NEW STUDENT ONLINE ENROLLMENT-PARENT TUTORIAL

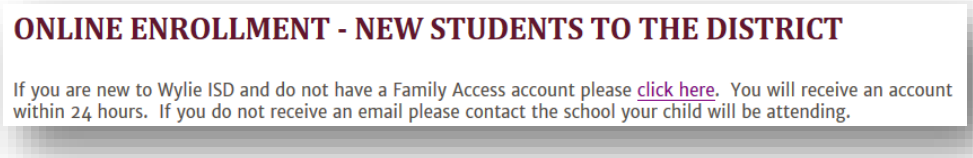
New Student Online Enrollment (NSOE) allows you the convenience of initiating the enrollment process of your student from any computer, at any time.

Already have a Family Access Account? *Log into your Family Access Account and select the New Student Online Enrollment Tab. Skip to* ***step # 7*** *below*

New to the District? *Start with* ***step # 1****.*

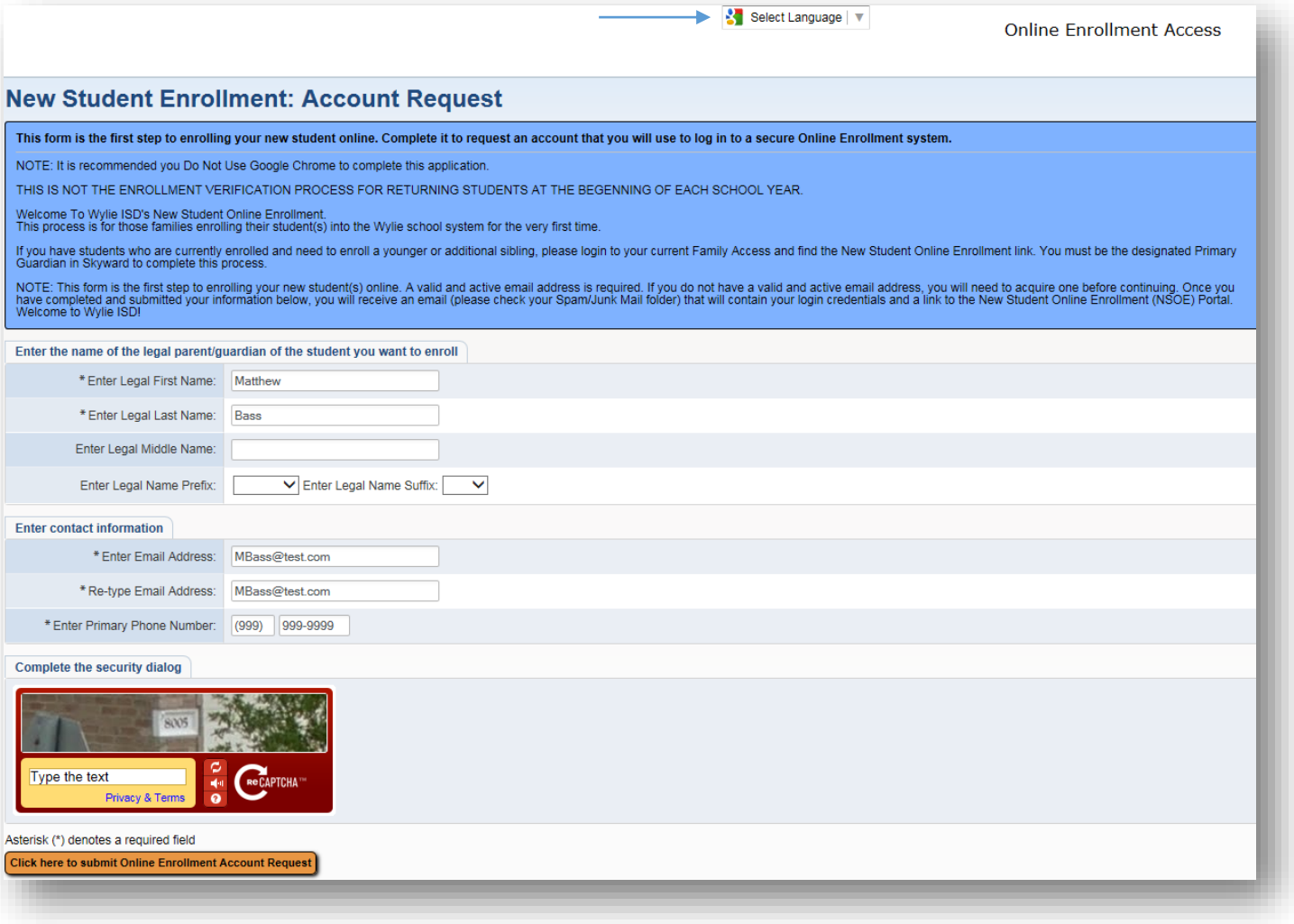
1. Type http://www.wylieisd.net/enroll into your browser.

