




1. LOCATE ONLINE REGISTRATION





Login to Parent Portal at

<https://myportal.dpsk12.org/>

using **Chrome** or **Firefox** browsers

-  Click **Log In**
-  Click **Sign In**
-  Enter your Parent Portal **Username** and **Password**

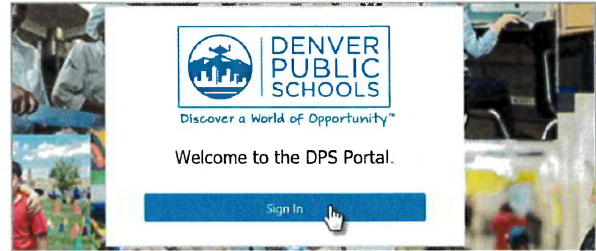
*For help with login or technical issues please visit <https://myportal.dpsk12.org/contact-us/>

-  Click **See All Apps**
-  Click **Online Registration**
-  Scroll down; click **More**
-  Click **Online Registration**

Login to Parent or Student Portal



[Forgot username](#) | [Forgot password \(Parent\)](#) | [Forgot password \(Student\)](#)

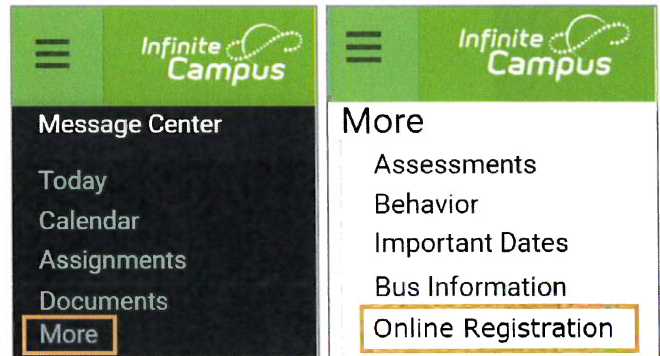


ALERTS Round 1 of SchoolChoice is now open!

[Home](#) [See All Apps](#) [Portal Support](#) [English](#) ▾


Online Registration

Online Registration is now open. Only the legal parent/guardian in the primary household can complete Online Registration. To get started, click [here](#), scroll down to "More" on the left-hand-sided menu and select "Online Registration."



2. START ONLINE REGISTRATION

A new page will open. A table will list the student(s) included in your household.

 **If your student attends DPS and is not listed in the table* please stop the process and contact your student's school. The school will notify you when you can continue.**

-  Click **Begin**

*A new student(s) that will be attending their neighborhood school, but is not listed in the table, can be added in the application.

Student Name/ Nombre del estudiante/ Họ tên Học sinh	Grade/ Grado/ Cấp lớp	Included in App? / ¿Se incluye en aplicación? / Đính kèm trong Ứng dụng mới?	Reason if not included/ Motivo, si no se incluye / Lý do nếu không được bao gồm	Online Registration Submitted
	04	yes	Included	no
	05	yes	Included	no
	09	yes	Included	no

Registration Year/ Año de inscripción/ Năm Đăng ký 20-21

Begin/ Comenzar/ Bắt đầu



5. HOUSEHOLD TAB

Verify the information in each section

- 🔑 Home Phone
- 🔑 Click **Next** to move onto next section
- 🔑 Student's Primary Residence

★ Change of Address for Student

- 🔑 Click the box to indicate the address is no longer current
- 🔑 Enter the move date
- 🔑 Enter New home address
- 🔑 Click **Upload proof of address**;
submit your valid proof of address
(lease, proof of home ownership,
utility bill such as gas, water, or
cable)

When the Household section is complete:

- 🔑 Click **Save/Continue** to proceed to the next tab

✓ As you complete a section and save, the tab will change to **Green**. The next tab will turn to **Blue**.



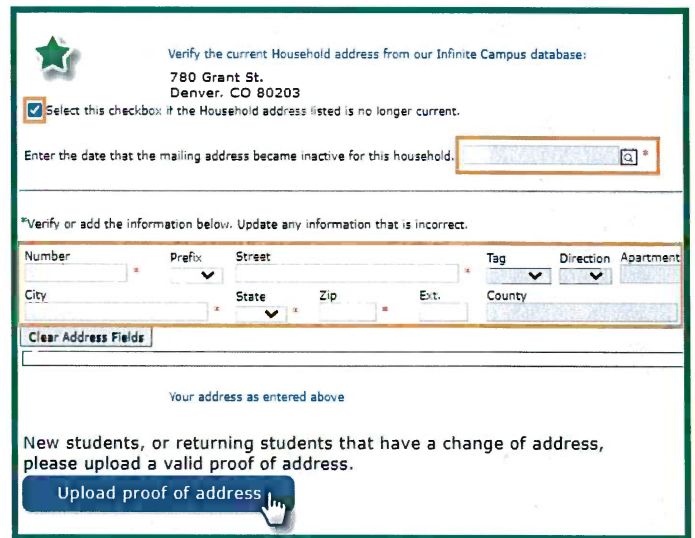
▼ Household



Next

▶ Student's Primary Residence

Save/Continue



★ Verify the current Household address from our Infinite Campus database:
780 Grant St.
Denver, CO 80203

Select this checkbox if the Household address listed is no longer current.

