

Providing Resources in Education with Parents



Providing Resources in Education with Parents Parent User Manual

Table of Contents

Welcome..... 3

Registration..... 3

 Returning Parents..... 3

 New Parent Registration..... 3

 Log In..... 5

 Forgot Password..... 5

Parent Control Center..... 6

 My Account..... 6

 Add Student / Register New Student..... 7

 Student List..... 8

 Select Classes..... 9

 Class Schedule..... 9

 Registering for Classes..... 10

 Classes Link..... 11

 Weekly Schedules..... 11

 Frequently Asked Questions:..... 11

Welcome

Welcome to the PREP Parents' Registration Manual. This manual is designed to help you understand our registration system and make registering for classes as easy as possible. If you have any questions, please feel free to contact us.

Registration

Returning Parents

If you were registered last year, you simply log into your account (See Log In on page 5) and update your contact information, returning student's age/grade, or add new students (See the Parent control center on page 6 for more information).

New Parent Registration

New Parents can register by clicking the "Register Now" button on the home page of our site at <http://www.whheprep.org/> (See Figure #1).



Figure 1 – Register Now

Clicking "Register Now" in Figure #1 will take you to:

- 1) Parent Registration Step #1 – Read this page and click the “Next” button at the bottom to continue.
- 2) Parent Registration Step #2 – Complete the form and click “Submit”. Note that * are required fields. See figure #2

PREP

Home
About US
Overview
FAQ
Register Now!
Our Locations
Contact Us

User Login
Username
Password
Forgot Password?

Click here to see important 07-08 calendar dates

Click here to see the current programs and schedule

www.WHHE.org

Parent Registration: Step 2

Your Personal Details

Mother's First Name *

Mother's Last Name *

Father's First Name *

Father's Last Name *

Your Address

Address Line1 *

Address Line2

City *

State *

Zip *

Additional Info

Current WHHE Member? Yes

Your Contact Details

Home Phone *

Mother's Work Phone

Father's Work Phone

Mother's Cell Phone

Father's Cell Phone

Login Details

E-mail Address *

Username *

Password *
(Minimum 6 characters)

Confirm Password *

Figure 2 - Registration Step #2

- 3) A verification code will be sent to your email address. Please check your inbox and click the link to continue.
- 4) Once verified, you will automatically be re-directed into the system to the My Account section of the Parent Control Center. You will now be able to add your first student or update your information.

Log In

If you are returning to the site, enter your username and password into the box on the front page. See figure #3.

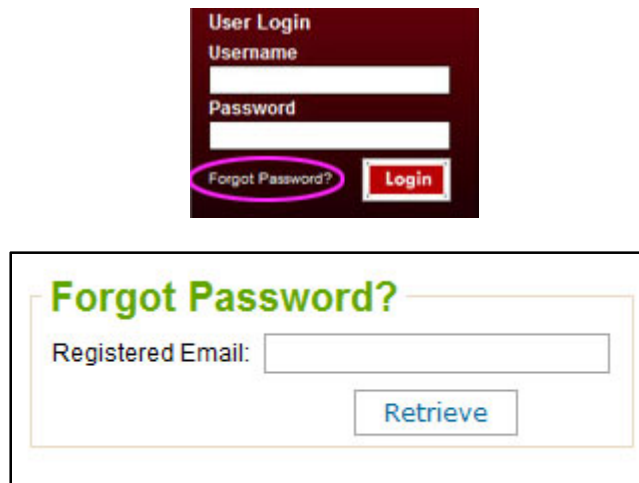


The image shows a dark red rectangular box titled "User Login". Inside the box, there are two white input fields: the top one is labeled "Username" and the bottom one is labeled "Password". Below the password field, there is a link that says "Forgot Password?". To the right of the "Forgot Password?" link is a red button with the word "Login" in white text.