2. Click on the "click here" in the first sentence.

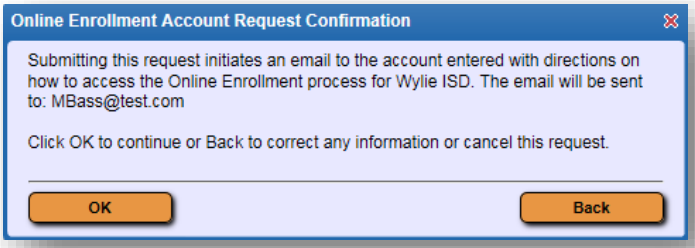


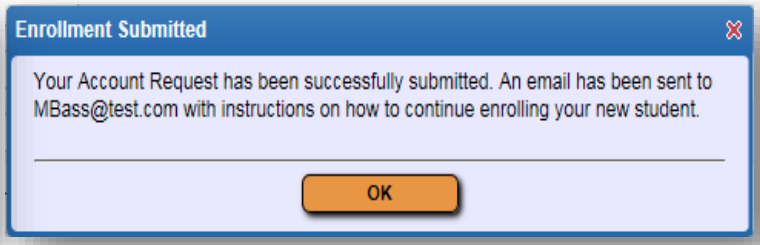
To expedite the process, please print and bring the completed "Additional Enrollment Information" and "Home Language Survey" found at the bottom of the Enrollment/Registration page to your enrollment appointment with the campus.

3. This takes you to the New Student Enrollment: Account Request page. Use the "Select Language" dropdown to translate to a language other than the defaulted language of English.

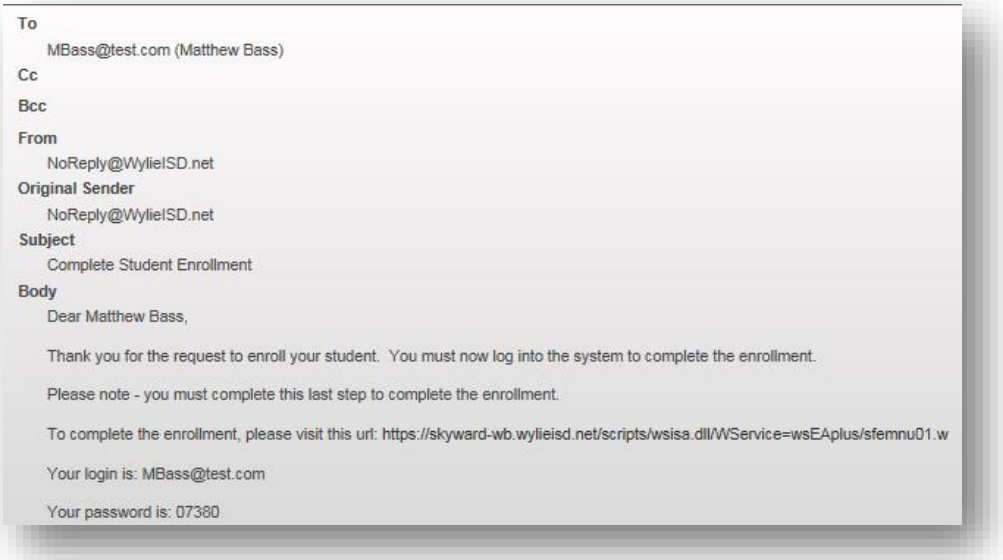


4. Enter information and "Click here to Submit Online Enrollment Account Request" to generate an e-mail with instructions on how to continue the request.

