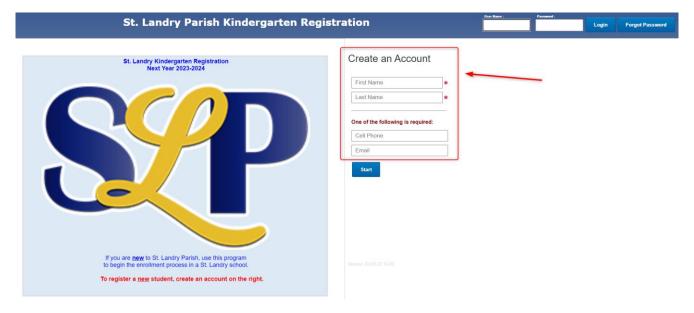
## Guardian/Parent Registration Portal - https://stlandry.edgear.net/register

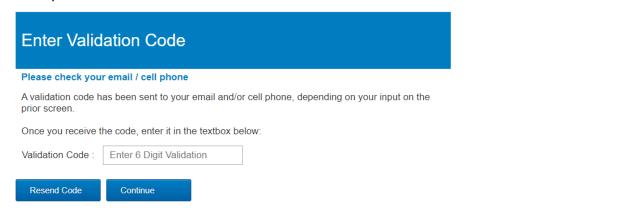
On the right of the screen is where you will begin by Creating an Account.

- Enter your **First Name** and **Last Name** (these are required).
- Then enter a cell phone number and/or email address.
- Click Start.



A Validation Code will be sent to your cell and to your email.

Enter your Validation Code and click Continue.



## Welcome!

The Welcome screen appears.

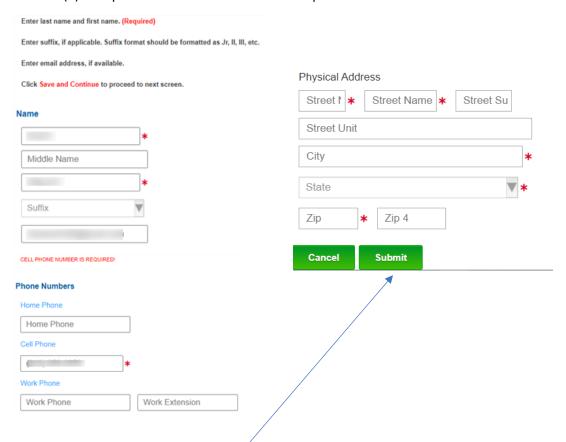
Create your new login. By default, your email address appears. If you want to change the username name, you can at this time.

Next enter a password and then confirm the password.

You may want to write this down in a safe place in case you need to re-enter the registration system. You will next select two questions with their secret answer to use if you do forget your password.

@gmail.com	
Password	
Confirm Password	
Secret Question #1	•
Secret Answer #1	
Secret Question #2	<b>W</b>
Secret Answer #2	

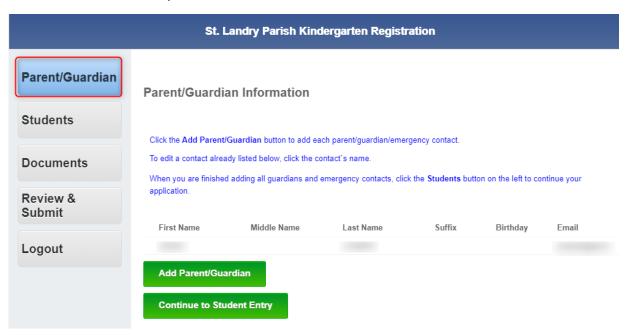
The next part of the Welcome screen would like some more information. The information indicated by a red asterisk (\*) is required. The other information is optional.



When complete click the **Submit** button.

Next Click on the **Parent/Guardian Button** to begin the registration process.

The parent/guardian who began the application will be listed. You can now add another parent and an emergency contact. This is a district decision for emergency contact. The relationship to the student(s) will be done at a later time in the process.

