

## Frequently Asked Questions about NEISD online registration

### When do I use the NEISD online registration system?

The NEISD online registration system was developed for parents to expedite their student's registration process. Parents of students that are new to the North East School district are encouraged to use the online system. If your student is currently enrolled and attending a NEISD school you do not need to use the online registration system. If you have been enrolled in NEISD in the past and are returning to our district, you can use the online registration system to update your information.

### How does NEISD online registration work?

Parents will need to create a unique username and password. After you sign into NEISD online system, you can complete and print the forms necessary to register your student.

### How do I create a parent username and password?

Parents will need to visit <https://portal.neisd.net/SchoolRegistration> to create your user name and password. Click on the [parent registration](#) link and complete the entire form. When selecting a unique username and password you should use the following rules:

Rule 1 – Password Length: Use passwords that are at least 6 characters in length.

Rule 2 – Password Complexity: Should contain at least one character from each of the following group. At least 4 characters in your passwords should be each one of the following.

- Lower case alphabets
- Upper case alphabets
- Numbers
- Special Characters

Remember to create a hint question and complete your email address. This will be necessary to contact you should you forget your user name or password. To begin the student registration process, click on the [Register and sign in now](#) link. You are now ready to register a new student.

### What happens after I complete the online parent registration process?

You will be registered for the NEISD Parent Portal. After your students are enrolled in the District you will be able to use your username and password to access your parent portal account. The NEISD Parent Portal gives you access to your student's attendance, grades, and cafeteria balance.

### How do I sign in?

After you have created your username and password click on the [sign in](#) link.

### How do I register a student?

Complete the My Students page and click on [Register New Student](#) to begin the registration process.

### How do I edit an existing registration?

You can edit your student's registration information by clicking on the [edit](#) link next to your student's name.

### Is the information I enter about my student on the online registration site secure?

Yes. All student information is confidential and is stored on secure servers which are monitored by Security Metrics Inc.

### How long does it take to complete the online registration process?

It takes approximately 10-15 minutes to complete all the forms. You can however at any time save and complete the forms at a later date by clicking on the [Save and complete later](#) link at the bottom of each screen.

### After I fill out the online registration forms what do I do?

Print the Student Registration Confirmation form. If you wish to print all Registration forms select the [print forms](#) link. The registration forms will be generated in a printer friendly PDF format that can be viewed using Adobe Acrobat and can then be printed on your home printer.

### After I print the form what do I do next?

Bring the form and the documentation required for registration to your students campus to complete the registration process.. Visit the [documentation required for registration](#) (link) for more info.

### Can I still register my student online if I do not have a printer?

Yes. Upon your arrival at your student's campus, you will have to wait for the forms to be printed by a staff registration member which will require additional time during the registration process.

**What if I need help using the NEISD online registration process?**

Just call (210) 356-HELP (4357)

**Hours:**

Mondays thru Fridays: 7 a.m. to 5:30 p.m.

Saturdays and Sundays: Closed