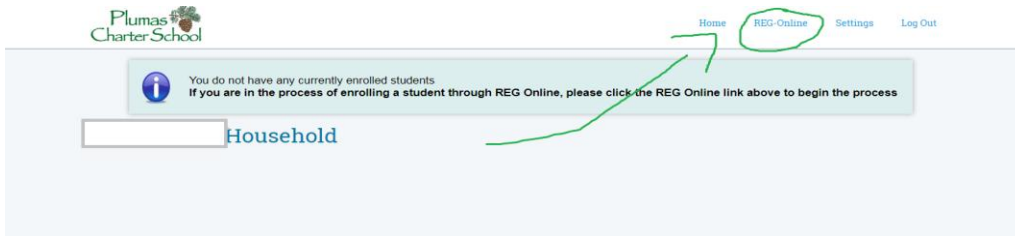


Dear Parents and Guardians,

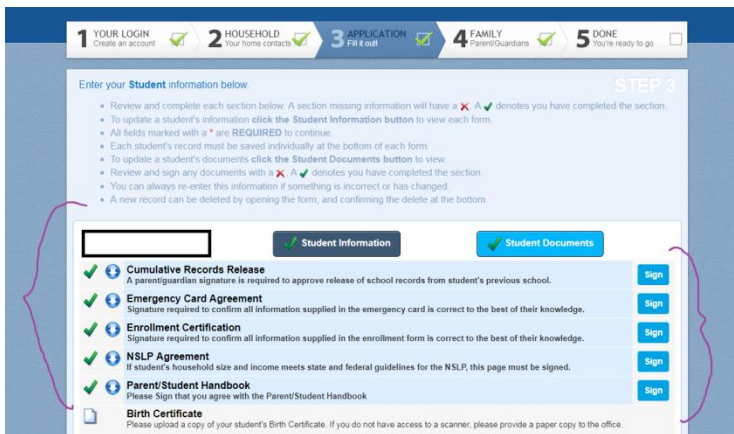
“Invites” for our online enrollment process have been sent out and are waiting for your completion. If you have already completed the Reg-Online and signed the enrollment certificate, the 2017-2018 NSLP agreement, and Parent-Student Handbook please disregard this message. If you have not received an email requesting you log in and complete the enrollment forms please use the link below to log in.

https://plumas.parentstudentportal.com/mod.php/public/registration/wizard_landing.php

Your log in is your email address, there is an option to reset your password or you can call me for assistance. Once you are logged in you will see the follow screen:



Please click on REG-Online to complete the enrollment. Next you will start with Step 2 and confirm that your household information is correct, if nothing has changed you will simply need to save, move on to step 3. Step 3 is shown in the picture below, start by clicking on the student information. Once you have reviewed or made changes you will need to save the information so that the system recognizes that you have reviewed the information. Next you will click on Student documents. You will need to sign anywhere you see a red X. You will need to repeat this process for each student. **Once you have signed everything you will see 5 green check marks (as shown below).**



Step 4 is asking you to review the parent information. This year it will ask if the student lives with you and if you are the primary Parent/Guardian (as shown below). Please review, it will default to 'No'.



Step 5 is just asking you to print your confirmation. Once you click on it, you do not need to print.