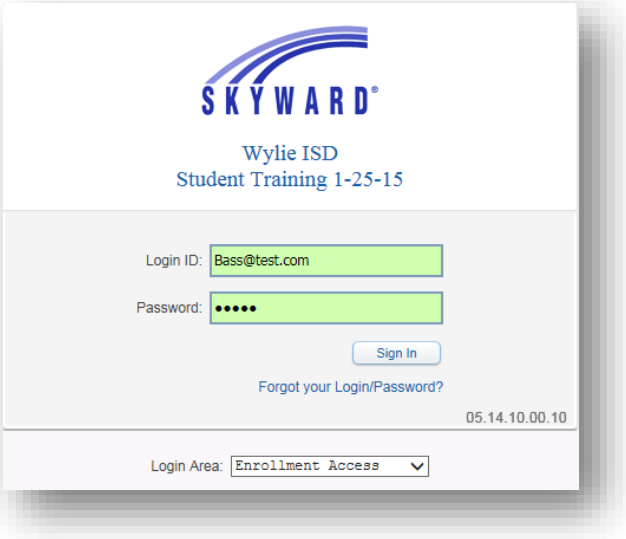




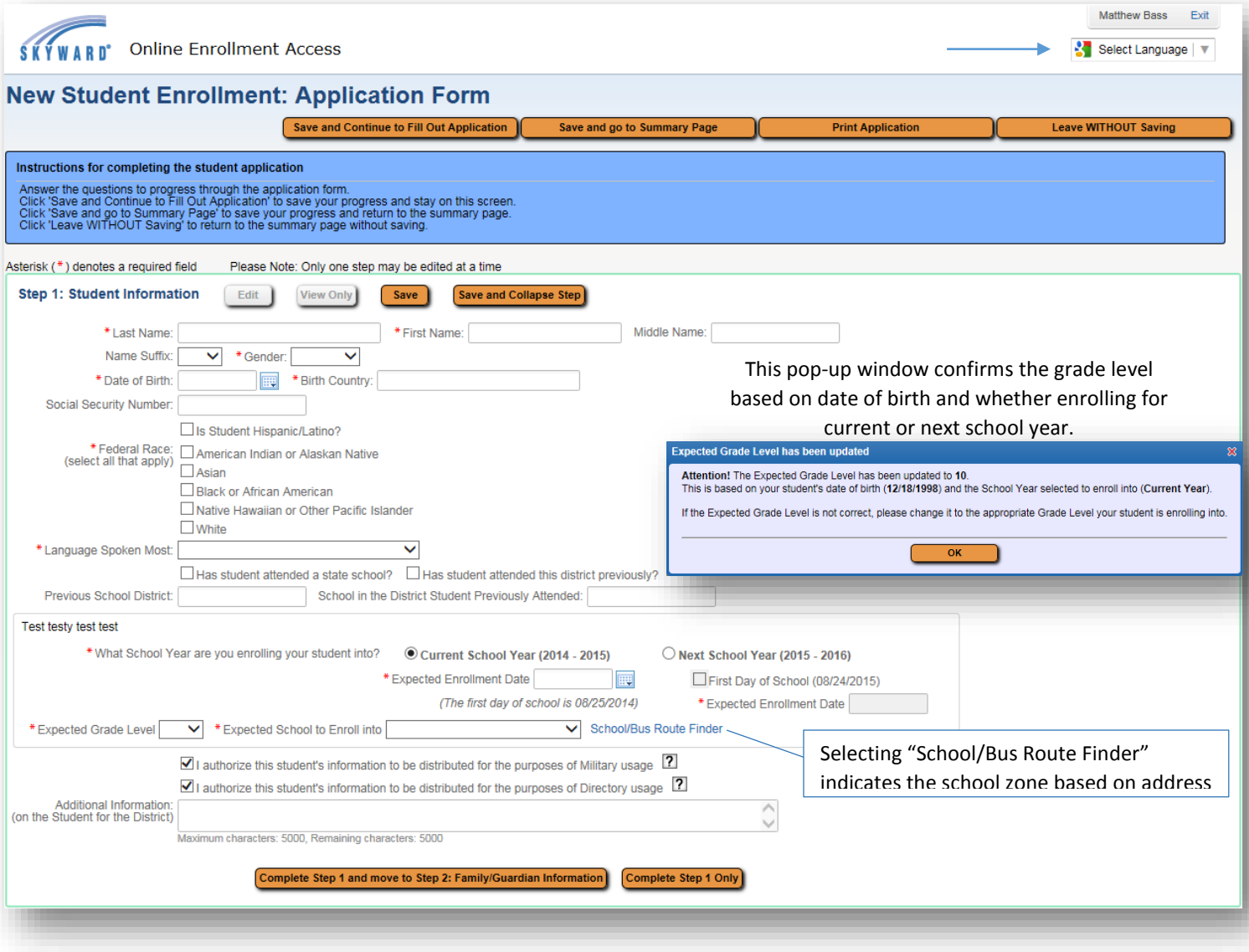
5. This request generates a temporary account only linked to NSOE; not to be confused with Family Access which will be generated and emailed upon completion of enrollment.



