# Completing Online Registration Forms on the Lumen Parent Portal

1. Log into your parent portal at websis.marshall.k12.il.us   We recommend using Firefox
   or Chrome   browser . Safari has known issues so we do <u>not</u> recommend it.
2. Click your child's name (you may first need to complete the "User Information Access Agreement")
3. In the main pane of the window there will now be a list of available registration forms. The title of each form tells you whether it should be turned in as a printout or online. It also tells you for which students it is required.
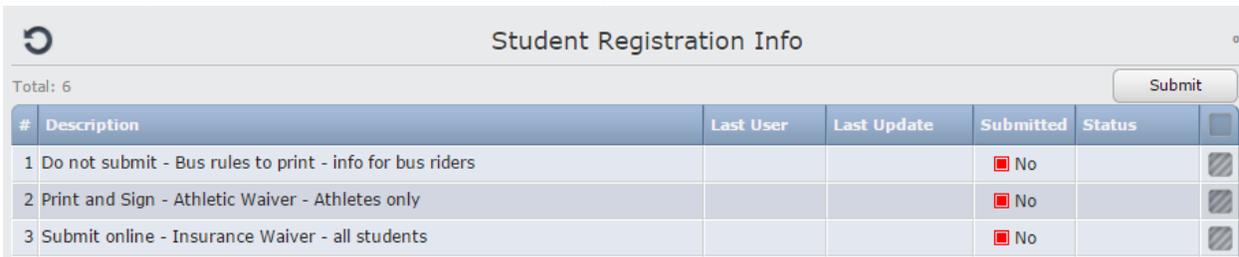
#	Description	Last User	Last Update	Submitted	Status	
	Student Registration Info					Submit
	Total: 6					
1	Do not submit - Bus rules to print - info for bus riders			■ No		
2	Print and Sign - Athletic Waiver - Athletes only			■ No		
3	Submit online - Insurance Waiver - all students			■ No		

4. Click each form and complete the requested information. When you are finished click save. If it is a form that you need to print, click the print button and see details below. If it is to be submitted online, you can save and then close (you will still need to submit these in step 5. Saving and submitting are two separate steps).
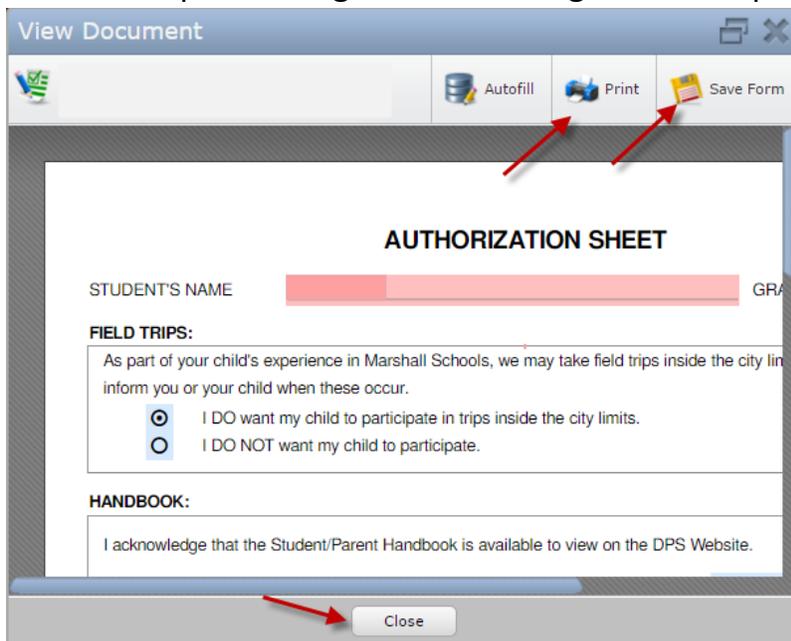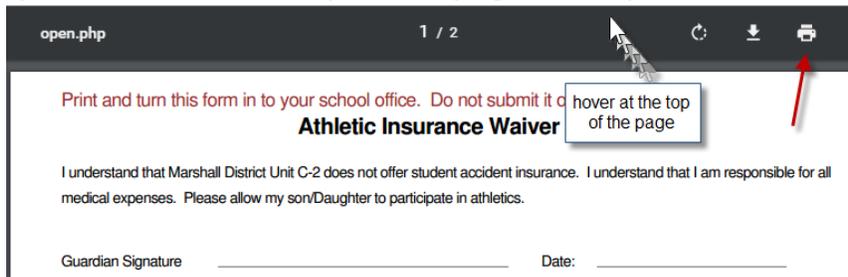
a. Printing Forms – After you click print, a window will appear. Choose File and then
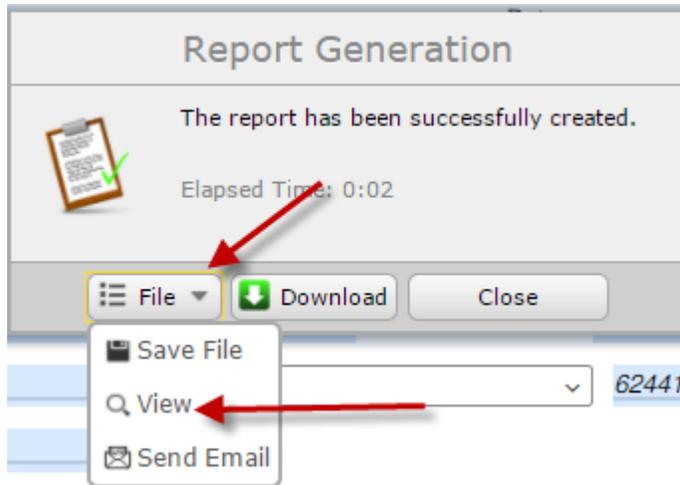
view.

b. Hover your cursor at the top of the page and a print icon will appear. Click it to

print

5. When you have completed and saved all of the applicable forms, check the box next to any that are listed as: "submit online" and click the "submit" button in the top right corner. The listed status will change from "not submitted" to "submitted".

Please note: any form that is listed as "print and sign" will need to be printed in order to sign it. Even though the system will allow you to click submit, office staff will still need a printed, signed paper copy from you.

6. 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