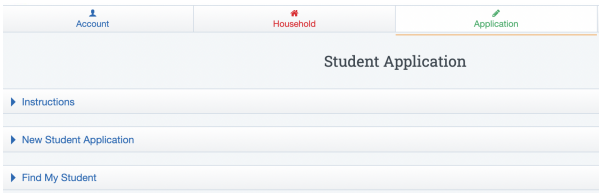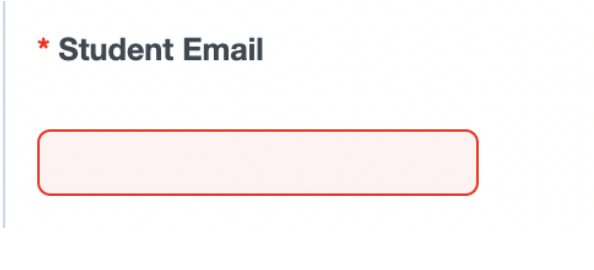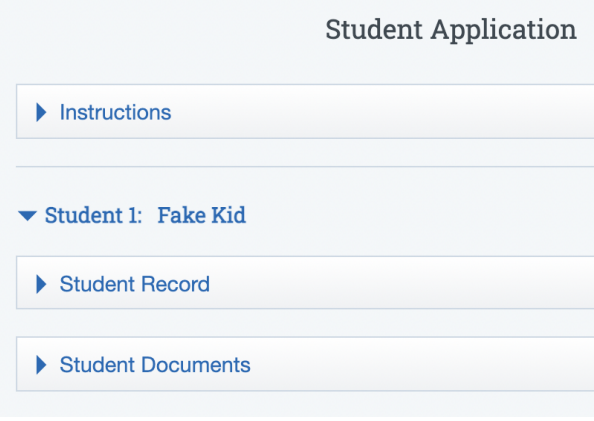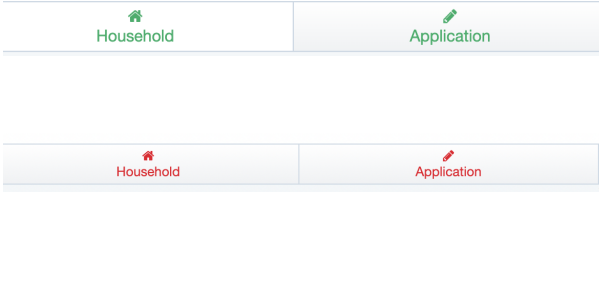|	
Create Account Email Household Last Name Phone Number **Create Account**	Enter your household contact information to create an account. Once the blue button is pushed, you will get a confirmation message.
We have emailed you an invitation to continue the registration process. Please check your email and click on the verification link in the message. You will be prompted to create a password and then returned to the student registration process.	
noreply **Student Registration Process** - Thank you for choosing IvyTech Charter	Email comes from noreply@schoolpathways.com Check your SPAM folder if you don't see it in your inbox.
👤 Account 🏠 Household ✏️ Application Household Information ▸ Instructions ▸ IvyTech Charter School ▸ Household Information Parent/Guardian Information ⚠ You must provide us with information about at least 1 family member. ▸ Add Parent/Guardian	Follow link in the confirmation email Select the **HOUSEHOLD TAB** Fill out each section: ● IvyTech Charter School (*Choose classes for your student*) ● Household Information ● Add Parent/Guardian
Save Survey **Save Household Information** **Save New Parent/Guardian Record**	Make sure to click the Save button for each section.

Account **Household** **Application** Student Application ▶ Instructions ▶ New Student Application ▶ Find My Student	Select the **APPLICATION TAB** Fill out each section for **NEW STUDENT APPLICATION**.

* Student Email
 	
[ ]
	Student Email
	   ● Must be different than the email used to create Household account
	   ● Should not be an email address from another school
	     (*Spam filters from other schools sometimes blocks communication from IvyTech*)

Save New Student Record	Once all information has been input, click the Save New Student Record Button. If you have more than one child to sign up, click on the **NEW STUDENT APPLICATION** option at the bottom of the page again and enter the other child's information.
Student Application ▶ Instructions ▼ Student 1: Fake Kid ▶ Student Record ▶ Student Documents	For each student created, make sure to double check that **STUDENT RECORD** is accurate and complete. eSign all documents under **STUDENT DOCUMENTS** and save each section.
Household **Application** **Household** **Application**	If all sections have been completed, both **HOUSEHOLD TAB** and **APPLICATION TAB** should turn green. If either, or both tabs show up as red, go back through the tabs and resave each section (this should cause any red check marks to turn green if all information has been input)
⚑ Finish	When both tabs are green, click on the FINISH TAB to submit your application.