

Dear Parents/Guardians,

We are pleased to announce a new feature in the MMS system. In order to reduce the amount of paper being used, we are placing many of our forms in MMS and we are also allowing you to make any demographic changes to your account (ie. change in phone number, change in address, etc.).

To access our forms: When you login to your child's MMS account, look in the top right corner and click on **MORE**, then scroll down to **FORMS**. Any forms to be completed will appear on the list. After you complete each form, simply click continue. When the last form is completed, the **SUBMIT FORMS** button is available. Click **SUBMIT FORMS** to send the forms to us at the school.

Below is a step by step guide to assist you.

Should you have any difficulty, please feel free to contact the school at 570-429-2716.

How To Article

Title: **How to Register Returning Students**

Summary

This article outlines the process for a parent to log into Vision Family Engagement to update **Returning Student** Forms.

Prior to Implementation

The School and/or School District must have an open enrollment period and be licensed for Admissions and Forms. Parents must have a Family Engagement Account.

For Parents

1. Log into your Family Engagement Account for Saint Clair Area School District
<https://scasd.crportals.studentinformation.systems/>

VISION
STUDENT INFORMATION SYSTEM

Home About Contact

User ID

Password

[Forgot Password?](#)

Remember Me

Log In

Create Parent Account

Keep up-to-date on student progress, behavior, and attendance with Vision Family Mobile - the free mobile app from Computer Resources.

Student Schedules Attendance

Assignments Grades

Behavior Messaging

GET IT ON Google Play Download on the App Store

District ID: SERVICE1

[How to set up and access Vision Family Mobile](#)

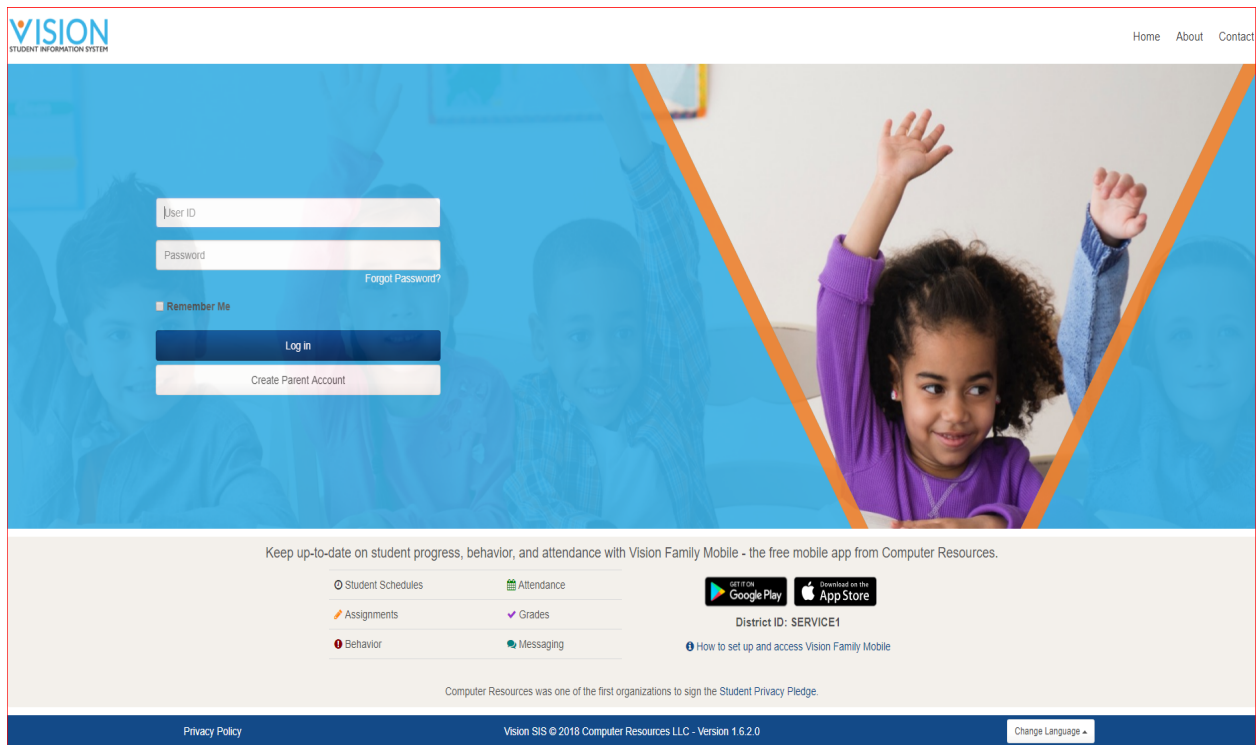
Computer Resources was one of the first organizations to sign the Student Privacy Pledge.

