

3. Enter the required information on the **Create an Account** screen.
 - **IMPORTANT:** in order to create an InfoSnap account, you will need an email address.
 - Click the **Create Account** button at the bottom of the screen when you are done.

The screenshot shows the 'Create an Account' page for the San Mateo-Foster City School District. The page title is 'Create an Account' and it includes a sub-header 'Create an Account'. Below this, there is a warning: 'Enter the following required information to continue. This account is meant to be created by an adult family member. It is important to create only one account per household so that the system will be able to save and access your information correctly.' The form is titled 'Adult Account Holder' and contains the following fields:

- * Email Address: (with a note: 'Used for sign-in and important communication')
- * Re-Type Email Address:
- * Password: (with a note: 'Must be at least 6 characters')
- * Re-Type Password:
- * First Name:
- * Last Name:
- * Daytime Phone: (with a note: 'Used to provide support, if needed. Enter entire number including area code')
- * Security Question 1: (with a dropdown menu and a link: 'http://www.smfcsd.net/parents')
- * Security Answer 1:
- * Security Question 2: (with a dropdown menu)
- * Security Answer 2:

 At the bottom, there is a checkbox for 'I agree to InfoSnap terms and conditions, and to comply with COPPA. I affirm that I am 13 years or older.' and two buttons: 'Create Account' (highlighted with a red circle) and 'Cancel'.

4. The next screen will prompt you to begin the registration form.
 - Select “Next” and fill out the information on the subsequent pages of the form.
 - Click “Submit” on the last page of the form, after the parent/guardian signature, to complete and submit the form.
Please note: your child’s registration is not considered complete until you have submitted the online registration form.
 - Check your email inbox for a submission confirmation email.
 - **IMPORTANT:** parents/guardians of new students can apply for a **transfer**, after your registration is submitted, by clicking on the **Apply Online** button on the submission confirmation page.
 - The last day to apply for a transfer for the 2018-2019 school year is Tuesday, July 31, 2018.



2018-2019

How to Register Your Child in the San Mateo-Foster City School District:

A Step-by-Step Guide

Please refer to the *snapcode* letter you received from the school site for registration FAQs.

Please visit the *Registration and Enrollment* section of the District website for more information: <http://www.smfcsd.net>

Department of Student Services-Enrollment
1170 Chess Drive | Foster City | California | 94404
Office (650) 312-7342 | Fax (650) 655-3387

NEW STUDENT REGISTRATION FOR THE 2018-2019 SCHOOL YEAR

Welcome to the San Mateo-Foster City School District (SMFCSD). We are excited to welcome you to our schools and help guide you through the process of registering your child.

All new student registration information is available on the SMFCSD website, <http://www.smfcisd.net/>, under the **Student Registration & Enrollment** tab.

Before Starting the Online Form

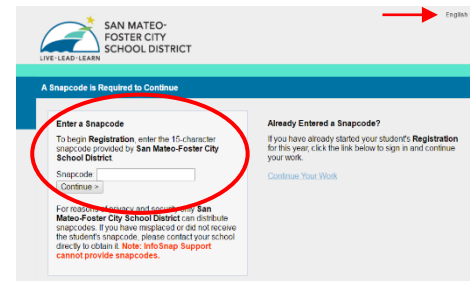
1. Create an email address (i.e. Google, Yahoo, AOL) if you do not already have one—you *will need to provide an email address during the registration process*.
2. Gather the required registration documents needed to register your child at the school of assignment. Visit the District website **Required Registration Documents** page for the list of required registration documents.
3. Locate your child's school of assignment if you have not already done so, by visiting the District website **School Assignment** page.
4. Go to your child's school of assignment and submit all required registration documents. The school office staff will issue your child a 15-character *snapcode*.
5. Go to the District website page **How to Register for the 2018-2019 School Year** and click on the **blue** 2018-2019 InfoSnap Registration button to access the online registration form.



*The online form can be completed on any internet-enabled computer, laptop, or mobile device (i.e. tablet, cell phone).

Now You're Ready to Begin the Online InfoSnap Registration Form

1. Enter your child's 15-character *snapcode* and click **continue**.
 - **IMPORTANT:** you must enter your child's *snapcode* **before** creating an InfoSnap account.
 - You can select to view the form in Spanish at any time by clicking on the drop-down menu in the upper right corner of the screen. Look for the word "English" with a down arrow next to it—that is the drop-down menu.



2. Click on the **Create Account** button to create an InfoSnap account.
 - You *must* create an InfoSnap account before accessing the online registration form.

