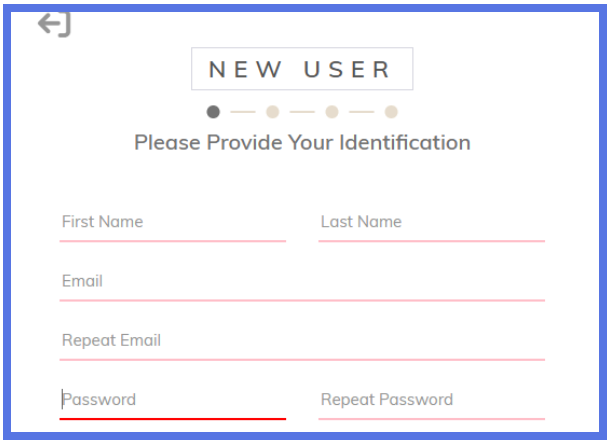
Admission Portal Application How-To Guide

Welcome to the step-by-step guide for creating an account and completing your online application through the Admission Portal.

Part 1: Account Creation & Login

Step 1: Create a New Account & User Identification

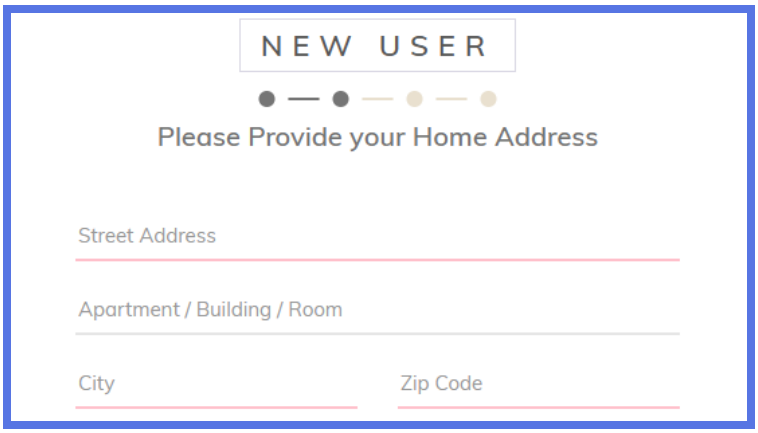
- Navigate to the Admission Portal creation page.
- Enter your **First Name** and **Last Name**.
- Enter and confirm your **Email Address** (this will serve as your Username).
- Create and confirm your **Password**.



Password Requirements:Your password MUST contain at least one letter and punctuation mark (e.g., !, @, #, $, %).

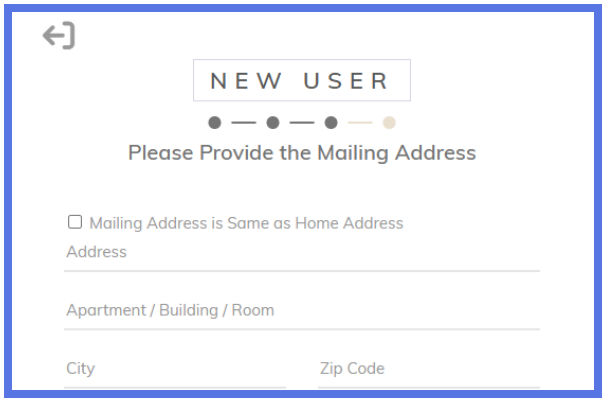
Step 2: Home Address

- Enter your primary **Street Address**.
- Provide details for **Apartment / Building / Room** if applicable.
- Enter your **City/Town** and **Zip Code**.



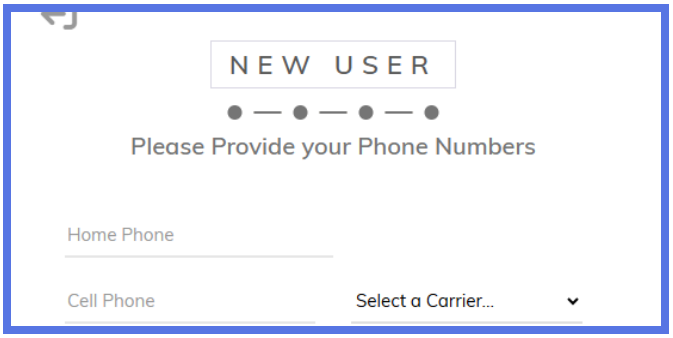
Step 3: Mailing Address

- If your mailing address matches your home address, check the box labeled **"Mailing Address is Same as Home Address" will automatically populate.**
- Otherwise, enter the specific mailing address details.



