

# FINALFORMS™

## PARENT REGISTRATION



Parent

→ LOGIN

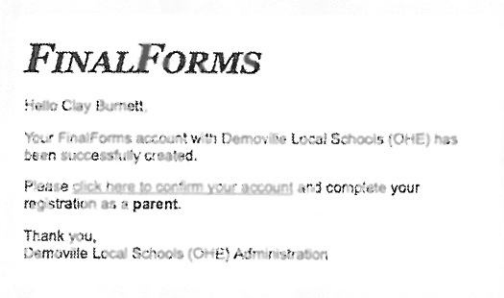
• NEW ACCOUNT

→ STUDENT LOGIN

### HOW DO I SIGN UP?

1. Go to: <https://swl-oh.finalforms.com>
2. Click **NEW ACCOUNT** under the Parent Icon
3. Type your **NAME**, **DATE OF BIRTH** and **EMAIL**, then click **REGISTER**

4. Check your Email for a FinalForms Email, and click **CONFIRM YOUR ACCOUNT** in the email text.



*NOTE: You will receive an email within 2 minutes stating you to confirm and complete your registration. If you do not receive an email, check your folder. If you still do not see the FinalForms email, please email [support@finalforms.com](mailto:support@finalforms.com)*

5. Type your password and click **CONFIRM ACCOUNT**

You're almost done registering as a Parent

SET THE PASSWORD YOU WOULD LIKE TO USE TO SECURELY ACCESS YOUR ACCOUNT

New Password:

.....

Confirm Password:

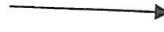
Confirm Account

Add Another Parent? or Skip this

Grant access to an additional parent account (perhaps for spouse), allowing them to manage your students.

If this individual already has an account, use their email address and will be automatically linked when you click submit.

6. You will be asked if you want to grant another Parent/Guardian access to your registered students. Either click **SKIP THIS STEP** or type the NAME, DATE OF BIRTH and EMAIL, then click **ADD PARENT ACCOUNT**.



7. Your account(s) will be created, you can then click **REGISTER STUDENT** for your first child.

# FINAL FORMS™

## REGISTERING A STUDENT

### WHAT INFO WILL I NEED?

- Basic Medical History & Health Information Number
- Doctor & Dentist Contact Information
- Insurance Company & Policy
- Hospital Preference
- *Email Address for BOTH you and your student (if required by your district)*

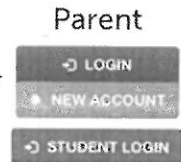


### HOW DO I REGISTER MY FIRST STUDENT?

**\*\*\*IMPORTANT\*\*\*** If you have followed the steps on the previous page, you may Jump to Step 3.

1. Go to <https://swl-oh.finalforms.com>

2. Click **LOGIN** under the Parent Icon



3. Click **REGISTER STUDENT**



4. Complete the form including the Student's Legal Name, **EMAIL ADDRESS**, Date of Birth, Gender, Graduation Year, Home Address and any other information required by your School District, then click **CREATE STUDENT**

*NOTE: A student email address may or may not be required depending on your school district preferences. If so, the email address provided may be used to send reminders to your student.*

5. *If your student plans to participate in a sport, activity, or club* please click the checkbox for each. Click **UPDATE** after making your selection.

*NOTE: A selection can be changed any time until the registration deadline.*

#### Form Signatures

Parent Signature:

Your signature **MUST** match your name: Clayton Burnett

Student Signature:

Submit Form

Skip this form


6. Complete each form and sign your full name (e.g. "John Smith") into the Parent Signature field at the bottom of the page. After signing, click **SUBMIT FORM** and move on to the next form.

7. When all forms are complete, you will see a "Forms Finished" message. **Forms finished!**

8. **\*\*\*IMPORTANT\*\*\*** *If required, an email will automatically be sent to the email address that you provided for your student prompting him/her to sign Student forms requiring his/her signature.*

9. Click MY STUDENTS if you are done, or REGISTER ANOTHER STUDENT if you need to add another.

10. At any point in the future, you may login at any time and click the  **Update Forms** button to update information.