Privacy Policy Vision SIS © 2018 Computer Resources LLC - Version 1.6.2.0 Change Language

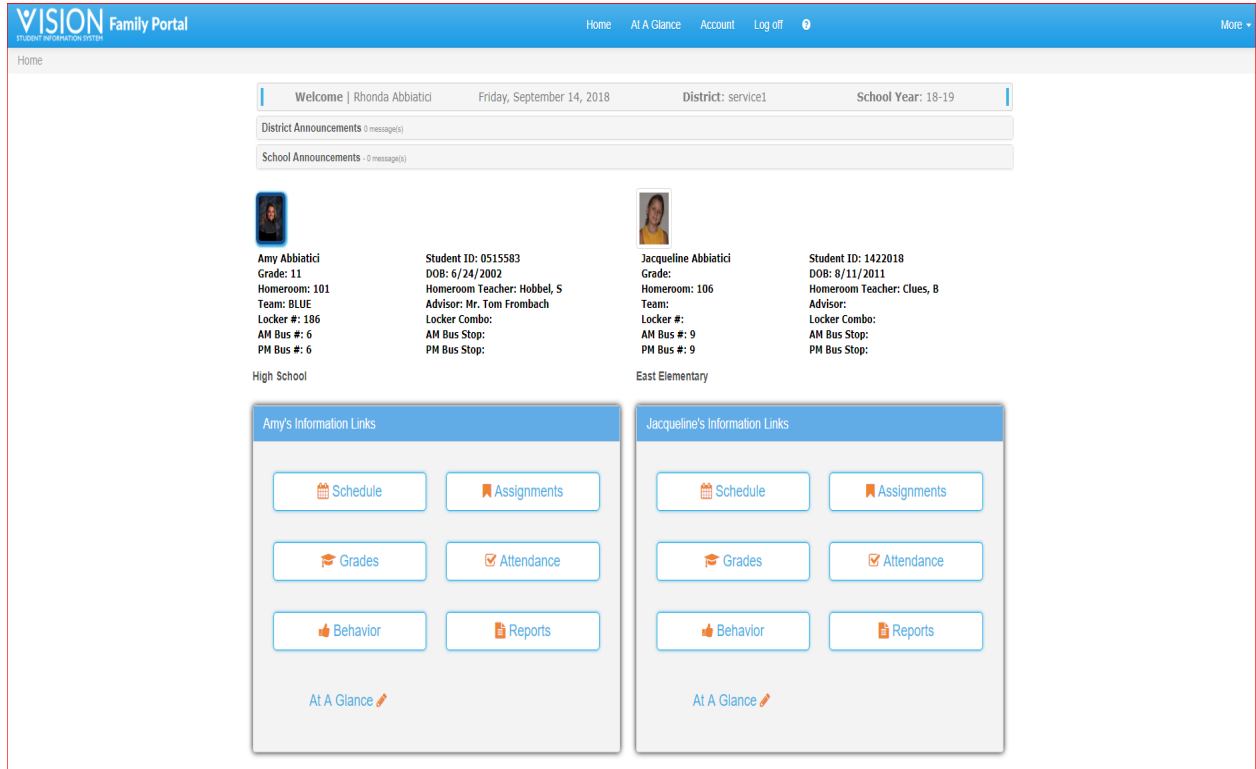
- a. If you do not have a Family Engagement Account check **Create Parent Account**.
- b. **Note: Contact one must have an email address associated with the student's record in MMS.**

c. Enter in **Your First Name, Last Name, Student ID** (can get from the school) and **email address**. Click **Save**.