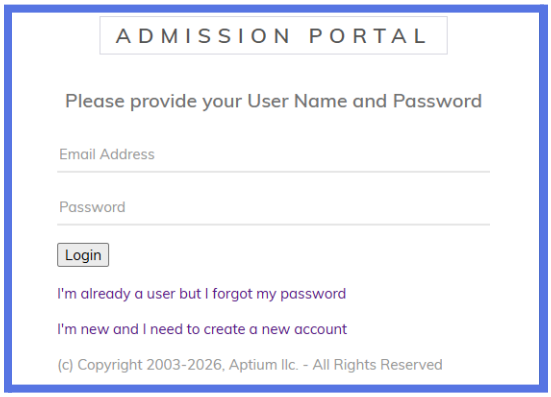
Step 4: Phone Numbers

- Enter your **Home/Mobile Phone Number**.
- **You can leave carrier blank**

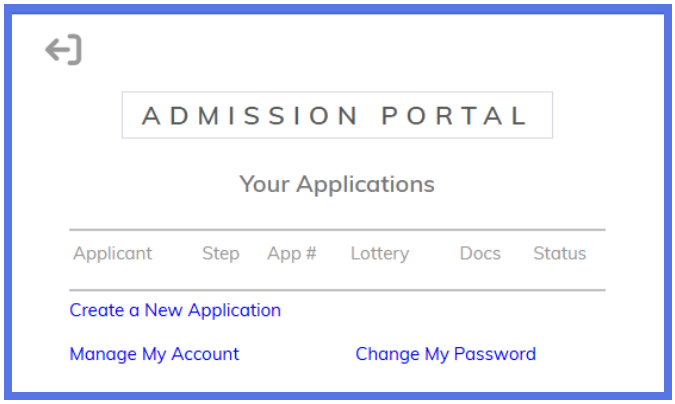


Step 5: Logging In

- After completing account setup, you will be redirected to the main **Admission Portal Login** page.
- Enter your **User Name** (email address) and **Password**.
- Click the **Login** button to access the application portal.

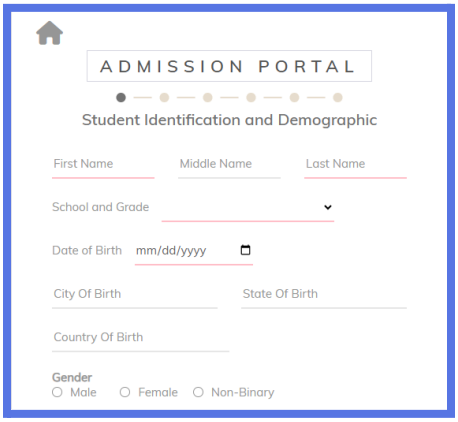


Click Create a New Application.



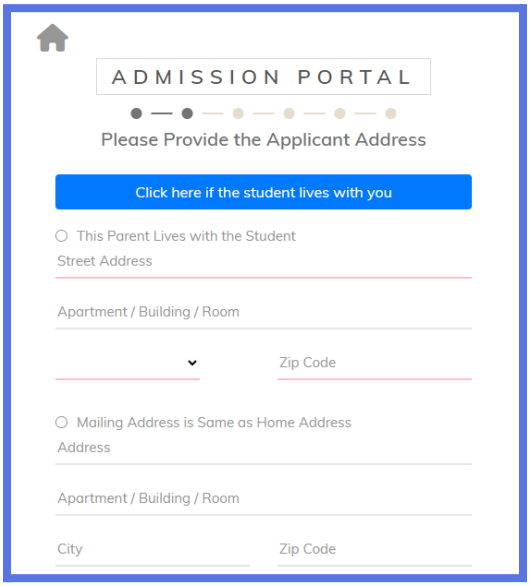
Part 2: Completing the Application

Step 1: Student Identification & Demographics



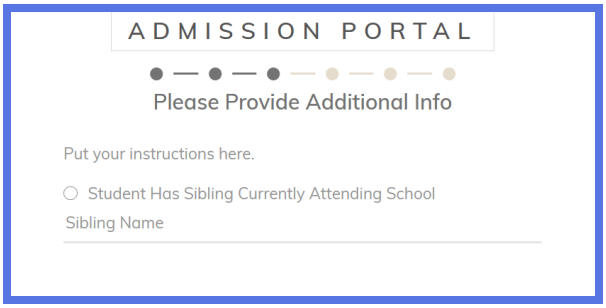
- Enter the student's **First Name**, **Middle Name**, and **Last Name**.
- Select the **target** **School and Grade** from the dropdown menu ***(e.g., CAPE COD TECH - Grade 9)***.
- Enter the student's **Date of Birth**, **City/Town**, **Country**, and select their **Gender**

Step 2: Applicant Address



- If the student lives with you, click the blue button labeled **"Click here if the student lives with you"** to automatically fill in the address.
- Alternatively, manually enter the student's Street Address, City, Zip Code, and Mailing Address if different.

