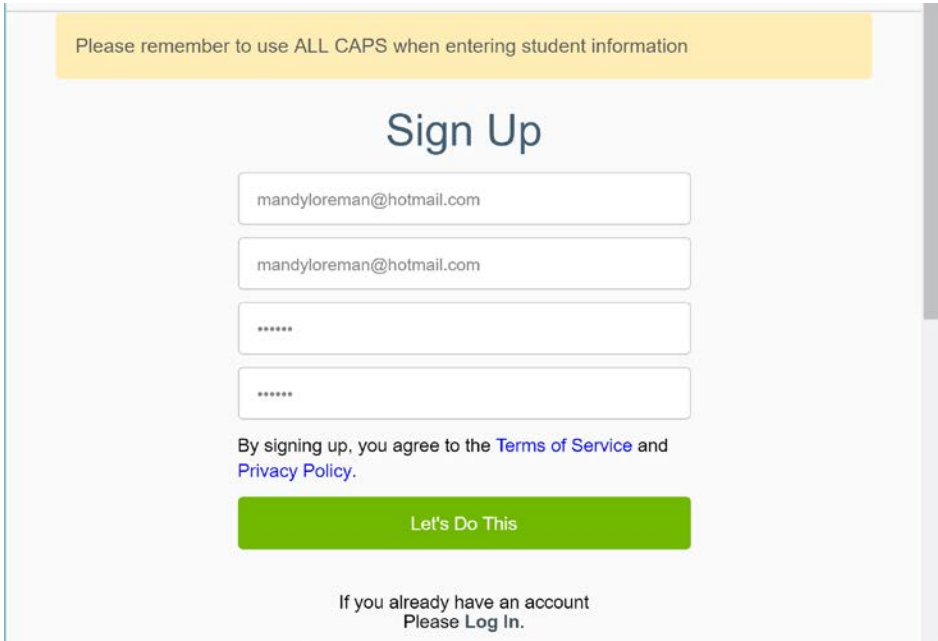


## Re-Enrollment of Returning Student

Go to <https://phenixcity.schoolmint.net/signup> on your computer, tablet, Chromebook, phone, etc.

Create an account using a phone number/email address



Please remember to use ALL CAPS when entering student information

### Sign Up

mandylorem@h@tmail.com

mandylorem@h@tmail.com

\*\*\*\*\*

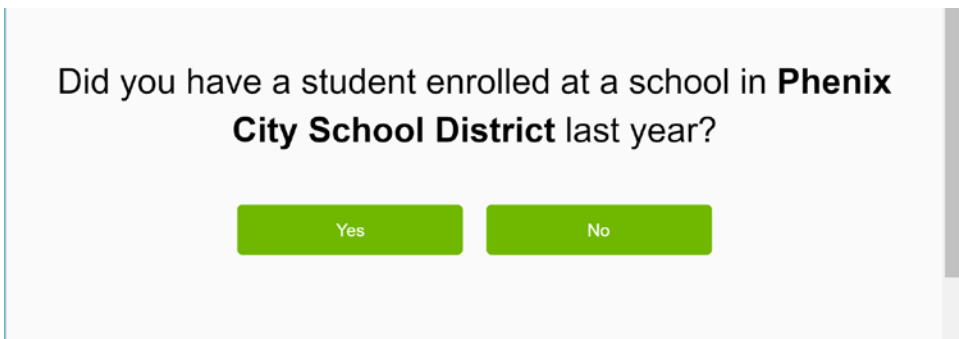
\*\*\*\*\*

By signing up, you agree to the [Terms of Service](#) and [Privacy Policy](#).

Let's Do This

If you already have an account  
Please Log In.