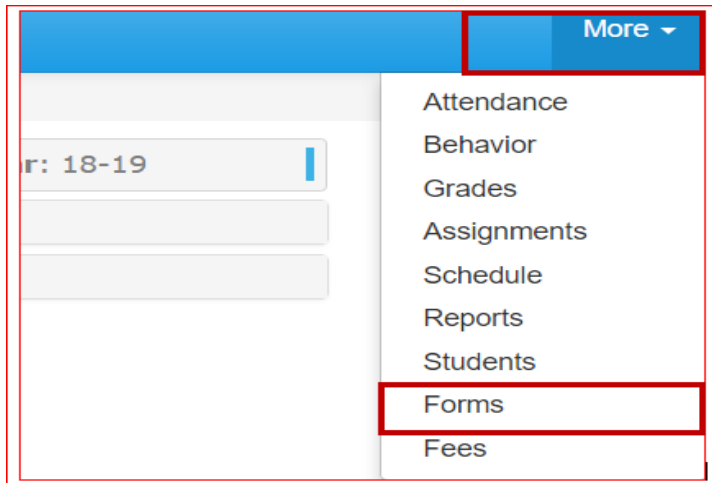
- d. Once you click save you will be asked to log in again to assign a user name and password.
- e. Then go back to this screen and log in.



2. After logging in you should see your child(ren) if not then you will need to add the using their Student ID that you should have received from the school.



3. In the top right corner click on **More**.
4. Scroll to **Forms**.



5. Choose if child is returning or if not.
6. Click **Continue**.

VISION Admissions and Forms
STUDENT INFORMATION SYSTEM

0515583	Amy Abbiatici	High School - 11th Grade	Child is returning
4415584	Christine Abbiatici	High School - 12 Grade	Child is returning
1422019	Nate Abbiatici	East Elementary - 2nd	Child is returning

<< Previous Continue

Child is returning
Child is returning
Child is NOT returning

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7. Forms are assigned for the parent and children that are returning.
 - a. First set of forms are the family (parent) this would be a section that would pertain to the whole family.
 - b. Second set would be forms that would pertain to the child. If you have more than one child there would be a set for each child.

VISION Admissions and Forms
STUDENT INFORMATION SYSTEM

Packet List Logout Return to Portal

Click **Next** to continue your registration.

Family Packet: Roper, Jan

Form	Status
2018 Standard Family Contacts Information	New

New Student Packet: Roper, Sam

Form	Status
2018 Standard Student Information Form	New
2018 Standard Authorization Form	New

<< Previous **Next >>**

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2090001
or call 688-641-9922

Forms to be completed are visible in the list.

8. Click **Next>>** to start.
9. After each form has been completed, use the **Continue** button to proceed to the next form.

Note: Required fields are displayed in red. Required fields must be completed in order to proceed to the next form.

10. When the last form is complete, the **Submit Forms** button is available. Click **Submit forms** to send the completed forms to the school. A message similar to the one displayed below is displayed.

11. Please note: once submitted do not go back in into the forms

The screenshot displays the 'VISION Admissions and Forms' interface. At the top, it says 'STUDENT INFORMATION SYSTEM' and 'Admissions and Forms'. A red message reads: 'Congratulations, you have completed all necessary forms for the 2018-2019 Online Registration process.' Navigation buttons for 'Packet List', 'Logout', and 'Return to Portal' are visible. A green 'Submit Forms' button is centered. Below, it lists 'Family Packet: Roper, Jan' with a 'Print' icon and a link to '2018 Standard Family Contacts Information'. Under 'Student Packet: Roper, Sam', there are two 'Print' icons and links to '2018 Standard Student Information Form' and '2018 Standard Authorization Form'. A second green 'Submit Forms' button is at the bottom. A footer contains copyright information for Computer Resources LLC.

Additional Information

Additional KBAs are available at [CR Knowledge Base](#).
Additional Tech Bytes are available at [CR Tech Bytes](#).

Applies to Versions

Vision Admissions and Forms: All Versions.

Keywords

Vision Admissions and Forms, Packet, Parent, Registration