

### **Directions to Complete Online Registration using Teacherease Student Management System**

**Returning users:** Login to your [TeacherEase](#) account using the email address the school has on file. If you need a welcome email sent from Teacherease to reset your password and gain access, please contact the school office.

- If you are a **returning family and not registering a new student**, login to your TeacherEase account and select *Continue Registering Existing Students*.
- If you are a **returning family and registering a new student**, login to your TeacherEase account and select *Continue Registering Existing Students*, and register each of your returning child(ren). You will then need to select *Register a New Student to the District* to request registration access.

**New families:** Go to the [TeacherEase website](#) to begin the process of requesting registration access. The principal must approve each new student registration request.

- You will be sent an email confirming that you have been approved to register.
- You will create a username and password.

Online registration can be found under the Miscellaneous tab.

You will need to have your health insurance information on hand.

Read & follow each step including:

Download and return the **Administration of Medication Form(s)** for each child taking medication while at school (including pain medication and cough drops), and the **applicable Tuition Form** to the school office. This can be done through bookbag mail, regular mail, or you may personally return them to the school office.

FACTS enrollment, and then return to TeacherEase online registration

*Complete Form* in the bottom right hand corner of the screen.

Complete all steps and click **SAVE**.

Once you have completed the online registration process, there should be a notification at the top of the screen that states, "Congratulations, all required steps have been completed."

Remember to turn in your registration fee (cash, check, or through FACTS), applicable medical forms, and birth certificate if enrolling a new student.

If you would like assistance with registration, please contact the school office: (309) 944-3230 or [schooloffice@stmalgeneseo.org](mailto:schooloffice@stmalgeneseo.org).