

Quick Instructions for Online Enrollment from Home

1. Visit the District website at <https://www.brookfieldr3.org>
2. Select the “**Student & Parent Information**” tab at the top of the screen and then select “**Parent Portal**”.
3. The Parent login screen will appear. Login with your username and password. **(Your username is your complete email address)**.
 - If you have forgotten your password, click the “**forgot password**” button and you will receive an email to reset it.
 - If you **do not know what email** address you used, or you **no longer have access** to the email address previously used, you will need to contact the Superintendent’s Office at 660-258-7443 during regular business hours to reset your email address to gain access to parent portal in order to complete the online registration.
4. Once you have logged-in, check the upper right hand corner to make sure the Academic Year you are working in is 2022 – 2023.
5. Click “Online Registration” from the menu on the left.
6. You will see a list of forms. Start by clicking “Edit” beside the first form on the list (Welcome).
7. Read and answer all questions that apply, being as thorough as possible and double checking the answers in pre-populated fields. Some forms are longer than others so please be sure to scroll down the page to make sure you see the entire form.
8. Each screen will have an “electronic” signature button at the bottom left. **You must check the box to agree that you are signing the form before moving on to the next.**
9. To move to the next form click the right arrow at the bottom of the screen that says “next” and it will work you through each form in order. You will first complete forms that pertain to the family household (only 1 form per family), and then you will work through forms necessary for each student in your household (multiple forms for each individual student). Once you have completed all of the necessary forms for your family and students, **there will no longer be a “next” arrow. At this point click “save” to ensure all data has been saved.**
10. **If for some reason a student listed in your household NO LONGER lives with you, or WILL NOT BE ENROLLED at Brookfield R-III Schools**, you will need to contact the building office during regular business hours to have that student withdrawn or removed from your household before you will be able to submit the registration for your other students.
11. When done with all forms, click “**Return to List**”. **IF the system recognizes that all forms are complete, a message will appear that says “SUBMIT FORMS?”**. If you would like to review your data before submitting click “cancel” and return to the forms you would like to review. If you feel confident that you are ready to submit, click “OK”. (Once forms are submitted you are unable to edit them.) If the List appears without the option to submit, something is incomplete. Look for the word “**incomplete**” in red on the list of forms. Any form with this beside it needs your attention. Click on the “**Edit**” button to review those forms (usually it is a missing signature).

12. When done reviewing forms, again click the “Return to List” button at the bottom of the screen. When ready to submit click “OK” on the submit screen and a message will appear that says “**CONGRATULATIONS YOUR FORMS HAVE BEEN SUBMITTED.**”
13. **LOGOUT OF YOUR PARENT PORTAL** at the top right hand side of the screen.

AFTER SUBMITTING THE ON-LINE FORMS, MAKE PLANS TO ATTEND YOUR STUDENT’S BUILDING DURING A DESIGNATED TIME TO PICK UP SCHOOL MATERIALS. THIS WILL ONLY BE FOR MIDDLE AND HIGH SCHOOL STUDENTS. TIMES FOR EACH BUILDING WILL BE COMMUNICATED SOON.

NOTE: Copies of the FREE & REDUCED LUNCH FORM will be available during the designated times mentioned above for Middle and High School students, or by contacting building office personnel. For Elementary students, this form will be sent home. Only one form is needed per family. Completed forms should be returned to the appropriate building office. All families are encouraged to complete this form.