



# WELCOME TO OUR ONLINE REGISTRATION SYSTEM

This system will allow parents to register their students online safely and efficiently. This guide provides helpful tips for the student enrollment process.

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## STEP 1: INFORMATION NEEDED

You will be asked to enter the following information:

- **Mailing Address:** if different from your home address
  - **Alternate Address:** if the student will be riding the bus to or from an address other than your home address
  - **Emergency Contact Name and Phone Number:** you may add up to 4 contacts (Note: Someone other than a parent should be listed as an emergency contact.)
  - **Parent/Guardian Phone Numbers:** home, cell, and work
  - **Parent E-mail Address:** e-mail address, if available
  - **Student Birth Certificate:** you may need this document to verify full **legal** name
  - **Student Social Security Number:** student's social security number
  - **Health Conditions:** allergies, asthma, etc.
  - **Parent Employer:** name, address, and phone number
  - **Doctor:** Name and phone number
  - **Dentist:** Name and phone number
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## STEP 2: ACTIVE E-MAIL ADDRESS

The Online Registration System requires that parents have an ACTIVE e-mail address. **If you do not have an e-mail account, it is easy to create one.**

Below are three sites and providers that are frequently used and are free of charge.  
(*You do not have to use one of these providers. These are just suggestions*)

- Google's Gmail <https://accounts.google.com/>
  - Sign Up Yahoo! Mail <https://login.yahoo.com/config/login>
  - Microsoft's Outlook <http://www.microsoft.com/en-us/outlook-com/>
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## STEP 3: REGISTER YOUR STUDENT

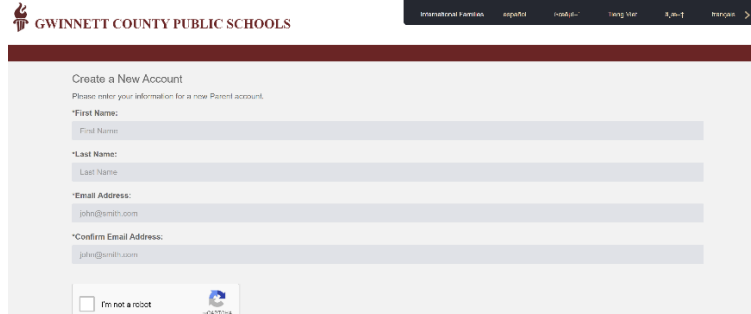
You can access the Online Registration link by visiting **your school's website** and following the link for registration or by going to <http://www.gcpsk12.org/Page/26139>

**Important reminder: Make sure that you select the 2023-2024 school year when completing the registration process.** (See Step 5 for more detailed information.)

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## STEP 4: CREATE A NEW ACCOUNT

- When selecting the **My student is new to GCPS** link, you will be instructed to create a new parent account.



**GWINNETT COUNTY PUBLIC SCHOOLS**

International Families | español | español | English | English | English

### Create a New Account

Please enter your information for a new Parent account.

\*First Name:  
First Name

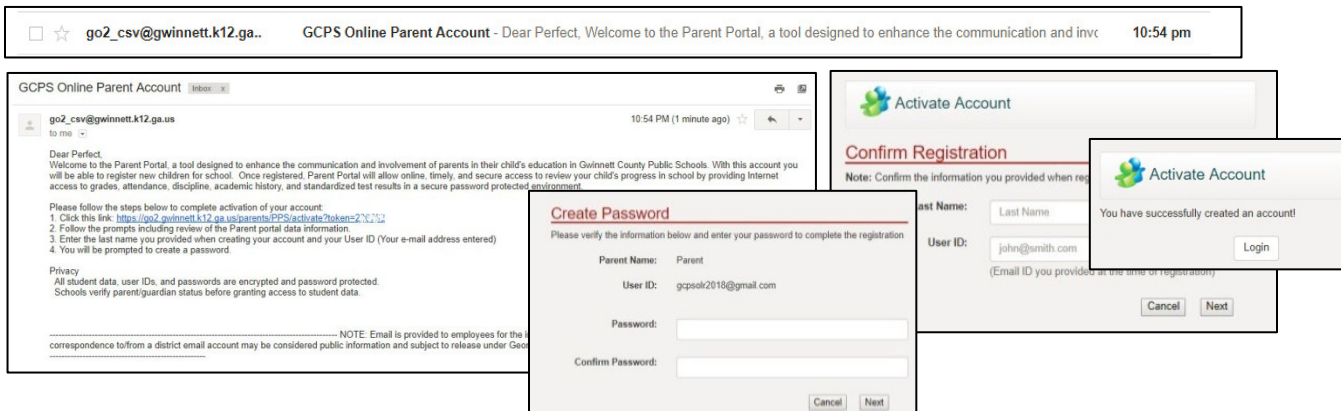
\*Last Name:  
Last Name

\*Email Address:  
john@smith.com

\*Confirm Email Address:  
john@smith.com

I'm not a robot

You will receive an e-mail stating that your online account has been created successfully. **The e-mail will contain a link** that sends you to the **Confirm Registration** page and then to the **Create Password** page. (See examples below.)



