

Logging in Parent Portal to Update Existing students

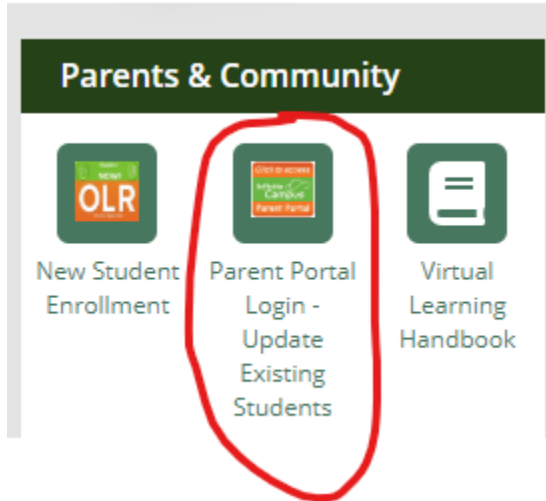
First, you must acquire a username and password from the Central Office. 270-524-2631. Then you can start this process

1. To login go to

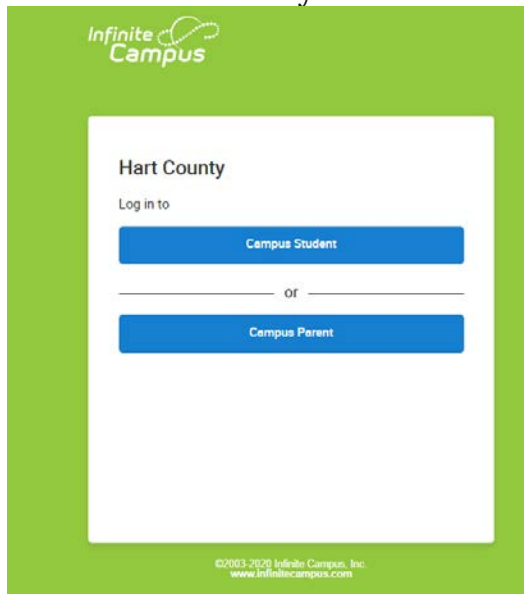
<https://www.hart.kyschools.us/index.aspx>

