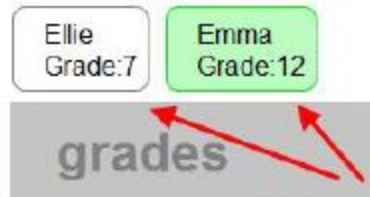


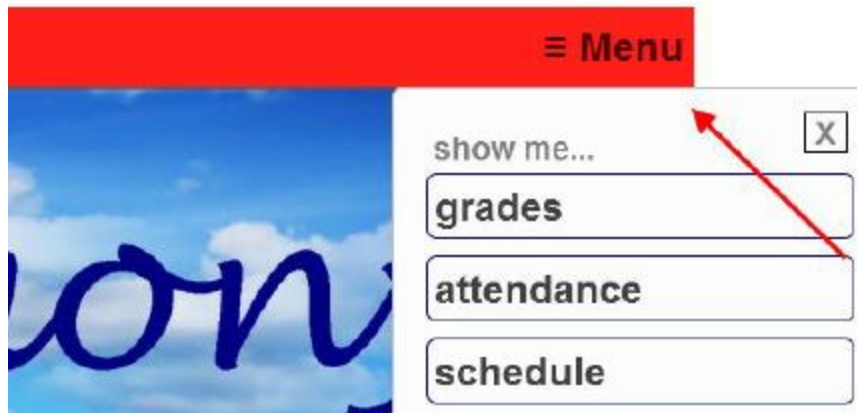
## Online Registration is Now Open!

Please visit <https://harmony.cpsc.k12.in.us/familyaccess.nsf/hello.xsp> to complete the registration process. Follow the steps below.

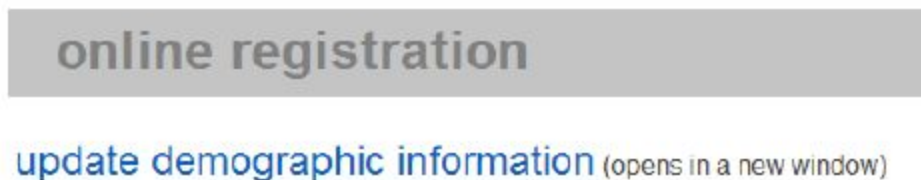
1. You must have set up your Harmony 3 Family Access account and added each of your children to that account. If you are having trouble with this step, click [HERE](#) or contact the main office.
2. After you log in, *select* your first student.



3. Click on “Menu” in the upper right corner and *select* “Online Registration”



4. Demographics - It is imperative that all demographic information is updated with current information. Once all of the necessary modifications have been made *select* the “Submit” box at the bottom of the screen.



- a. Current Address, Phone Numbers, and Email Addresses
- b. Emergency Contacts

5. Complete all steps of the registration process for your first student. All forms should have a check-mark when completed.

**online registration** [hide]

[update demographic information](#) (opens in a new window)

Consent forms

- Home Language Survey
- Race/Ethnicity Questionnaire
- Work Survey
- Residency Information
- Military Active Duty Survey
- Health History
- CHIRP Release

6. The Notification Profile section displays any push notifications set up on the student. If none are entered, you can choose “Add Notification Profile” and then choose the items you wish to be notified on.

**Attendance options**

- notify me of unexcused absences
- notify me of excused absences
- notify me of tardies

**Grade options**

- notify me of grades less than

(select a letter grade)

you will receive a notice of the overall grade for a subject, not each assignment

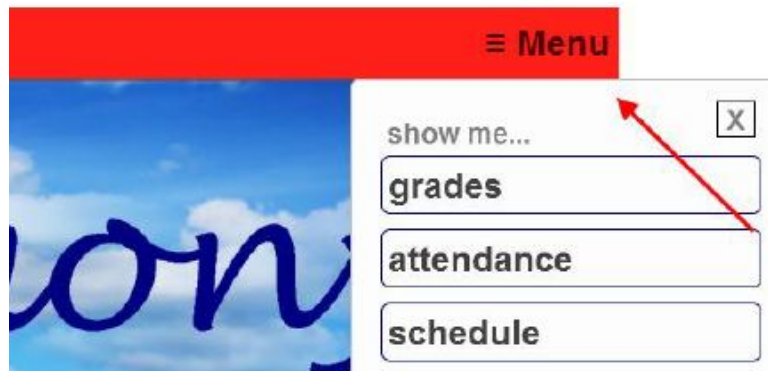
- send me a weekly progress report

**Discipline options**

- notify me of discipline entries

7. Free & Reduced

8. Textbook Rental – *select* the **Menu** in the upper right hand corner and *select* **Textbook Rental** option.



9. Select your next student (if applicable) and complete the registration process for them.