

Online Registration Instructions

2021-2022

Instructions in this document are intended for use with a web browser. The Student 360 Mobile app now supports online registration. Instructions for the online registration via the Student 360 Mobile app can be found here:

https://osageschools.org/registration/student_360_mobile_online_registration.

Step 1. Login to Parent Portal <https://sdm.sisk12.com/OT360x3/parent>

Step 2. Under Online Registration, select view (Highlighted Yellow)

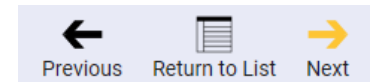
! Online Registration must be completed for 2021-2022 [View](#)

*You will notice the forms are listed as 'Family' and 'Student'. Family Forms change the information for all students listed in your family. Student Forms will only change data for the individual student. The students will be listed separately. Only students who are enrolled will show. **Contact the school office if a student is missing. DO NOT select submit if a student is missing.***

Step 3. Select EDIT to complete EACH form

Step 4. Select 'I have completed this form' before moving to the next form. (even on no changes or blank forms)

Use the **arrow buttons** on the form to move to next screen-- NOT internet arrow buttons



Step 5. Once the forms have been marked 'completed' on the main registration page the 'Submit Forms' option will appear.

- Select OK- All forms for ALL students are completed

Submit Forms?
All forms are marked complete but have not yet been submitted to the schools.

Do you want to submit the forms now?

OK Cancel

- Select CANCEL- Missing a student on portal. Contact the office for assistance.

Step 6. The following will appear if the submission was successfully completed.

Congratulations!

Your forms have been successfully submitted.