Figure 3 - Log In Box

Forgot Password

If you forgot your password, please click the "Forgot Password" link shown in figure #4. Then enter your e-mail address in figure #4 and a new temporary password will be e-mailed to you.



The image consists of two parts. The top part is a smaller version of the "User Login" form from Figure 3, but the "Forgot Password?" link is circled in pink. The bottom part is a separate form titled "Forgot Password?" in green text. It contains a white input field labeled "Registered Email:" and a blue button labeled "Retrieve".

Figure 4 - Forgot Password Link

Parent Control Center

After logging into the PREP Website, you will see the main control center for the Parent Management System. Here are all the features used to register, select classes, and manage your child's/children's registration with PREP.

My Account

After logging into the web site (<http://www.whheprep.org>), you will automatically arrive at the My Account page (See figure #5).

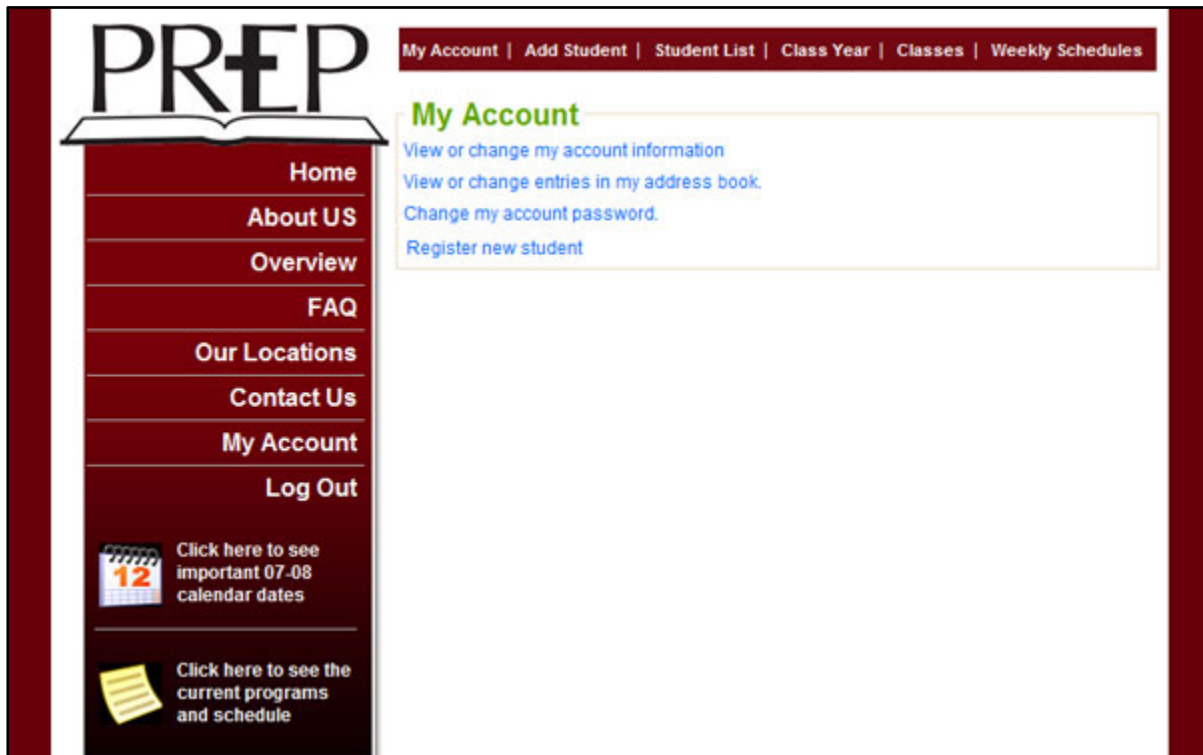


Figure 5 - My Account

View or Change Account Information – Here you can update your account registration information

View or Change Entries in my address Book – Here you can update your mailing address.

Change my account password – Here you can change your account password.

Add Student / Register New Student

This is where you would add a student to your account that you would register for classes. See figure #6 for information that is required.

