Providing Resources in Education with Parents



Providing Resources in Education with Parents Parent User Manual

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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

PKLP	Your Personal Details	tion: Step 2	
~	Mother's First Name		•
Home	Mother's Last Name		•
About US	Father's First Name		•
Overview	Father's Last Name		•
	Your Address		
FAQ	Address Line1		•
Register Now!	Address Line2		
Our Locations	City		
Contact Us	State	Texas 🔹	
User Login	Zip	•	
Username	Additional Info		
Dacoword	Current WHHE Member?	Yes	
Password	Your Contact Details		
Farmed Destructed?	Home Phone		•
Login	Mother's Work Phone		
Click here to see	Father's Work Phone		
12 important 07-08 calendar dates	Mother's Cell Phone		
Calelluar uates	Father's Cell Phone		
Click here to see the	Login Details		
current programs	E-mail Address		•
and schedule	Username		•
	Password		-
www.WHHE.org	Confirm Password	(Minimum 6 characters)	
	Committe Password		
		Submit	

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.





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.

	Password
	Forgot Password?
	n film
orgo	t Password?
Forgot Registered	t Password?

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.

~ \	Add Student	
Home		
About 110	First Name	
About US	Last Name	
Overview	E-mail Address	
FAQ	Student Cell Phone	
Our Locations	Date Of Birth	·/·/·
Contact Us	Grade	•
My Account		*
L og Out	Last 3 years of educational history	
lick here to see nportant 07-08 alendar dates	Has student ever been dismissed for any reason from an educational facility?	•Yes CNo •
	What were the circumstances ?	
Click here to see the		· ·
urrent programs nd schedule	Does this student experience learning difficulties?	• Yes ONo
		*
w.white.org	What are they?	
	Are there any medical issues that PREP and this student's teacher need to be aware of?	Yes No
		*
	What are they?	

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).

PREP	My Account	Add Stud	dent Student L	ist Class Year	Clas	ses We	ekly Schedules
	Student	List-				00	in than to go the total of total of the total of
Home	Name	Grade	Date of Birth	PREP Forms	Edit	Delete	Status
About US	John Snow	8th	Mar 1, 1995	View (6)	Edit	Delete	Registered
Overview	Vie	ew Fees f	for class year :	2009-2010			
FAQ							
Our Locations							
Contact Us							
My Account							
Log Out							
Click Here to See Important 2008-2009 Calendar Dates							
Click Here to See The Current Programs and Schedule							

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.

ailable



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).

PREP	My Account Add Stu Back	ident Studen	t List Class Y	'ear Cl	lasses We	ekly Schedules
Home	Late registration may b	e available by (contacting the A	dmin		
About US	Monday					
Overview	PREP North West (Cypress)	Class	Teacher	Grade	Registered?	
FAQ	08:00AM - 10:00AM	sumon	Mike Muff	5th	No	Register
Our Locations	PREP West (Katy)	Class	Teacher	Grade	Registered?	
Contact Us	08:00AM - 12:00AM	English	Michael Muff	3rd	Yes(6)	Register
	09:00AM - 12:00AM	History	Michael Muff	5th	Yes(1)	Register
My Account	09:30AM - 11:00AM	Astronomy	Luann Wheeler	7th	Yes(4)	Register
Log Out	11:30AM - 01:00PM	Mathematics	Mike Muff	5th	Yes(1)	Register
Click here to see important 07-08	Tuesday					
	PREP West (Katy)	Class	Teacher	Grade	Registered?	
	08:00AM - 12:00AM	English	Michael Muff	3rd	Yes(6)	Register
Click here to see the current programs	09:00AM - 12:00AM	Chemistry W	Jan Snow	10th	Yes(1)	Register
and schedule	09:30AM - 11:00AM	Astronomy	Luann Wheeler	7th	Yes(4)	Register
	10.2040 12.2040	Computer	Donna Parnet	t Oth	No	Pogistor

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.

	Account Add Student S	tudent List Class Year Classes Weekly Schedules
	Class Info	
Home	Class Year:	2008-2009
AboutUS	Name:	English
	Grade:	3rd
Overview	Start Time:	08:00:00
FAQ	End Time:	12:00:00
Our Locations	Teacher:	Michael Muff
Contact Us	Tuition:	500
	Supply Fee:	600
My Account	Description:	This is a english class.
Log Out	Location:	PREP West (Katy)
	Days Offered:	Mon,Tue,Thu
Click here to see important 07-08	Select Student:	Select 🔻

Figure 10 - Class Registration

The	following is a Downloa	Download Paperwork: list of the required paperwork for registration. ad to continue registration process.
Must turne befo registra comp	be d in re tion is lete.	Science Form: Snow Classes (Download)
		Submit

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 : 2008-20	009 🔻		
Student : Joe Classes	e Smith		
Class name	Teacher	Status	
Chemistry W	Jan Snow	Pending	



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.

dule		
tudent:	Joe Smith 💌	
ar:	2008-2009 👻	
	Submit	
Chemistry W	PREP West (Katy)	
	edule tudent: ar: Chemistry W	tudent: Joe Smith ar: 2008-2009 Submit Chemistry W PREP West (Katy)

Figure 13 - Weekly Schedule

Frequently Asked Questions:

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