New Student Enrollments

1. Go to www.decaturproud.org
2. Click on **New Student Enrollment**

3. The **New Student Enrollment: Account Request** screen will appear. Parent/Guardian needs to fill out the ***Guardian Legal First Name**, ***Guardian Legal Last Name**, check the **I don't have an email** box, create a ***Guardian Login**, ***Re-Type Login** and **Click here to submit Online Enrollment Account Request**

4. An **Online Enrollment Account Request Confirmation** box will appear, click **OK**


5. Another box will appear giving the temporary enrollment login and password to begin new student enrollment. *(I would suggest having paper and pencils available so they can write this info down)* Click **OK**

6. The Skyward login page will appear. Enter the login and password just received to begin the application for new student enrollment.
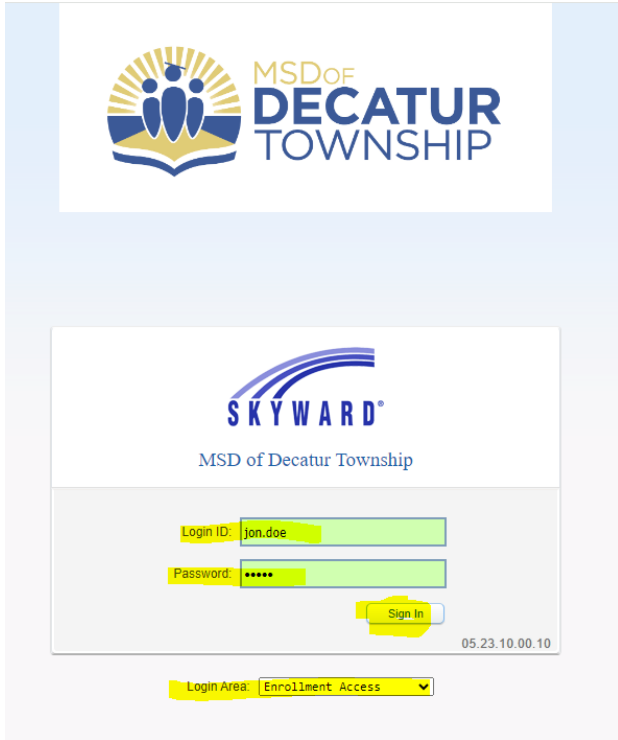
7. All boxes marked with a red *asterisk in each step need to be completed before the system will allow them continue on to the next step.
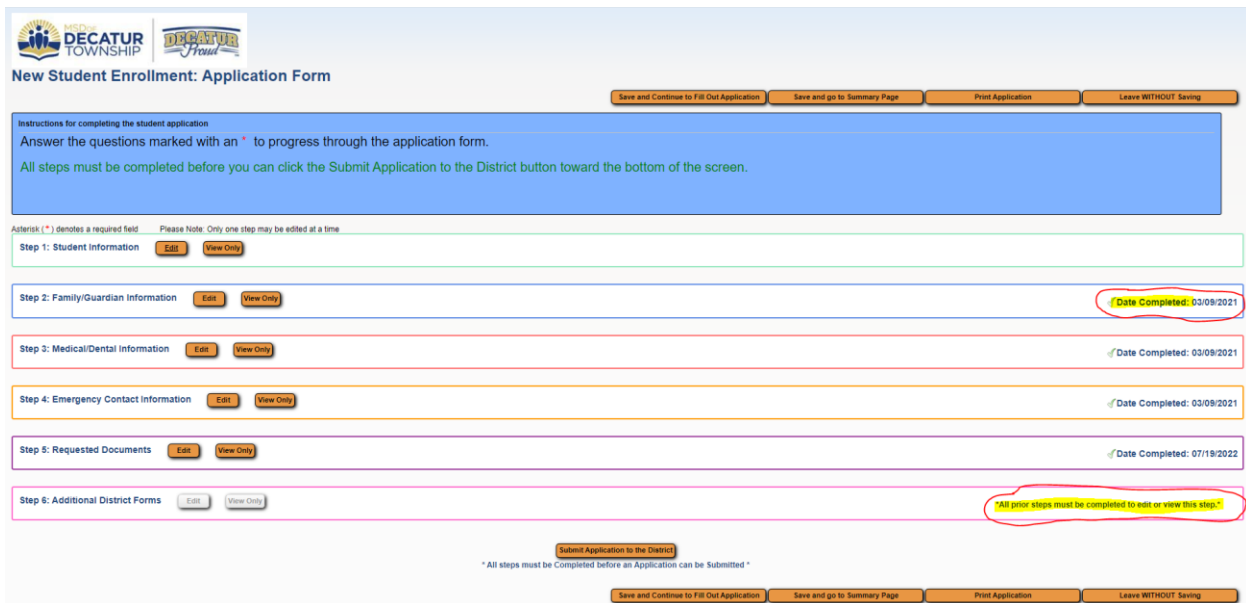
8. All the ***Required Forms** must be completed and have a check mark next to *This form has been completed*

9. Once all of the required forms are completed click the **Complete Step 6** button, click the Submit **Application to the District** button