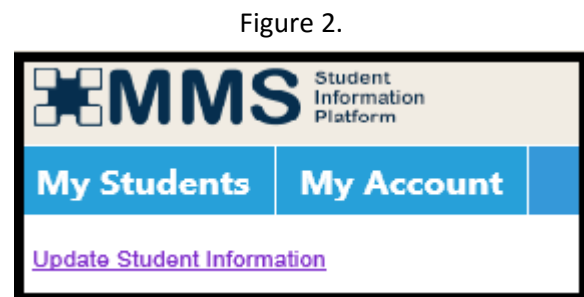
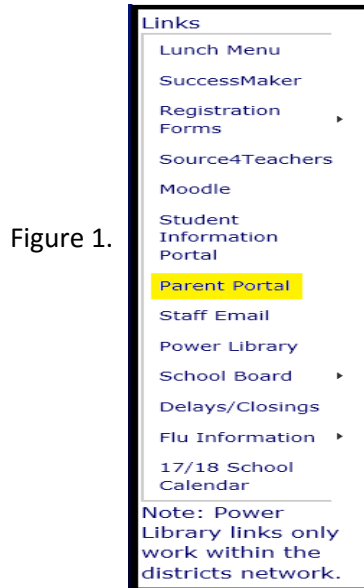


# IMPORTANT INFORMATION PLEASE READ IMMEDIATELY

The Minersville School District has collaborated with School Office Pro to offer parents the option to complete many of our forms online.

## I. If you have a Parent Portal account (or after one has been created):

1. Login to Parent Portal at <http://www.battlinminers.com/> using your Username and Password. This will be found on the left side of the page under Links. Make sure you select the "Parent Portal" link (see figure 1.)
2. Click on *Update Student Information* located near the upper left corner (see figure 2.).

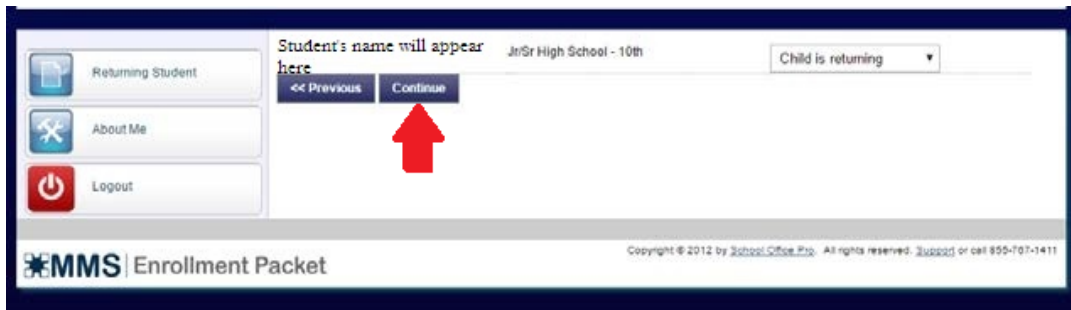


3. This will take you to the MMS Enrollment Packet where you will complete the online forms. (See next page for directions)
4. Any issues accessing your account should be directed to the high school office. Send emails to Mrs. Roberts at [troberts@battlinminers.com](mailto:troberts@battlinminers.com) with the subject line "Parent Portal".

## II. If you do not have a Parent Portal account:

1. Go to [www.battlinminers.com](http://www.battlinminers.com). Scroll down to middle of the page. On the left side you will see *Links*. Click on "Parent Portal".
2. Click on "Create Account". Enter your First, Last Name, and email exactly as it appears on record with the school.
3. Enter Login Name you want to use.
4. Enter Student ID Number
5. Click Create Account button. An email is sent to the specific email address that your child's school has on file. Once you receive your temporary password return to the login screen and enter your Username, Password, and click on Login. The first time you login with your temporary password, you must change your password
6. Additional information can be found at [www.battlinminers.com](http://www.battlinminers.com).

1. Verify student's name and click "Continue".



2. Under forms click on "Next". This will prompt you through all the forms. Please verify information on file and make any corrections.

[Packet List](#) [Logout](#) [Return to Portal](#)

Click **Next** to continue your registration.

**Family Packet:**

Form	Status
<a href="#">Parent/Guardian Information</a>	Submitted
<a href="#">One Call Emergency Form</a>	Submitted
<a href="#">DRUG TESTING POLICY</a>	Submitted
<a href="#">School Lunch Letter</a>	Submitted
<a href="#">Educational Leave Policies and Procedures</a>	Submitted

**Returning Student Packet:**

Form	Status
<a href="#">Acknowledgements</a>	Submitted
<a href="#">Student Drug Testing Consent</a>	Submitted



3. Once all forms have been completed click "Submit Forms" you will receive confirmation of completed form. You are **not** required to print these forms.

Congratulations, you have completed all necessary forms for the 2016-2017 Online Registration process. If you would like to print your completed forms, click on the print icon to the left of the form name.

When finished click **SUBMIT FORMS** to send your forms to the district.

[Packet List](#) [Logout](#) [Return to Portal](#)

[Submit Forms](#)

**Family Packet:** Parent's name will appear here

Print	Form
	<a href="#">DRUG TESTING POLICY</a>

**Student Packet:** Student's name will appear here

Print	Form
	<a href="#">Student Drug Testing Consent</a>

[Submit Forms](#)