

Enrolling a New Student – No Existing InfoSnap Account

Here are the steps for enrolling a **new** student at a Rio Rancho School if you have **not** previously used InfoSnap for another student in your family.

Go to rrps.net, the district web site. Click on **Parents** in the top toolbar, then click on “**New Student Registration - School Year 2015-2016**” in the drop-down. You will get the screen shown here. Then click on the “**Create Account**” button.

The screenshot shows the RRPS website header with the logo and contact information. Below the header is a navigation bar with 'Create Account / Sign In'. The main content area is divided into two sections: 'Create an Account' and 'Account Sign In'. The 'Create an Account' section includes a 'Create Account' button highlighted by a red arrow. The 'Account Sign In' section includes a 'Sign In' button.

This will open a new screen where you will create an account in InfoSnap.

Fill in all the boxes on the form, and then click on **Create Account**.

Remember: If you use a capital letter in a password, you will always have to capitalize it!

The screenshot shows the 'Create an Account' form. It includes fields for 'Email Address', 'Re-Type Email Address', 'Password', 'Re-Type Password', 'First Name', 'Last Name', and 'Daytime Phone'. There are also security questions and a checkbox for 'I agree to Infosnap terms and conditions, and to comply with COPPA, I affirm that I am 13 years or older.' A red arrow points to the 'Create Account' button.

As soon as your account is created, you will get this screen.

Enter the information for your first child, and then click the **Add Student** button.

The screenshot shows the 'Add Student' form. It includes fields for 'First Name', 'Last Name', and 'Date of Birth'. A red arrow points to the 'Add Student' button.

You will then see this screen:

This screen has a great deal of information; *please be sure to READ all of this so you can avoid mistakes.*

NOTE: There is a link to our **Boundary Maps** so you can make sure you are enrolling this student in the correct school! After you have read the information, click on the **Next** button.

The screenshot shows the 'New Student Registration (Marjorie)' page. It includes an 'Introduction' section with a 'Next >' button. The main content area contains information about the registration process, including a 'Please Note' section and a 'New Student Registration for Additional Students' section. A red arrow points to the 'Next >' button.

Starting with this screen, begin to complete all of the fields for your first child.

REQUIRED fields are marked with a red asterisk (*), so be sure not to skip those! The form will not submit until you have completed all required fields!

Once you fill out all the boxes on a screen, click the **Next** button to go on to the next screen.

When you click the **Next** button on the last screen (the Signature screen), you will get a screen that displays everything you have entered so you can check it.

If any item has **REQUIRED** after it, click on the word **REQUIRED** and it will take you to the item you missed so you can correct it.

Once every item has been successfully completed, there will be a **SUBMIT** button available at the bottom of the screen. Click on that button.

If you have another **new** student to enter, you will be able to click on the [New Student Registration](#) link (see below) to enroll that student.

After you submit or if you need to stop at any time in the process, just click on *Save & Log Out* (at the top right corner of the screen). You will be able to log on again later and continue.