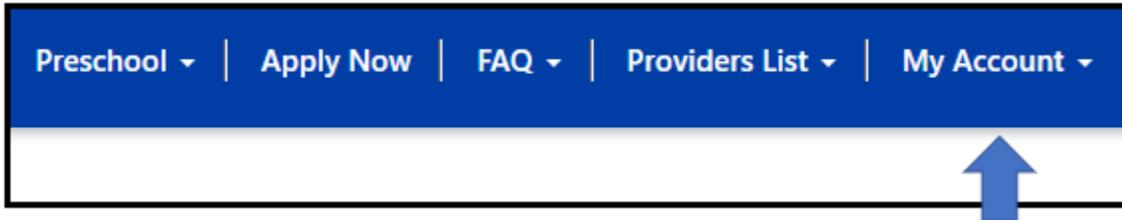


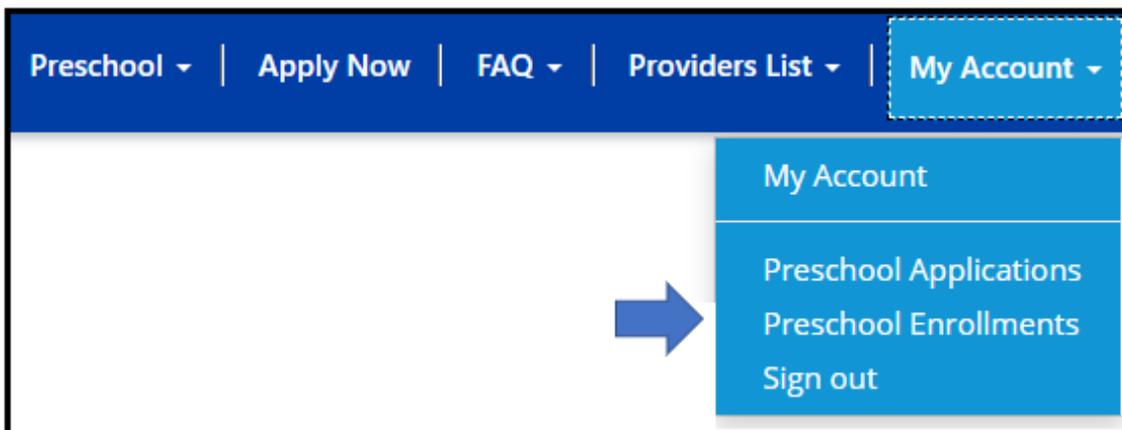
Instructions to Log-in to the Preschool Parent Portal for Enrollment

- [Login](#) to the Parent Portal using the same credentials (username and password) from when you first applied.
- If you don't remember your password, please select "Forgot Password" to receive an email to reset your password.
- If you don't receive a password reset email, check your spam folder. If you still have no email, please contact SPP.
- If you don't remember your username, try your email address. Otherwise, contact SPP.

After logging in, click on the "My Account" tab.



From the drop down, click "My Enrollments."

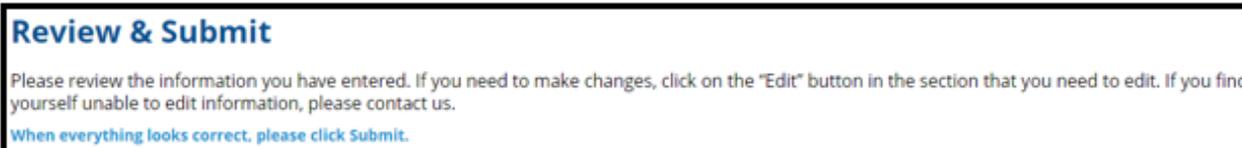


Scroll down to the bottom of the page where you see your child's name and site. The enrollment status is listed as "Invited, Accepted, In-Process, or Pending." Click on the down arrow to the far right and select "Edit."

Child ↑	Site	Enrollment Status	Program Year
First Name Last Name	*DEMO - Site ABC	Invited	2021 - 2022 
			

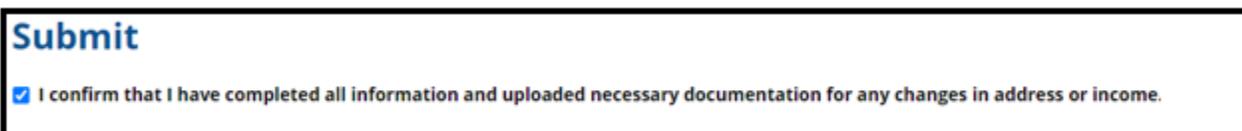
Go through the enrollment pages (Contact information, Household Members, Income Information, Consent, etc.) Be sure to give accurate information for all enrollment sections.

Click *Next* to review and submit your enrollment paperwork. If edits are needed, you can click on "Edit Information" in each section to edit your information. Please ensure the information entered is correct.



Once you click submit, you will be taken to the document upload screen.

Your enrollment cannot be processed until required verification documents are submitted. Please refer to the list of acceptable documents to ensure all required documents are uploaded. Once completed, check "I confirm all required documents have been uploaded."



Lastly, click "Submit for Review" button to complete and submit your enrollment information.