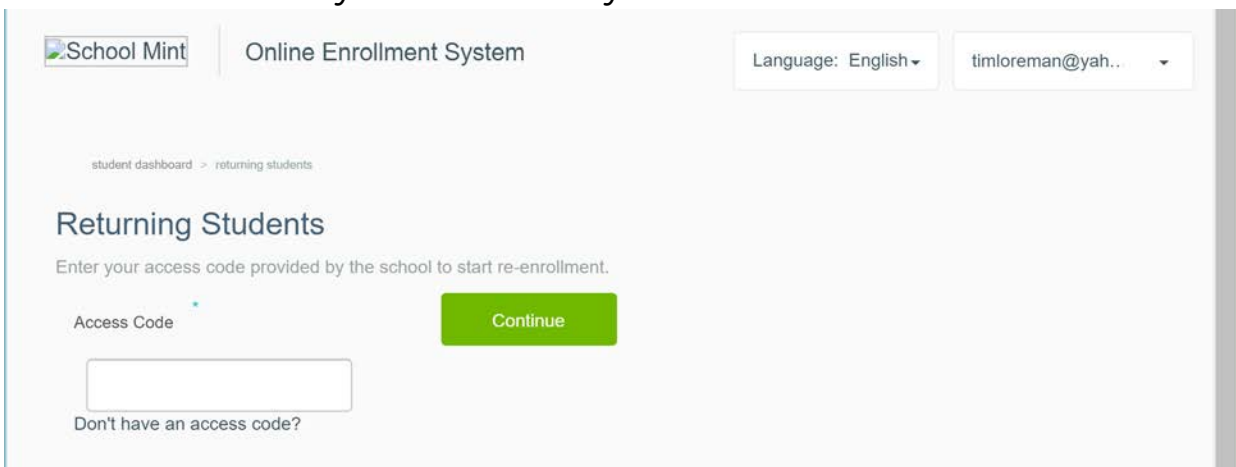
Choose "YES" on the following screen



Did you have a student enrolled at a school in **Phenix City School District** last year?

Yes No

Enter the Access Code you received from your child's school.



School Mint | Online Enrollment System

Language: English | timlorem@yah..

student dashboard > returning students

### Returning Students

Enter your access code provided by the school to start re-enrollment.

Access Code

Continue

Don't have an access code?

- If you do not have an access code, please contact the school office or you may email [registration@pcboe.net](mailto:registration@pcboe.net) and receive a reply within 24 hours.

- It is important that you do not create a new student if you are returning unless you have been instructed to do so.
- In the rare event that the wrong student shows up, simply hit the back button on your browser. This does not save any information to your account. Contact the school for the correct access code.

Verify the information on the following page. Fill in any blank information (this will help you on the paperwork in the next steps). Any information with an asterisk (\*) is required. Be sure to select your contact preference (email or text).

The screenshot shows the 'Online Enrollment System' interface for a student named COLBIE FLOYD. The page includes a header with the School Mint logo, the system name, and user information (Language: English, email: timloreman@yah..). The main heading is 'Re-enrollment for COLBIE FLOYD'. Below this, it specifies 'Grade Level: First Grade' and 'School: Lakewood Primary School'. A message asks the user to review the data on file and submit when done. A legend indicates that an asterisk (\*) denotes required fields. A list of enrollment sections is shown, each with a dropdown arrow: 'Application for Student Enrollment', 'Ethnicity and Race', 'Employment Survey', 'Health Assessment Record', 'Home Language Survey', 'Internet Acceptable Use Policy & Media Release Permission Form Grades K-5', '2016-17 Transportation Information', and 'Student Residency Questionnaire'. At the bottom, there are two buttons: 'Save and Continue Later' and 'Submit Forms'.

You must complete each section of the enrollment/registration packet. Please SAVE between each section.

The information you entered in your SchoolMint account and information from iNow is populated in many of the fields for you. You must complete any field with an asterisk (\*) beside it.

There are places to upload proof of residence, social security card, etc . You may upload these with a scanner or on your cell phone/other handheld device.

You may Save and Continue and complete the process over time. Please be sure to keep up with school/system deadlines.

Once you have completed your entire packet, you may SUBMIT FORMS. Please note - once you have submitted the forms, they are not able to be revised unless you contact the school. If you change phone numbers/addresses during the year, you must also change them in iNow.

At this point, you may return to the "Student Dashboard" by clicking on your account in the upper right corner.

School Mint | Online Enrollment System | Language: English | mandyloreman@...

Please remember to update the school of any information changes such as address, phone number, and email address. Updating your information in SchoolMint does not update it in iNow.

### Student Dashboard

Phenix City School District

Important and Active

[Add Returning Student](#) [Create/Edit New Student](#)

NAME	SCHOOL	GRADE	SCHOOL YEAR	LAST UPDATED	TYPE	STATUS	ACTIONS
Abby Loreman	Phenix City (Transfer School)	Second Grade	2016-2017	05/30/2016	New Student	● Registration in Progress	<a href="#">Register</a> <a href="#">Withdraw</a>

For your records

NAME	SCHOOL	GRADE	SCHOOL YEAR	LAST UPDATED	TYPE	STATUS	ACTIONS
No records							

You may add a returning student (with an access code) or a new student from this screen.

You may also go to

- Account Settings
  - Change Password
  - Change Username
  - Contact Preference
- Family Profile
  - Add Guardian
  - Add Student