Figure 6 - Register a Student

At the bottom of this page is a list of PREP forms that are required for registration. Please download, read, and submit them as required to complete enrollment of your children.

Student List

Each student that you register will be added to the student list (see figure #7).

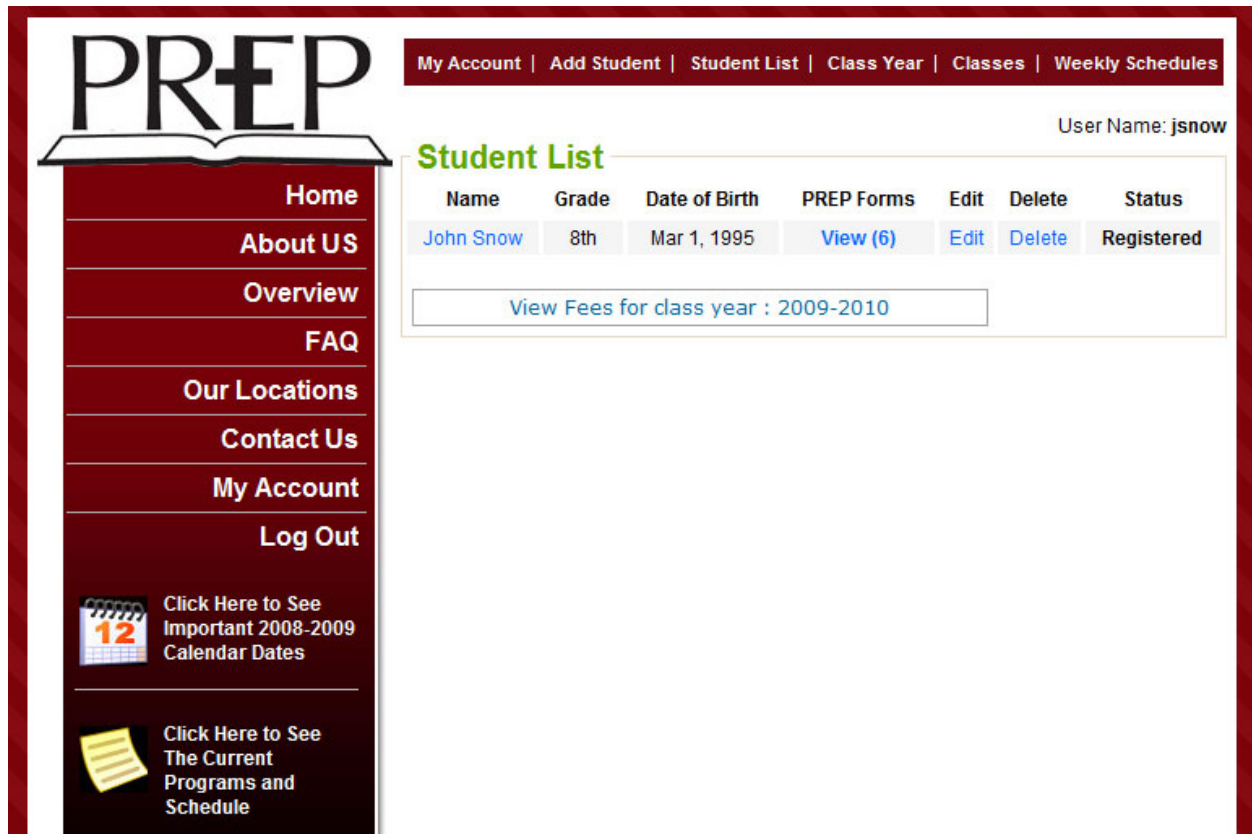


Figure 7 - Student List

Key features here are the PREP Forms, Edit, and Status:

PREP Forms – Here is the list of PREP forms required for registering your student. You can download and upload certain documents; however some documents require notarization and originals sent to PREP.

Edit – Allows you to edit the information associated with your application.

