



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.

Preschool - Apply Now	FAQ - Providers List -	My Account 🗸

From the drop down, click "My Enrollments."

Preschool - Apply Now FAQ - Providers List - My Account -			
	My Account		
	Preschool Applications Preschool Enrollments Sign out		

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 💽 Edit

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.

Review & Submit
Please review the information you have entered. If you need to make changes, click on the "Edit" button in the section that you need to edit. If you find yourself unable to edit information, please contact us.
When everything looks correct, please click Submit.

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."

Submit
I confirm that I have completed all information and uploaded necessary documentation for any changes in address or income.
Lastly, click "Submit for Review" button to complete and submit your enrollment information.