go2\_csv@gwinnett.k12.ga.. GCPS Online Parent Account - Dear Perfect, Welcome to the Parent Portal, a tool designed to enhance the communication and invc 10:54 pm

GCPS Online Parent Account

go2\_csv@gwinnett.k12.ga.us to me

10:54 PM (1 minute ago)

Dear Perfect,  
Welcome to the Parent Portal, a tool designed to enhance the communication and involvement of parents in their child's education in Gwinnett County Public Schools. With this account you will be able to register new children for school. Once registered, Parent Portal will allow online, timely, and secure access to review your child's progress in school by providing Internet access to grades, attendance, discipline, academic history, and standardized test results in a secure password protected environment.

Please follow the steps below to complete activation of your account:  
1. Click this link: <https://go2.gwinnett.k12.ga.us/parents/PPS/activate?token=27c773>  
2. Follow the prompts including review of the Parent portal data information.  
3. Enter the last name you provided when creating your account and your User ID (Your e-mail address entered)  
4. You will be prompted to create a password.

Privacy  
All student data, user IDs, and passwords are encrypted and password protected.  
Schools verify parent/guardian status before granting access to student data.

NOTE: Email is provided to employees for the correspondence to/from a district email account may be considered public information and subject to release under Georgia's Public Access to Information Act.

**Confirm Registration**  
Note: Confirm the information you provided when registering.

Last Name: Last Name  
User ID: john@smith.com  
(Email ID you provided at the time of registration)

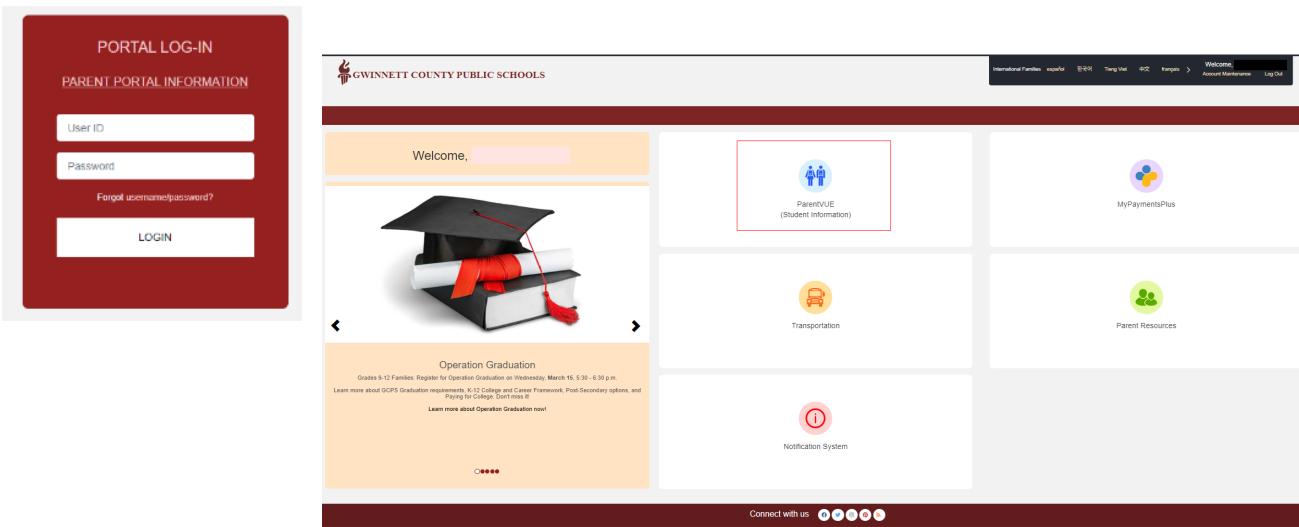
**Activate Account**  
You have successfully created an account!

**Create Password**  
Please verify the information below and enter your password to complete the registration.

Parent Name: Parent  
User ID: gcpsoit2018@gmail.com  
Password:   
Confirm Password:   
Cancel Next

Cancel Next

- When selecting the **My student is currently attending a GCPS school** link, you will be instructed to log in with your existing parent portal account.
  - Log in using your existing parent portal account and select ParentVUE (Student Information).



