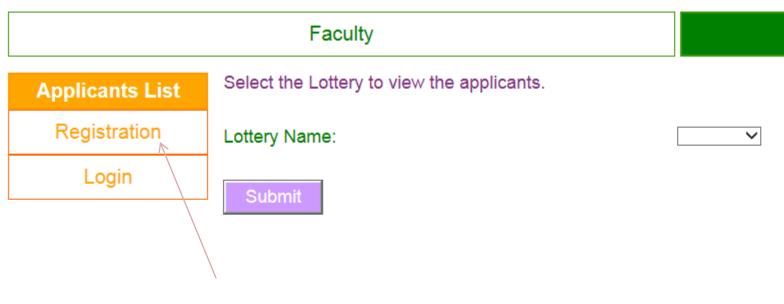
# Utopian Academy for the Arts Enrollment w/ (Enrollease)

Parent Manual

#### **Table Of Contents**

- How to register a new account
- How to log in to an existing account
- How to view the applicant list





Click on "Registration"



Faculty			Parents
Enter your information below to create an account. Note, this is not your Child's information.			
	First Name:		
	Last Name:		
	Address1:		
	Address2:		
	City:		
	State:	~	
	Zip Code (5-digit):		
	Phone (xxx-xxxx-xxxx):		
	Email:		
	Email Verification (enter email again):		
	Password (don't forget this password):		
	Password Verification (enter password again):		
	Submit		

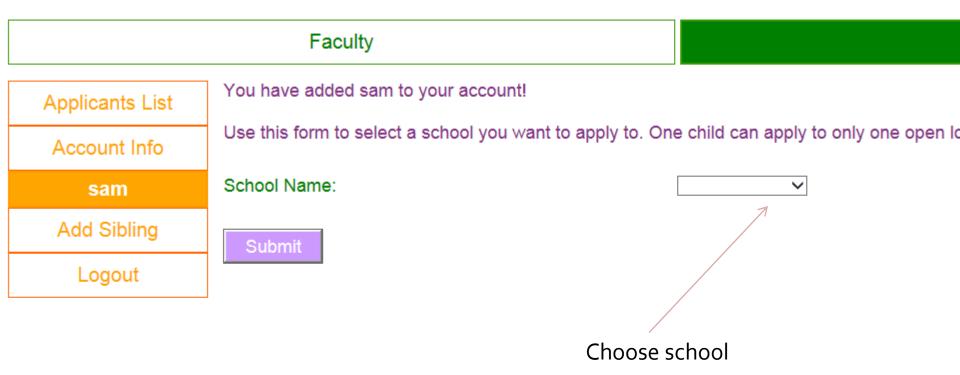
(Fill it out) it <u>YOUR</u> information not your child's



Fill out **CHILD'S** info

#### Faculty Enter your child's information below to add them to your account. Applicants List You will be able to enter additional children if necessary. Account Info First Name: Add Child Logout Middle Initial: Smith Last Name: (Your last name is already there) Date of Birth (mm/dd/yyyy): Submit

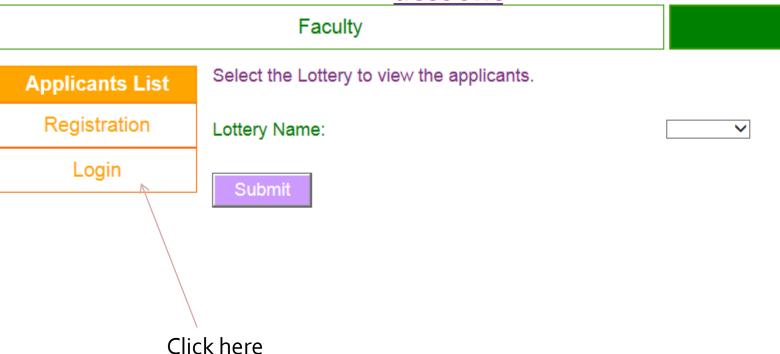




## How to log in to an existing account



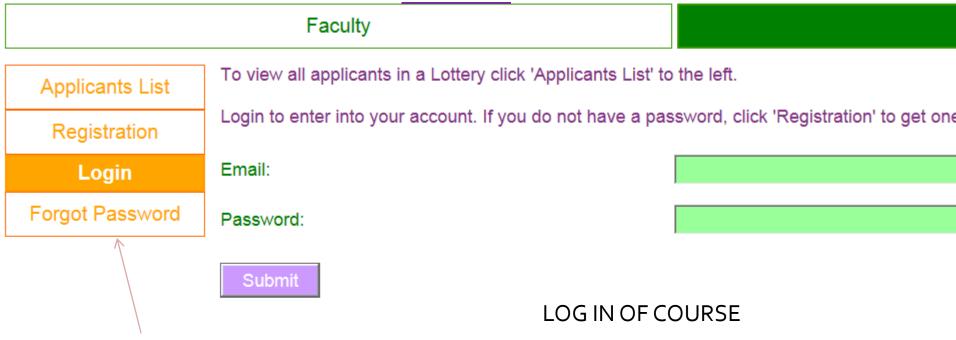
## How to Log in to an existing account





Forgot password?

### How to Log in to an existing account





### How to Log in to an existing account

#### Faculty

Applicants List

Account Info

sam

Add Sibling

Logout

Click your child's name on the left to view their lottery entries.

Select an action for your account.

Action:

Submit

View Account History

O Edit Account

O Cancel Account

You are now logged into your account!