Status – Pending means that PREP Forms and Registration Fees are due; Registered means all qualifications for classes are met.

Select Classes

Click the “Select Classes”; you will see a list of classes along with their registration status. There are two types of registration status: “Available” and “View Only”. “Available”, as seen in figure #8, means that the classes are open for online registration and “View Only” means that only the schedule is viewable online. You may still be able to register for Class Years in “View Only” mode by contacting an administrator.

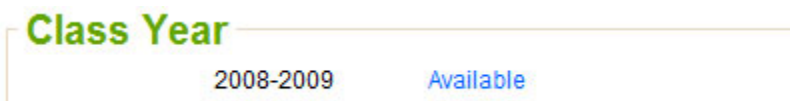


Figure 8 - Class Year

Class Schedule

Clicking on the “Select Classes” button for 2009-2010, you will see a list of available classes for that Class Year (See figure #9).

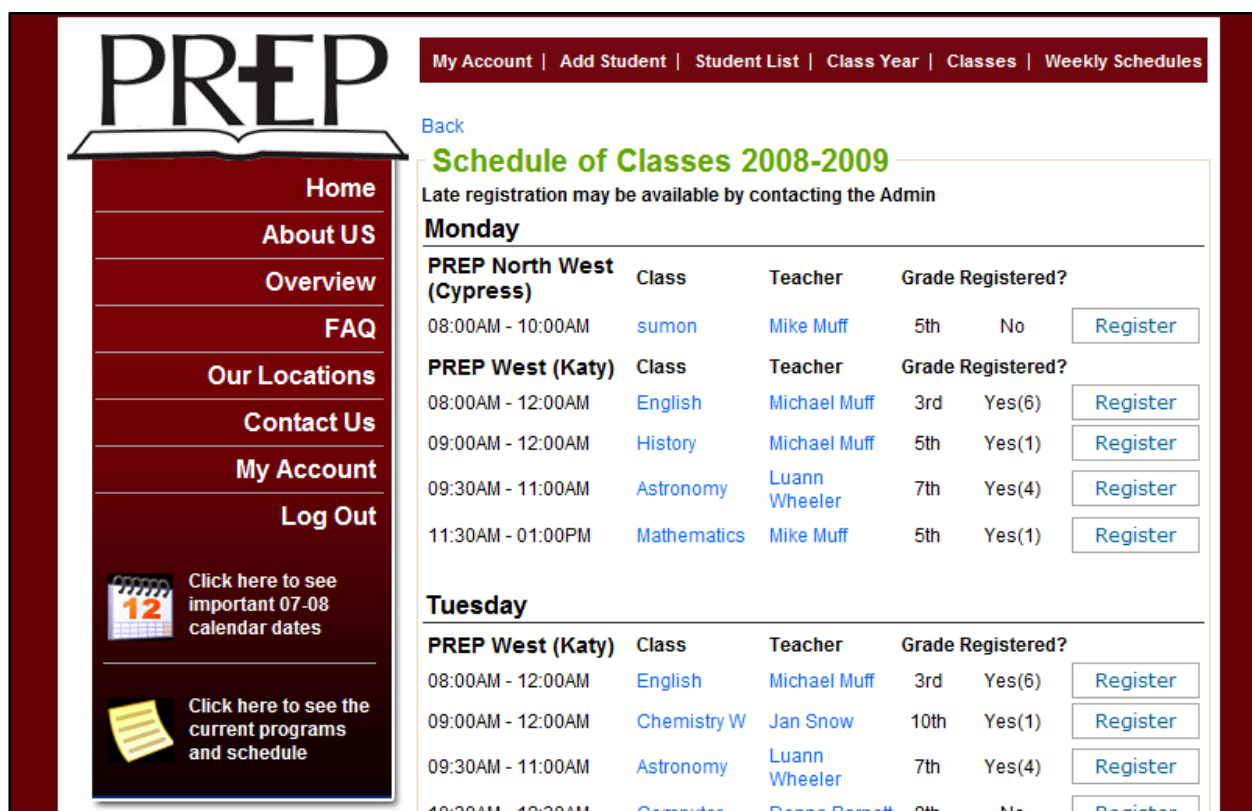


Figure 9 - Class Schedule

Each class shows what campus, class name, teacher, grade(s) and whether or not any of your students are registered. Next to each class is a Register link, so you can register your students for this class.

