



# Completing Online Registration on the Lumen Parent Portal

The online registration process consists of 5 steps

1. Sign into the Parent Portal
2. Pay fees
3. Complete forms
4. Submit forms
5. Sign out

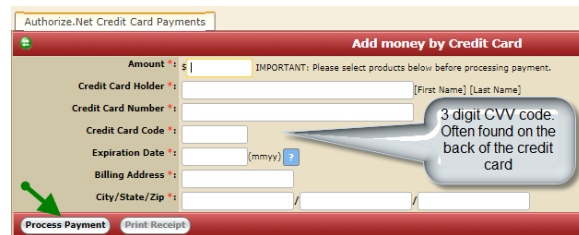
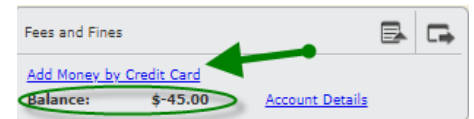
## Sign into your Lumen Parent Portal

1. Log into your parent portal at [websis.marshall.k12.il.us](http://websis.marshall.k12.il.us) We recommend using Firefox  or Chrome  browser . Safari has known issues so we do not recommend it.
2. Click your child's name ( you may first need to complete the "User Information Access Agreement")

## Pay Fees

**This fee total does not include sports fees. These should be paid at the school office.**

1. On the left column the first section is labeled **Fees and Fines**
2. It will show your balance. To make a payment click the **Add Money by Credit Card** link above the balance.
3. Fill in your credit card information
4. Click **Process Payment**

A screenshot of the 'Add money by Credit Card' form. It includes fields for Amount, Credit Card Holder, Credit Card Number, Credit Card Code, Expiration Date, Billing Address, and City/State/Zip. A callout box indicates that the 3-digit CVV code is often found on the back of the credit card. A green arrow points to the 'Process Payment' button.

## Compete Forms

1. Click the right arrow icon to expand the list of available registration forms. The title of each form tells you for which students it is required.



Description	Submitted
Athletic Waiver - Student Athletes only if not already completed for 2018-19	<input type="checkbox"/> No
Demographics - all students	<input type="checkbox"/> No
Health Information - all students	<input type="checkbox"/> No
Insurance Waiver - all students	<input type="checkbox"/> No
JH Permissions - all students	<input type="checkbox"/> No
Routine Medical Treatments - all students	<input type="checkbox"/> No
Transportation Request - bus riders outside city limits only	<input type="checkbox"/> No

Click to expand the registration forms into the main window.

- Click **each form** and complete the requested information. When you are finished **click save**. If it is to be submitted online, you can save and then close (you will still need to submit these. Saving and submitting are two separate steps).

View Document

Autofill Print Save Form

### AUTHORIZATION SHEET

STUDENT'S NAME  GRADE

**FIELD TRIPS:**

As part of your child's experience in Marshall Schools, we may take field trips inside the city limits. We will inform you or your child when these occur.

I DO want my child to participate in trips inside the city limits.

I DO NOT want my child to participate.

**HANDBOOK:**

I acknowledge that the Student/Parent Handbook is available to view on the DPS Website.

Close

## Submit Forms

- When you have completed and saved all of the applicable forms, check the box next to each form you wish to submit
- Click the **Submit** button at the top of the page


**Student Registration Info**

Total: 7 Submit

#	Description	Submitted	Submitted Date	
1	Athletic Waiver - Student Athletes only	<input type="checkbox"/> No		
2	Demographics - all students	<input type="checkbox"/> No		
3	Health Information - all students	<input type="checkbox"/> No		
4	Insurance Waiver - all students	<input type="checkbox"/> No		
5	JH Permissions - all students	<input type="checkbox"/> No		
6	Routine Medical Treatments - all students	<input type="checkbox"/> No		
7	Transportation Request - bus riders outside city limits only	<input type="checkbox"/> No		

## Sign out

When you are done, you may sign out by clicking the large round button at the bottom

left  and then click the power symbol at the top center