6. Follow the link in the email and enter the login and password to gain access to the application form.



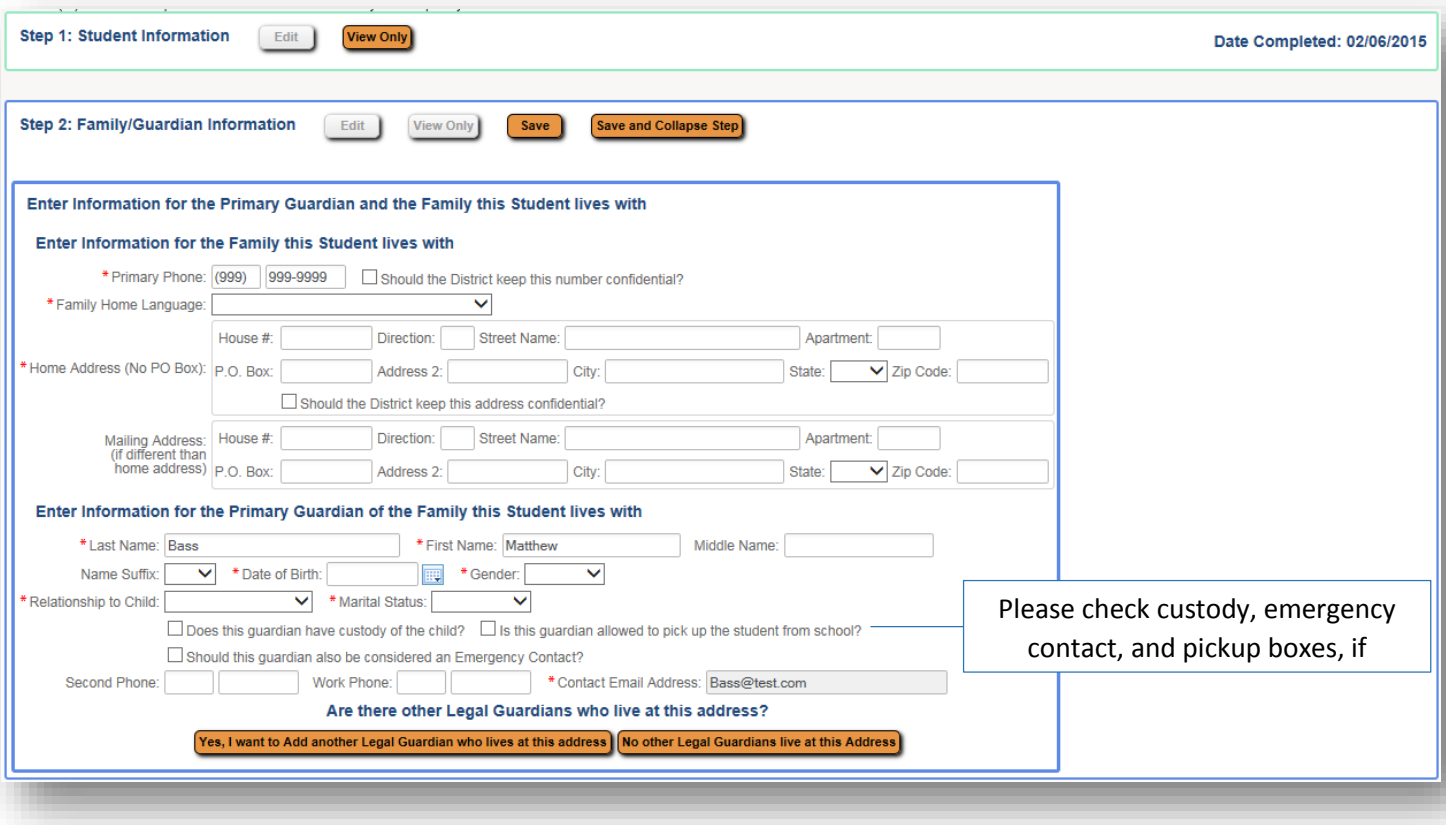
7. Fill in the Student Information. Use the "Select Language" dropdown to translate to a language other than the defaulted language of English. Fields denoted with an * require input or application will not submit.