Registering for Classes

To register your students for class, click the “Apply” button in figure #9. You will see figure #10, which includes a class description, teacher, location and a drop down box populated with a list of your students that you have added to the site. Select the student, then review the PREP Forms required at the bottom, see figure #11, and click “Submit” to register.



Figure 10 - Class Registration

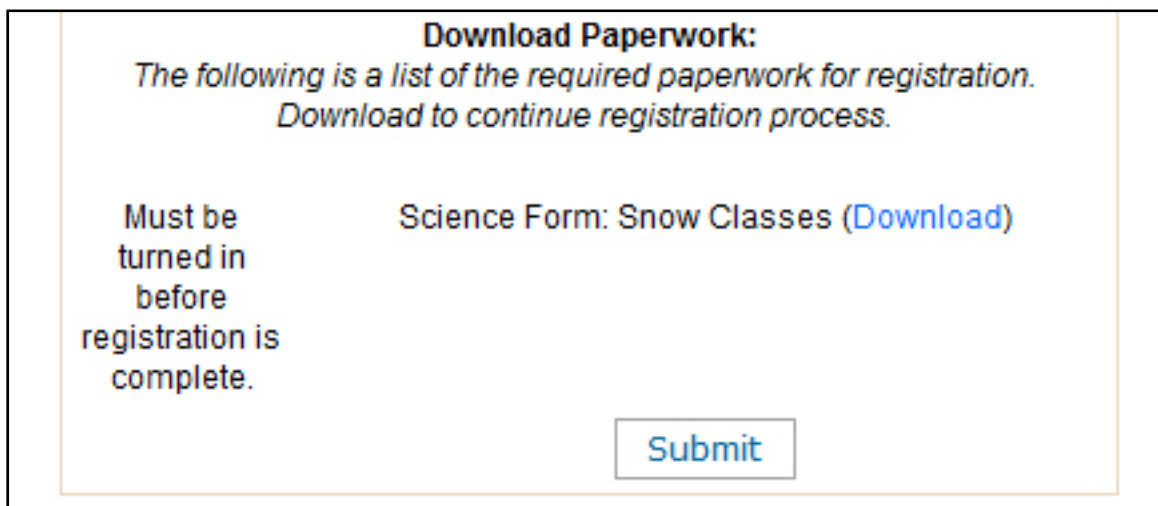


Figure 11 – PREP Forms Download

Once you submit the registration, you will receive a confirmation that registration is complete. You will then need to complete the PREP Forms and return them and the PREP Fees to the PREP Administrator.

Classes Link

Figure #12 shows the list of classes for each of your students, registered for the calendar year selected from the dropdown, accessible by clicking on the “Classes” link.

Class year : 2008-2009 ▼

Student : Joe Smith

Classes

Class name	Teacher	Status
Chemistry W	Jan Snow	Pending

Figure 12 - Classes

Weekly Schedules

Click the link “Weekly Schedules” and then;

- 1) Select the Class Year
- 2) Select the Student
- 3) Click Submit.

You will get a list of classes that each student is registered for. Classes that are pending will not be included. See figure #13 for an example.

Weekly Schedule

Select Student: Joe Smith ▼

Class Year: 2008-2009 ▼

Submit

Tuesday

09:00AM - 12:00AM Chemistry W PREP West (Katy)

Figure 13 - Weekly Schedule

Frequently Asked Questions:

Click Here for FAQ <http://whheprep.org/newsite/faq.html>