

Online Registration User Guide

1. Open a web browser: Chrome, Firefox, Microsoft Edge, etc.
 - i. The browser selected should be up-to-date with the latest version.
 - ii. The pop-ups from <http://www.winonaschools.org/> should be allowed with the web browser before beginning registration.
2. Go to <https://www.winonaschools.org/enroll>

NEW FAMILIES

1. Click on the **Enrollment for New Families** option
 - a. Click **ENROLL A NEW FAMILY**
 - b. Click **Start New Registration**
 - c. Click **Next**
 - d. Click **23-24 School Year** or **24-25 School Year**
 - e. Click **Next**
 - i. Enter information accordingly.
 - ii. Throughout the registration process, any field with a red asterisk is required.
 - iii. To move through the screens, click **Next** and/or **Save/Continue**.
 - iv. If a person's name is highlighted in yellow, a required field is missing.
 1. Click on the line(s) that is highlighted in yellow to complete the required field(s).
 - v. To complete the registration, click on the **Submit** button.

EXISTING FAMILIES

1. Click on the **Enrollment/Student Update for Existing Families** option.
 - a. Click on **Update**
 - i. Click on **Campus Parent**
*If you do not have a Parent Portal account set up, email portal.help@winona.k12.mn.us
 - ii. Enter your **Parent Username** and **Password**
*If you have any issues with logging in, email portal.help@winona.k12.mn.us
 - iii. Click on the word **More** (left side of the screen)
 1. For the **23-24** year, click **2023 2024 Annual Stu Info Update**
 2. For the **24-25** year, click **2024 2025 Annual Stu Info Update**
 3. Enter information accordingly.
 4. Throughout the registration process, any field with a red asterisk is required.
 5. To move through the screens, click **Next** and/or **Save/Continue**.
 6. If a person's name is highlighted in yellow, a required field is missing.
 - a. Click on the line(s) that is highlighted in yellow to complete the required field(s).
 7. To complete the registration, click on the **Submit** button.

Registration assistance:

507-494-0870

portal.help@winona.k12.mn.us