



Welcome to School Year Online Registration – New Family Guide

Step 1 – Access the Parent Portal

- **Direct Link:** Use the Maryland/DC [Parent Portal](#), or
 - **From the Website:** Visit the [Innovation Learning website](#) → Click **Parent Portal** (top right) → Select your state → Click **Go!**
 - **New Parents:** Click **Register** at the bottom of the page.
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Step 2 – Register for Your Location

- Click **Register** for your specific location.
 - Enter the **email address** you will use to set up your account. This email will serve as your **User ID** for logging in once your account is active.
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Step 3 – Account Setup

- Read the **Important Things to Remember** section.
 - Scroll down and click **Add Primary Account**.
 - **Important:** Do not use the same person twice. Primary, Secondary, and Emergency Contact names must all be different.
 - **Primary Account Holder** (required)
 - **Secondary Account Holder** (optional; can be skipped)
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Step 4 – Child & Emergency Information

- After entering Primary and Secondary Account Holder info, you'll return to the **Summary Page**.
 - Click **+Add** to add:
 - **Child Information** (required; click **Add** for additional children)
 - **Emergency Contacts** (2 required)
 - **Medical Information** (required)
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Step 5 – Select Start Date

- Choose your child's **Start Date** and click **Confirm**.
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Step 6 – Choose Your Schedule

Monthly Program

- Select if your child will attend the same days each month.
- Monthly fees are **not prorated** and are billed for the full month.
- Fees are due on the **1st of each month** via **AutoPay**.
- If registering after the 1st installment, log in to pay the current month's fee.

Flexible Schedule (Calendar/Drop-In)

- Created an account valid from your registration date through the last day of the school year.
- Once set up, a **Drop-In Calendar** appears in your Parent Portal for scheduling the days you need.

Step 7 – Save Enrollment

- Save your selections to continue.

Step 8 – Upload Required Documents


- All required documents must be uploaded before continuing.

Step 9 – Terms & Conditions

- Read all terms carefully.
- Click **Sign/Initial** where required.

Step 10 – View Fee Summary & Submit

- Review your fee summary.
- Pay the **Registration Fee** and submit your enrollment.

 **Important:** *Financial Assistance* should only be selected if you have been **preapproved** through an approved agency (DC OSSE Voucher). Registrations marked with Financial Assistance will remain **pending** until we receive official approval.