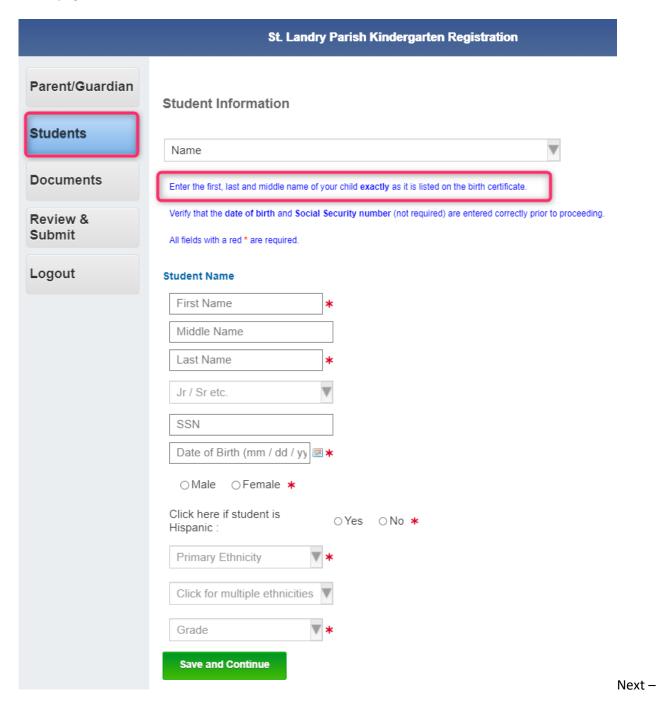


Next – click on the **Students** button on the left.

- This is where the student(s) that you are registering are added.
- Do not add students who are already in the district schools.



Just continue to Save through the remainder of the Student section by clicking the <u>drop down arrow</u> at the top of the page.



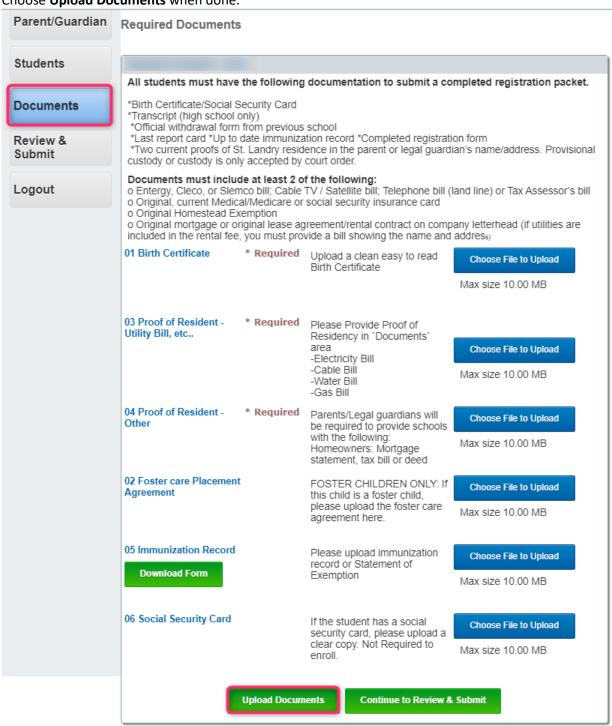
<u>Documents</u> – this is where you will need to upload documents. A device that has a browser and a camera will be needed. There are many different devices that can be used.

- Phone
- iPad you must use **Safari** browser for camera to work correctly
- Android
- Computer with camera

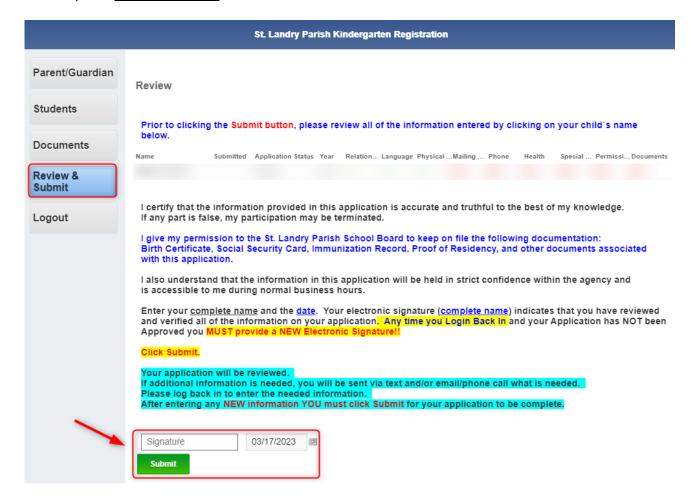
Arrange the document in a clear manner to be captured.

Click or tap **Choose File to Upload**. If on a mobile device, tap the camera icon to take a picture of the document.

Choose Upload Documents when done.



## Next Step is to Review & Submit



Any time you need to log back in to update an item or replace a document that was rejected can be done at any time and you MUST Sign again and Re-Submit.