

Current Parent Portal Users – Enrolling a New Student

Login to your GCPS Parent Portal account.

- ◆ The User ID is the email address you may have used to register previous students.
- ◆ If you have forgotten your password, click **Forget your password?** to submit your email address for a password reset.

Portal Log-In

User ID:

Password:

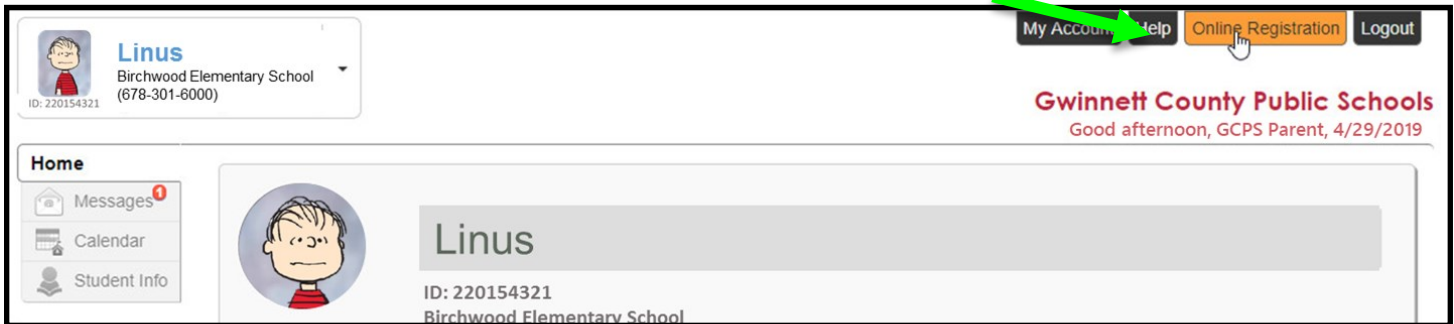
[Forget your password?](#)

From the main page, click the tab to Update Student Information.



- ◆ In this area you can view current student/parent information and make changes to some of the data.

To begin a new registration, click the Online Registration tab.



Select the appropriate school year for your registration.

- ◆ To register for the **upcoming school year, select 2020-2021.**
For any student entering GCPS in August 2020.

- ◆ To register for the **current school year, select 2019-2020.**
Only for new students entering GCPS for the remainder of the current school year.


Please select the appropriate registration school year.


If this registration is for the **next school year, select 2020-2021.** This would apply to any student registering and entering GCPS next year (beginning in August 2020), including Kindergarten registration.

If this registration is for the **current school year, select 2019-2020.** This would apply only to new students registering and entering GCPS for the remainder of this school year (April/May).



2019-2020
2020-2021



Click Begin New Registration

As you begin the registration, you may see sections marked with , indicating where previously entered information needs to be confirmed or updated.



Update/confirm the information to change the symbol to .

Online Registration

 Introduction 

 Family 

 Parent/Guardian 

 Emergency 



INTRODUCTION

Welcome

Information

Thank you for using the Gwinnett County Public information in order for the enrollment to be pro or incorrect information.

In the **Students** section, you should see children you have previously registered in GCPS.

- ◆ If the students are listed under the heading beginning with “Students to enroll,” click the button next to their names that says  **Exclude**. *They do not need to be enrolled again.*
- ◆ Once the students have been moved under the “Students to exclude” heading, you can click the  **Add Student** button to add the new student.

Complete all information for the student, following prompts as you go.

★ Please pay close attention to area marked **Parent/Guardian Relationships**. ★

- ◆ To be permitted to pick-up or check-out their students from school, or be listed on the Clinic Cards, the **Release To** box must be marked for each parent/guardian
- ◆ **Educational Rights** must be marked to permit parents/guardians to view their students’ records online or in person.

Be sure to Review and then click Submit when all areas are complete.

Submit