Enter the date that the mailing address became inactive for this household.

*Verify or add the information below. Update any information that is incorrect.

Number	Prefix	Street	Tag	Direction	Apartment
City	State	Zip	Ext.	County	

Clear Address Fields

Your address as entered above

New students, or returning students that have a change of address, please upload a valid proof of address.

Upload proof of address



Save/Continue








✓ Household


▼ Parent


7. EMERGENCY CONTACT TAB


Verify and make necessary edits for Emergency Contact(s) highlighted in yellow

-  Click **Edit**
-  Review **Demographics** information
-  Click **Next** to move onto next section
-  Review **Contact Information**
-  Click **Save/Continue**

To Remove An Emergency Contact

 check box indicating removal

 A green check mark indicates all sections are complete

 If another Emergency Contact needs to be added, select **Add New Emergency Contact** and enter information as above.

When the Emergency Contact section is complete

-  Click **Save/Continue** to proceed to the next tab

Emergency Contact

Legal First Name	Legal Last Name	Gender Identity	Completed	Record Type	Remove Existing Contact	
		F		Existing		Edit

Contact Name: [Redacted]

▼ **Demographics**


Next

▶ **Contact Information**

Cancel

Save/Continue

This person is no longer an Emergency Contact for any students in this family.

Gender Identity	Completed	Record Type	
M		Existing	Edit

 **Add New Emergency Contact**

Back

Save/Continue



9. COMPLETED TAB

- 🖱️ Click **Online Registration Summary PDF** will open in a new window
- 🖱️ Review your information
- 🖱️ Save, print, or email a copy of the **Online Registration Summary PDF** for your records
- 🖱️ Close window; return to **Completed** tab

*Missing or incorrect information can be corrected by clicking on the section tab, at the top of the screen, and then select **Edit**.

When all sections are complete

- 🖱️ Click **Submit**
- 🖱️ Click **Confirm**

Online Registration is now complete.

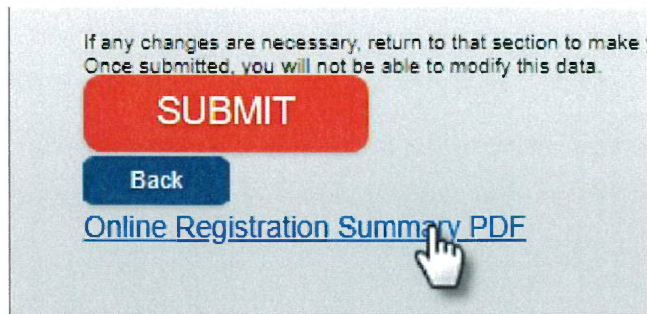
You will receive an email notification that Online Registration has been completed.

If any changes are necessary, return to that section to make
Once submitted, you will not be able to modify this data.

SUBMIT

Back

[Online Registration Summary PDF](#)



Online Registration Summary Page 1 / 2
139970

Approved By: Confirmation Number: # 139970
 Approved Date: Application Created By: Jane Doe
 Application End Year: 2021

Household	Student
Home Phone Home Phone (725)252-2555 Name Phone Voice Text	Doe, Janet DOB: 06/04/2012 Student Number: Gender: F Relationships Jane Doe - Mother

✓ Emergency Contact
✓ Student
▼ Completed

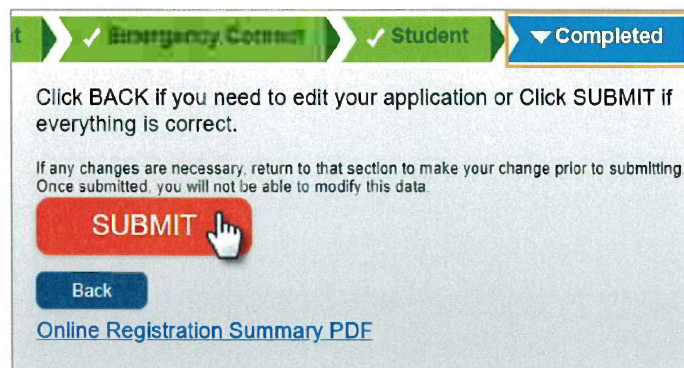
Click **BACK** if you need to edit your application or Click **SUBMIT** if everything is correct.

If any changes are necessary, return to that section to make your change prior to submitting.
Once submitted, you will not be able to modify this data.

SUBMIT

Back

[Online Registration Summary PDF](#)



Warning

Once you click submit, you will not be able to edit this online application. Are you sure you that you are ready to submit?