Registration Instructions for Parents of a RETURNING/CURRENT/FORMER student

If you already have a parent Aspire login, go directly to section 2 "To Register Your Student".

1. If you **do not** have a parent Aspire login yet, create one first:

    1. Go to the Aspire home page at https://sisweb.murrayschools.org/Login
    2. Click on "Contacts with Web Access may Request a Username"
    3. Enter your student's ID number (= lunch number) and birth date

    4. Click "Lookup Student"
    5. On the next screen "Please Select Yourself", you should see your name. If not, it means you do not have Aspire web access yet. Please contact the school office if this is the case.
       NOTE: *Only parents/guardians with parental rights to their student's info will be granted access*.
    6. Make note of your Username and Password. Use it to register your student(s) next.
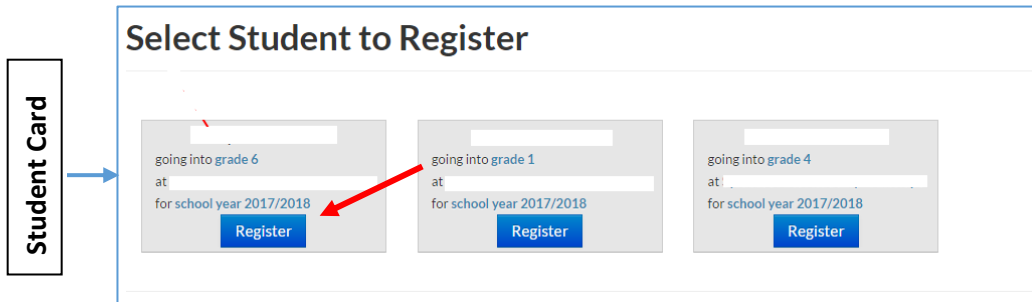
2. TO REGISTER YOUR STUDENT:

If your student has not been enrolled in this school district within the past year, you must first contact the school office before registering your student. *Your student's previous student account must be reactivated in the Aspire system first before you can register him/her online.*

- Go to https://sisweb.murrayschools.org/Login and click on "**Register Student for Enrollment**" first.

- Under "Current Student Registration", click "Login and Register Student".

This will take you back to the Aspire log-in screen, where you will now log in with your Aspire Username and Password.

Do NOT select the "Register New Student" option if this student has previously been enrolled in any school in this school district, even if just for a short time.

- Select your student and click the "Register" button

NOTE: *If the school does not have a registration window open, or your child has not been enrolled in this School District within the past year, you will not see "Register" on the Student Card or "Register Student for Grade" on the Student Lens.***

- Next click on **"#1 – Enrollment Information"**
- On the next screen, "Register Student", all of the student's information previously entered in Aspire is shown. Please check the info carefully and make any corrections or add information, if applicable, by clicking on the pencil icon.
- Continue to follow the instructions until registration has been completed.

IMPORTANT: Click the "Return to Aspire" button when ALL sections have been marked "COMPLETE". If any section is marked "INCOMPLETE", the registration is not finished and will not appear in Aspire as having been done.

You will be taken back to the screen to start the registration process for your next student, if applicable.