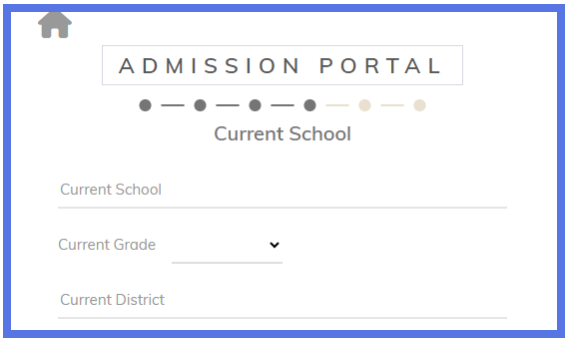
Step 3: Additional Information



- Indicate whether the student has a sibling currently attending the school.
- If applicable, enter the **Sibling Name** in the designated box.

If not click Forward button

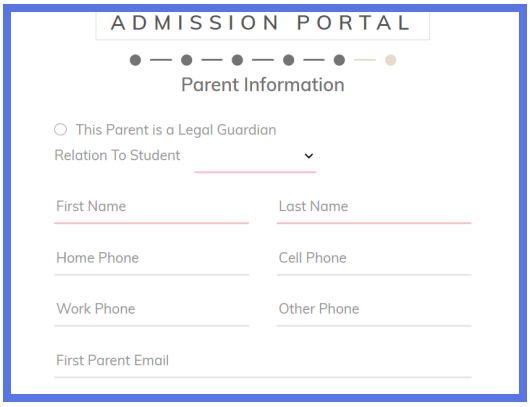
Step 4: Current School Information



- Enter the student's **Current School** name.
- Select their **Current Grade** and enter their **Current District**.

Step 5: Parent / Guardian Information

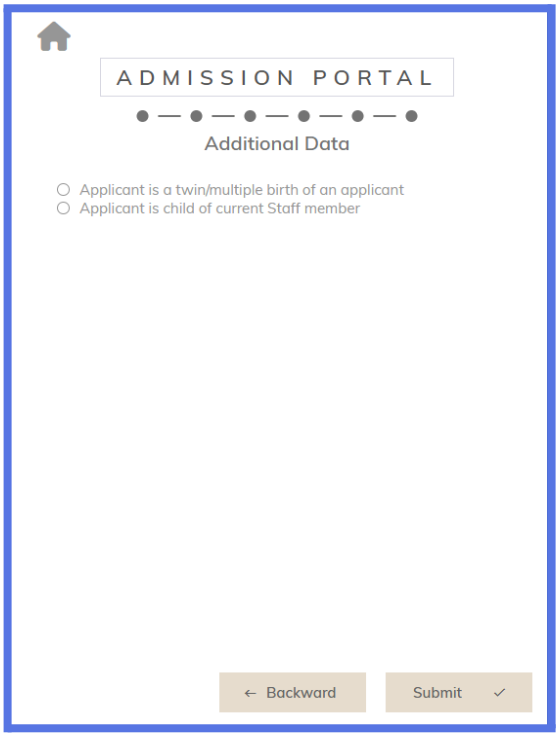
- Check the box if **This Parent is a Legal Guardian**.
- Select your **Relation To Student** from the dropdown menu.
- Provide Parent First Name, Last Name, Home Phone, Cell Phone, Work Phone, Other Phone, and Email Address.



Step 6: Additional Data

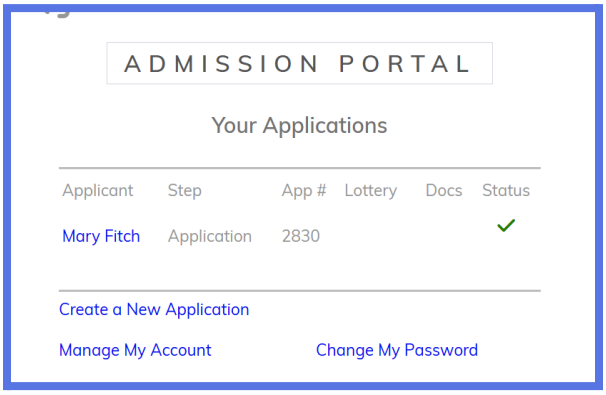
- Indicate if the applicant is a **twin/triplet/multiple birth**.
- Indicate if the applicant is a **child of a current Staff member**.

If not click Submit button



Step 7: Submitting & Locating Your Application Number

- Once submitted, you will be directed to the main dashboard screen titled **"Your Applications"**.
- Look at the main table to find your submitted record:



Finding Your Application Number: Your 4-digit reference number is listed directly under the App # column on the "Your Applications" dashboard screen. Keep this number for future tracking!