**PORTAL LOG-IN**

PARENT PORTAL INFORMATION

User ID  
Password  
Forgot username/password?  
LOGIN

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Welcome, [Name]

ParentVUE (Student Information)

MyPaymentsPlus

Transportation

Parent Resources

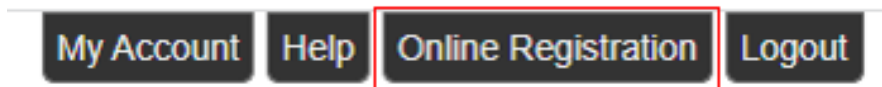
Notification System

Operation Graduation  
Grades 9-12 Families: Register for Operation Graduation on Wednesday, March 16, 5:30 - 6:30 pm.  
Learn more about GCPS Graduation requirements, 9-12 College and Career Framework, Post-Secondary options, and Paying for College. Don't miss it!  
Learn more about Operation Graduation now!

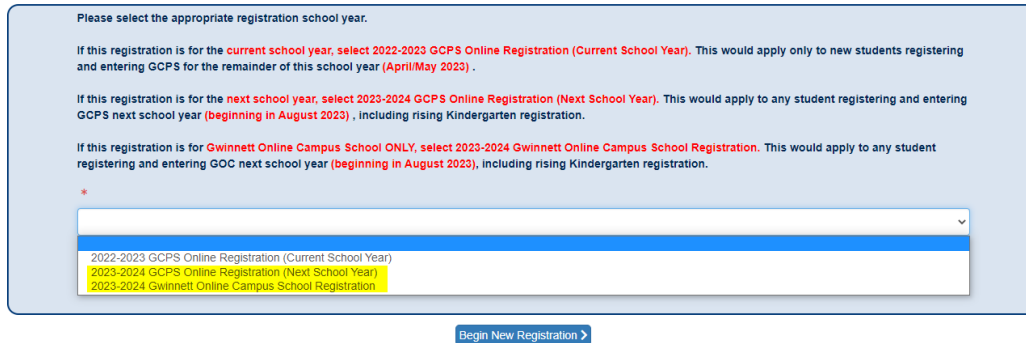
Connect with us

## STEP 5: BEGIN ONLINE REGISTRATION

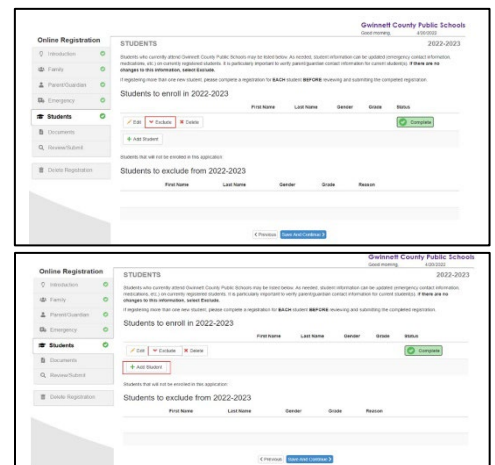
- Select the **Online Registration** tab (top right corner of screen).



- Select one of the following from the drop-down menu.
  - 2023-2024 GCPS Online Registration (Next School Year)
  - 2023-2024 Gwinnett Online Campus School Registration (for GOC registration only)



- Select **Exclude Older Siblings** if appropriate. (You will use this option, if you are using an Existing Parent Portal Account and have students currently enrolled for 2022-2023.) If you are registering a kindergartner with older siblings who are displayed in the **Student** Tab, you will need to exclude these older siblings from this 2023-2024 registration submission. (See example *on the right*.) To exclude these older siblings, click on the **Exclude** button for each student.
- Click the **Add Student** button to add your student. Complete all the information, following the prompts.
- Submit** when finished.



## STEP 6: WHAT TO BRING FOR REGISTRATION

When you visit your child's school to complete registration, please bring the following:

- Your child
- An official document showing proof of birth date
- Proof that you live in attendance zone
- A valid Georgia certificate of immunization (GA Form #3231)
- Evidence of Vision, Hearing, Dental, and Nutrition Screening (GA Form #3300-Rev. 2013)
- A photo ID for the adult registering the child
- Proof of authorized person to enroll
- Child's social security number (or you may decline to provide this information)
- Report cards or official school transcript (current K-12 student)
- Withdrawal form from previous school (current K-12 student)
- Discipline records (students enrolling in grades 7-12)

**For more information about Kindergarten Registration, visit: <http://www.gcpsk12.org/Page/26080>**