Select to save and minimize Step 1 and open Step 2

Select to save and minimize Step 1

8. Fill in Family/Guardian Information. Fields denoted with an * require input or application will not submit.



Please check custody, emergency contact, and pickup boxes, if

Select to add another legal guardian's information if living at same address

Select if no other legal guardians live at same address.

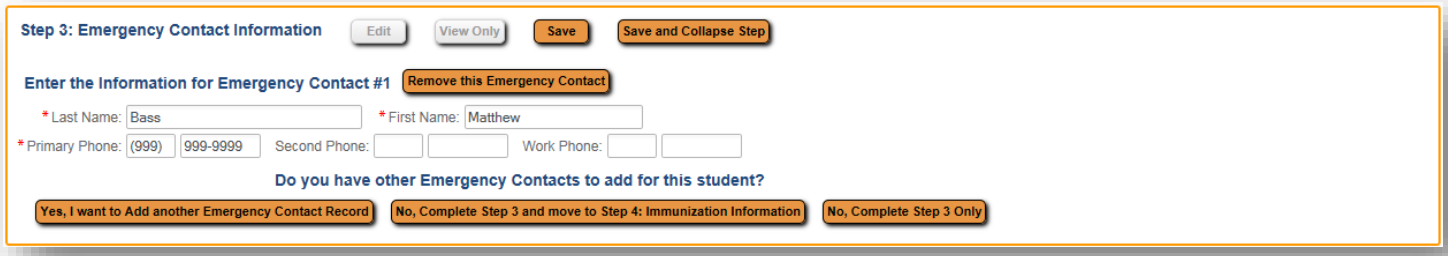
Once "No other Legal Guardians live at this Address" has been selected, the following options appear.

