment event, such as Kinder Roundup.

For this option, a key is generated once you correctly enter the CAPTCHA code. To do this, follow these steps:

Type the CAPTCHA code exactly as it appears on the page.

Click **Continue**.

If you typed the CAPTCHA code correctly, the message "Your key has been created and verified!" is displayed.

Also, the parent will receive an enrollment key by email.

The parent should save this information for his records.

Click **Continue**. The Step 3 - Addresses & Contacts page opens.



Back Cover