



Welcome to Online Registration

We hope to make your registration experience as easy and quick as possible!

1. Log into Parent Portal. If you don't have a COCISD Parent Portal account, go to the district's website at www.cocisd.org and click the Parent Portal icon. Depending on your device, you may need to scroll down to see the icon.
2. Create an Account with YOUR information, NOT your child's information.
 - a. You will need a functional email address.
 - i. If you do not have an email address, you can create a free account with Gmail, Yahoo, Outlook, etc.
 - b. The system will verify your email address by sending you an email with a link for you to click.
3. After your Parent Portal account has been created, log in and choose one of the following:
 - a. Enroll a New Student
 - b. Link an Enrolled Student
 - c. Returning Student Enrollment
4. Complete the following 6 steps. (Be sure to select **Save and Continue** at the end of each page starting with Step 4. If nothing happens, scroll up and check to see if there are any red error messages).

Helpful Tips:

If you get kicked out of the system, log back in and select Enroll New Student again.

1. At the top of the page, click the step where you were kicked out.
2. Continue where you left off. You may have to re-enter the information you were entering when you were kicked out.
3. If same student was produced twice, remove one of them.

On Step 4 – Student Information select Add/Edit Info.

1. Select Add/Edit Info.
2. Be sure to check the box to the left of Contact(s) Name AND the box under Primary Contact.
3. You must complete ALL blanks except the student's phone number.
4. If you have the documents listed at the bottom, you may scan or take a photo of each one and upload them.

On Step 5 – Enrollment Forms

1. Open ALL forms and complete.
2. When they are completed, there will be a check instead of an exclamation mark next to each one.

5. Click the blue Enroll Student button on the right bottom of the page.
6. The campus staff will need to accept your registration before you can go into the rest of the required forms to be completed.