Select to add another legal guardian's information living at different address

Select to save and minimize Step 2 and open Step 3

Select to save and minimize Step 2

9. Add additional Emergency Contacts. Fields denoted with an * require input or application will not submit.

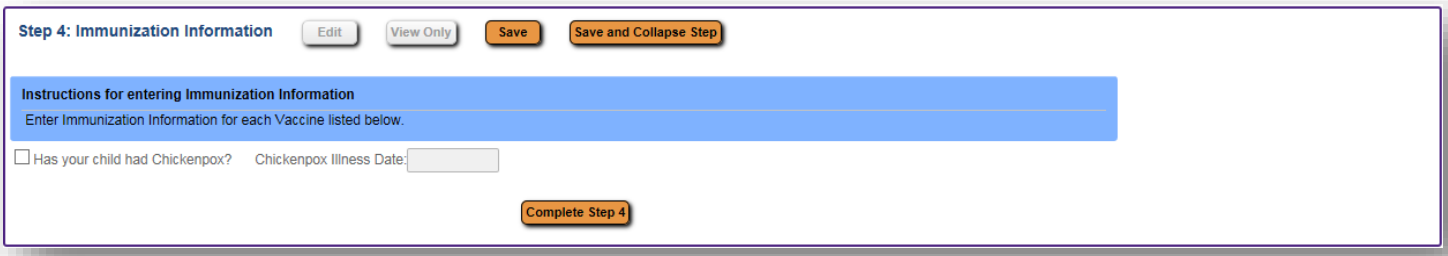


Select to add another Emergency Contact

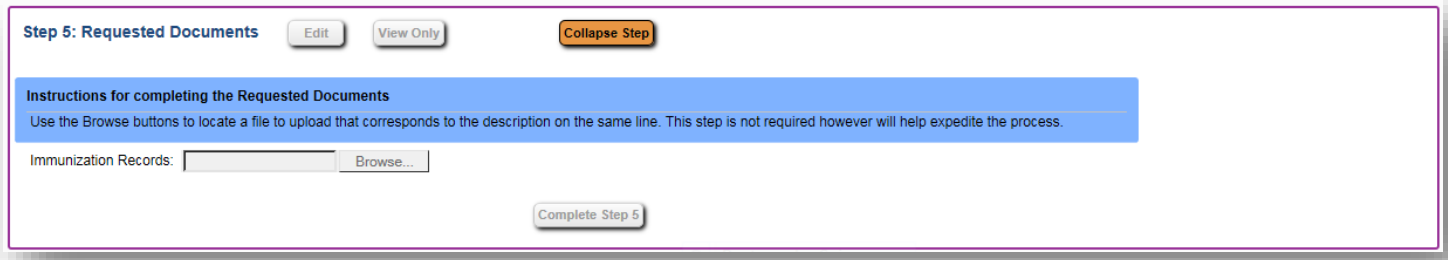
Select to save and minimize Step 3 and open Step 4

Select to save and minimize Step 3

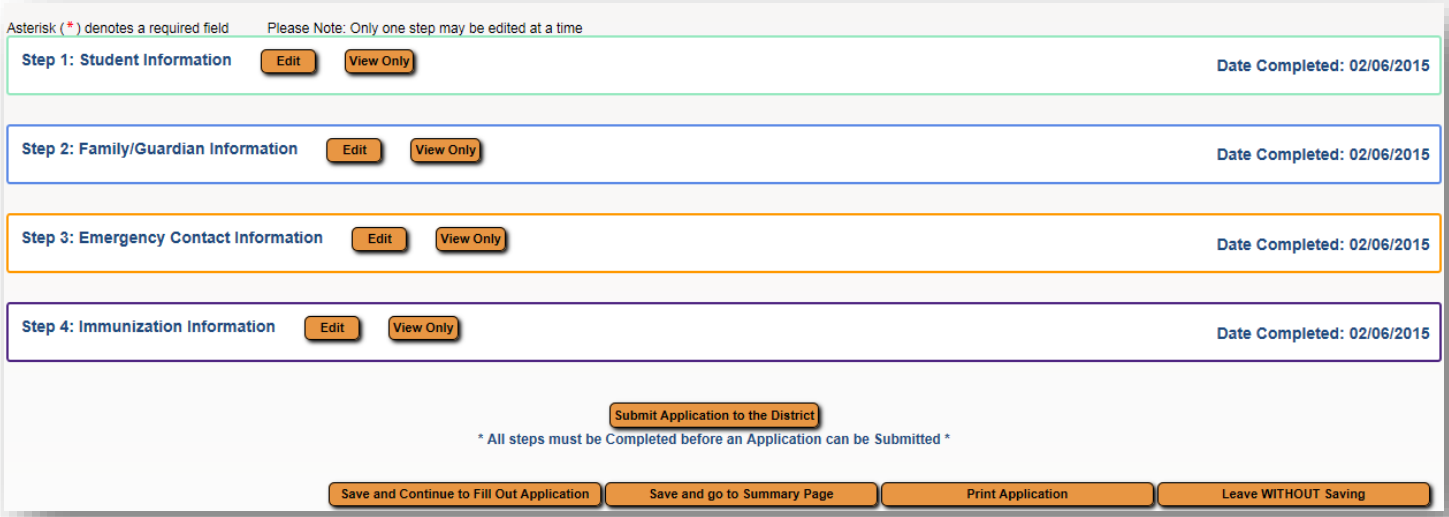
10. Fill in Chickenpox information, if applicable. Select "Complete Step 4"



