



ASCENDER GUIDES



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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.
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Click **VERIFY**.

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

Express Enrollment for Barry Holland
Obtain and verify an Enrollment Key.

1. Click the "Request Enrollment Key".
[REQUEST ENROLLMENT KEY](#)
2. Check your email for the message containing the enrollment key.
3. Copy the enrollment key (contained in the email), and paste it into the box below, and click verify.
 [VERIFY](#)

Your key has been created and verified!
[Continue](#)

- Option 2 - CAPTCHA Validation

Express Enrollment for Barry Holland
Obtain and verify an Enrollment Key.

1. Enter the letters displayed below in the box provided, and click Continue.
MKPDTT
 [Continue](#)

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

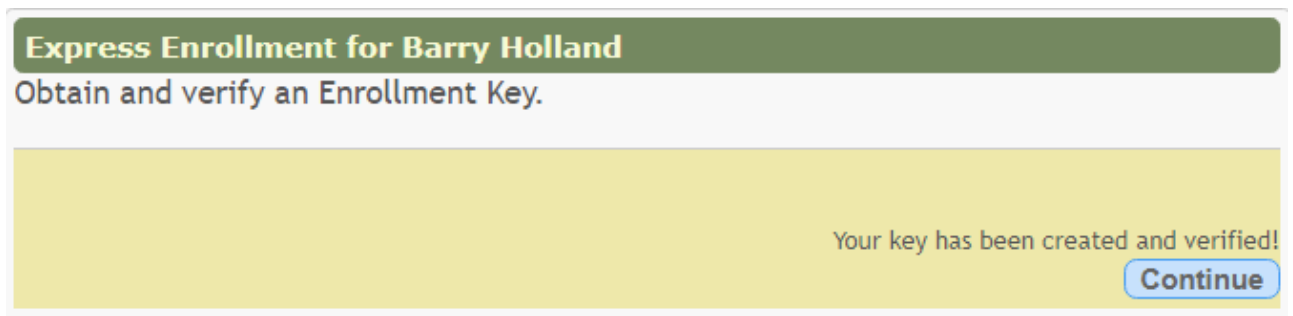
For this option, a key is generated once you correctly enter the CAPTCHA code. To do this, follow these steps:

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

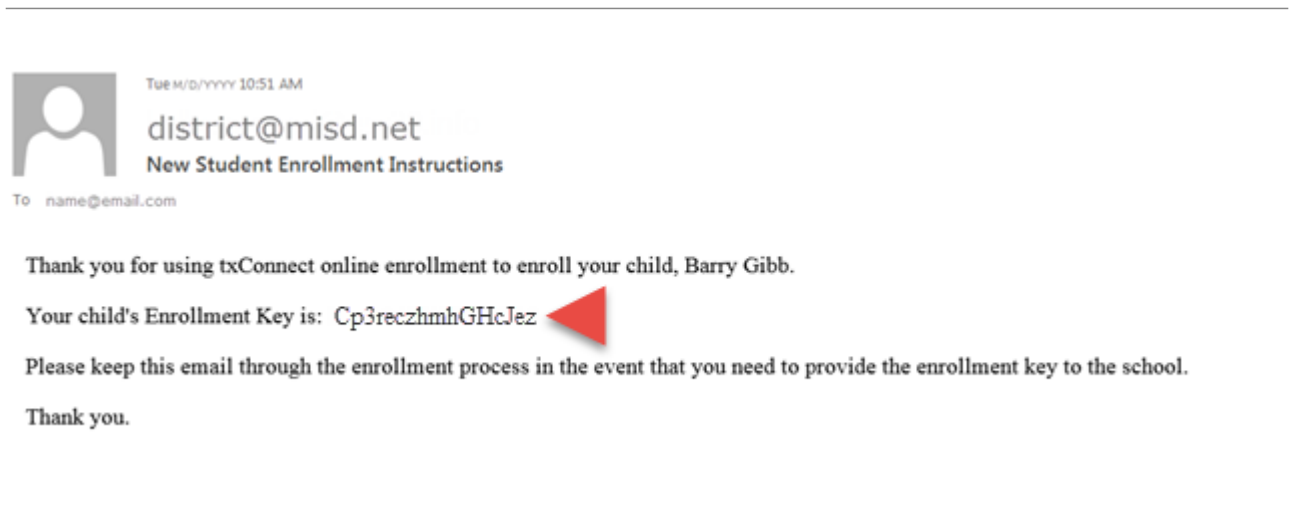
1. Enter the letters displayed below in
MKPDTT
 [Continue](#)

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.



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