2. Scroll below the pictures at top of page until you see Parents & Community

Then click the button that looks like this. Click it



3. This will take you to a new screen that looks like this

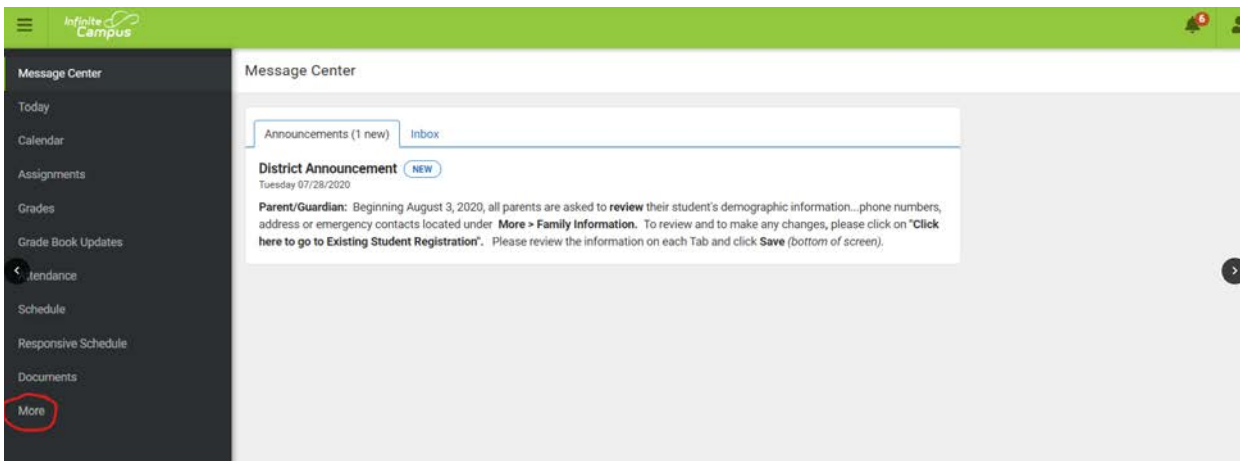


4. Click and say you are a parent; this will take you to a log in page

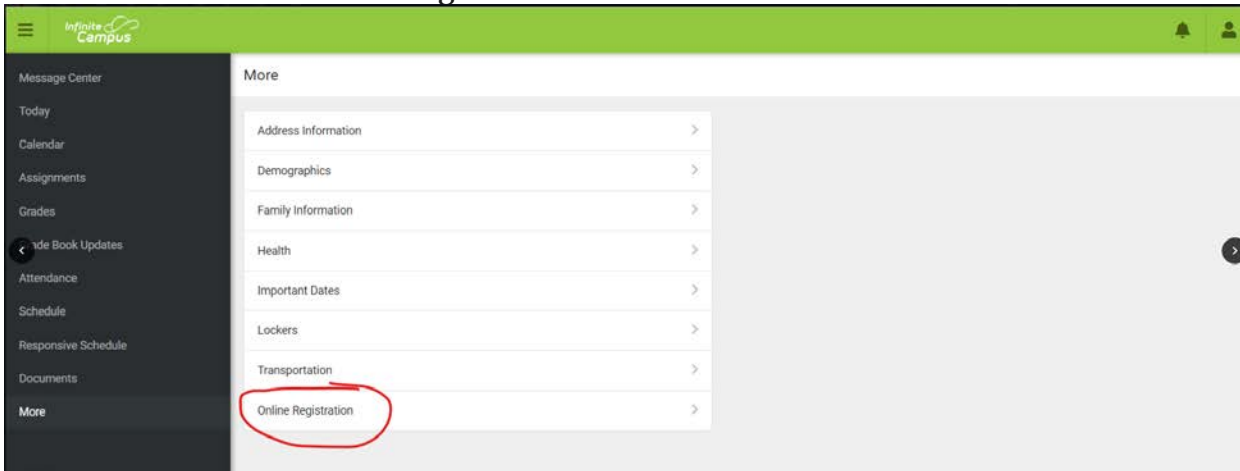
5. Use the username and password you received from the Board of Education

6. This will take you to the Parent Portal page

7. Look for the word More on the black side of the screen Click More

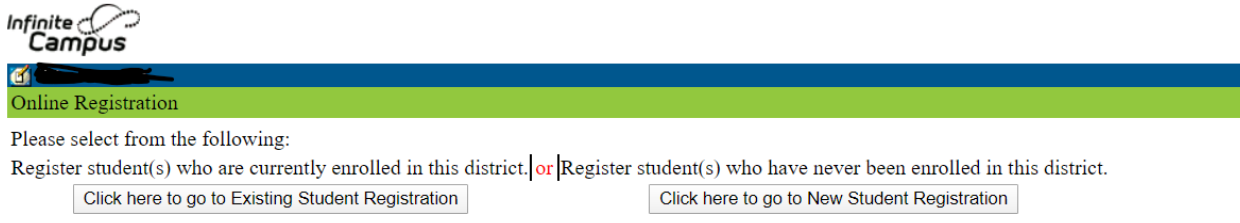


8. Then look for Online Registration

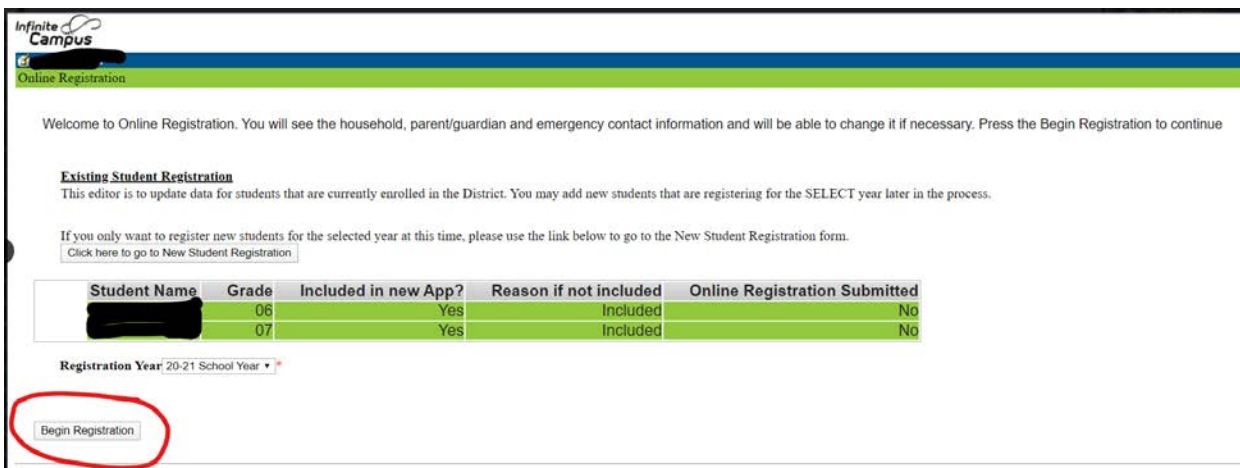


9. Click that

10. Then pick Click here to go to existing student registration to update your student that is already enrolled in HC schools



11. This will take you to your student(s) Click Begin Registration



12. This screen will pop up



Welcome [redacted] Please type in your first and last name in the box below.

By typing your name into the box below you attest that you are the person authenticated into this application or an authorized user of this account, and the data you are entering/verifying is accurate and true to the best of your knowledge.

Please sign on the line below.

Clear

Submit

13. Type your name in the box and then sign on the line using your mouse

14. Click Submit

15. This will take you to your registration



Application Number [redacted]

* Indicates a required field



▼ Primary Phone

Primary Phone [redacted]

Next ▶

▶ Home Address

▶ Mailing Address

Save/Continue

16. Just follow the process from here by clicking next if the information is correct or update the information then click Next.

17. It will not let you continue until you have completed the process. At the end click Submit

18. Once Submitted a staff member at the board of education will look over your application and click to approve it, or put it on hold depending on if it is missing something.

19. You will receive an email stating when it is Approved.