11. Immunization Records may be uploaded. Select "Complete Step 5"

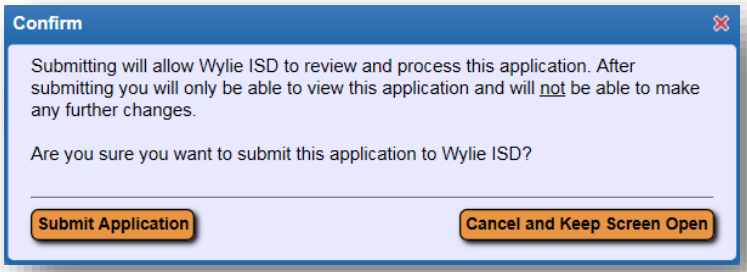


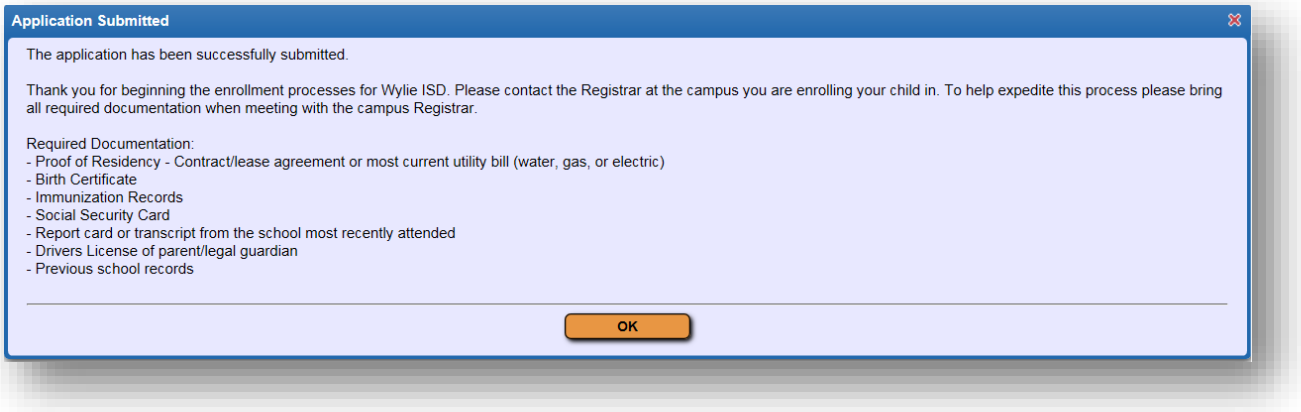
12. The steps may be reviewed and edited if need be.



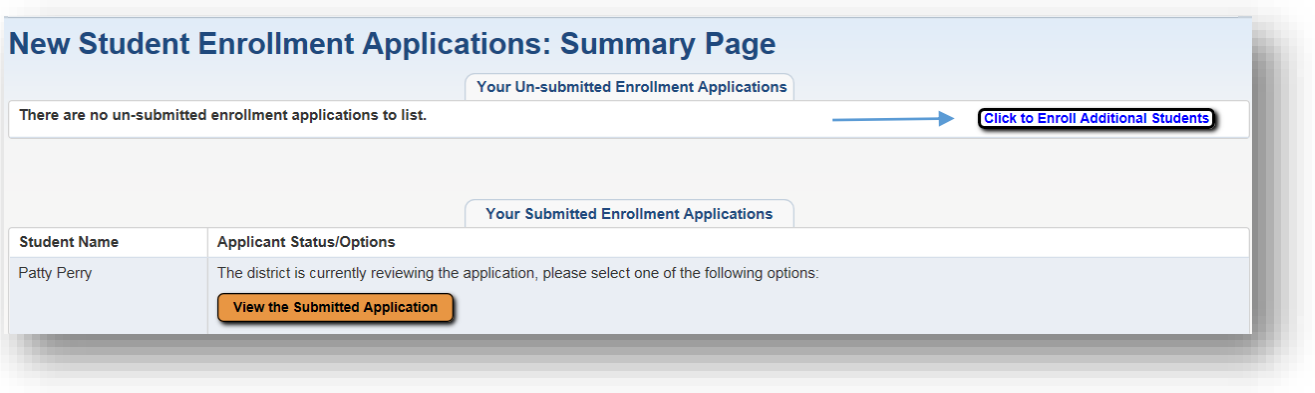
Please note: Once submitted, the application is locked from editing. Changes may be made during meeting with Campus Registrar.

13. Selecting "Submit Application to District" generates the following pop-up windows.





The submitted application may be viewed and additional student applications may be completed on the Summary Page.



Please don't forget to contact your Campus Registrar to set an appointment to complete enrollment.