

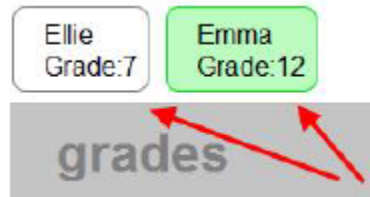
Clinton Prairie School Corporation Online Registration

Please visit <https://harmony.cpsc.k12.in.us/familyaccess.nsf/hello.xsp> to complete the registration process. Follow the steps below.

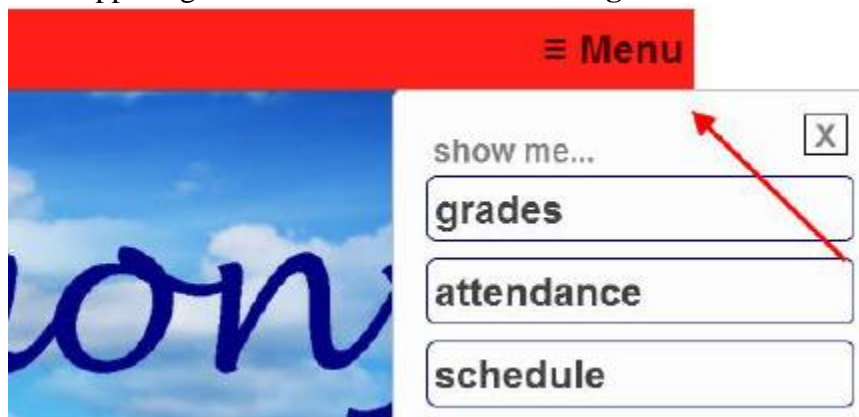
If you don't have access to a computer, the office is open daily from 8:00-3:00 to use a computer.

1. You must have set up your Harmony 3 Family Access account and added each of your children to that account. If you are having trouble with this step, visit <http://el.clintonprairie.com/info/harmony/setup-instructions/file> or contact the main office.

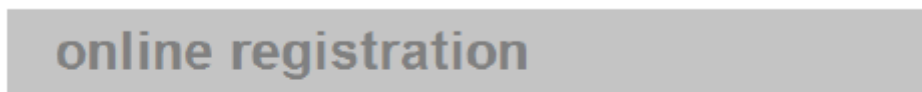
2. After you log in, *select* your first student.



3. *Click* on “**Menu**” in the upper right corner and *select* “**Online Registration**”



4. Demographics - It is imperative that all demographic information is updated with current information. Once all of the necessary modifications have been made *select* the “**Submit**” box at the bottom of the screen.
 - a. Current Address, Phone Numbers, and Email Addresses
 - b. Emergency Contacts



[update demographic information](#) (opens in a new window)

Return to the previous screen to continue your online registration.

5. Complete all steps of the registration process for your first student. All forms should have a check-mark when completed.

online registration [hide]

[update demographic information](#) (opens in a new window)

Consent forms

- Home Language Survey
- Race/Ethnicity Questionnaire
- Work Survey
- Residency Information
- Military Active Duty Survey
- Health History
- CHIRP Release

6. The Notification Profile section displays any push notifications set up on the student. If none are entered, you can choose “Add Notification Profile” and then choose the items you wish to be notified on.

Attendance options

- notify me of unexcused absences
- notify me of excused absences
- notify me of tardies

Grade options

- notify me of grades less than

(select a letter grade)

you will receive a notice of the overall grade for a subject, not each assignment

- send me a weekly progress report

Discipline options

- notify me of discipline entries

7. Free & Reduced – select this option to apply. Once reviewed, you will be contacted by our Food Director about the status of your application.

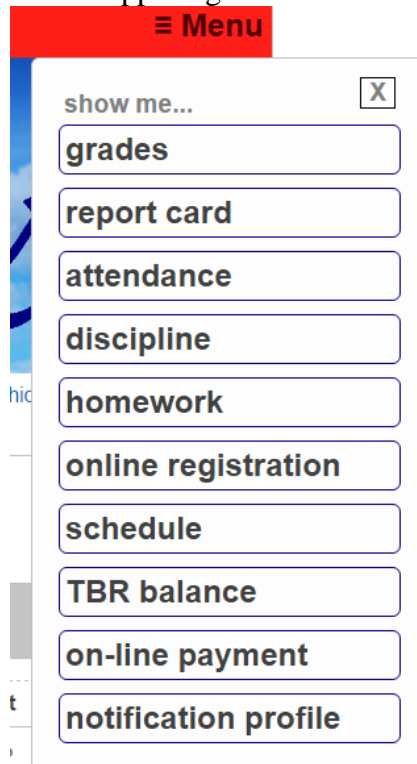
Transportation 2016-2017 [top ↑]

If you would like to apply for Free/Reduced Price Meals, complete this form:

[Application for Free/Reduced Priced Meals \(optional\)](#)

schedule [hide]

8. Textbook Rental – *select* the **Menu** in the upper right hand corner and *select* **on-line payment** option.



9. Select your next student (if applicable) and complete the registration process for them.