Dear Latchkey Parents,

We are slowly rolling out our new online system where you are able to update information, see account balances, print receipts and tax statements. As this is a new system, we have chosen your building as one of our first to complete the process. We will be using this system for re-enrollment for the following school year and will have further instructions this winter.
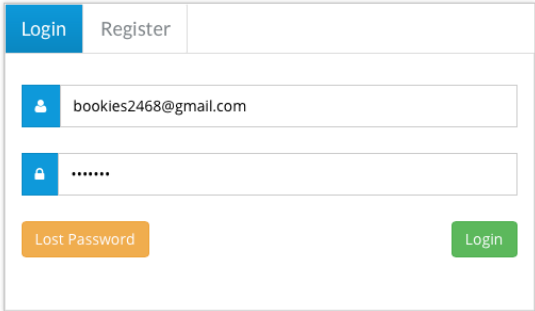
Please contact us with any feedback or concerns you may have (614.793.0871).
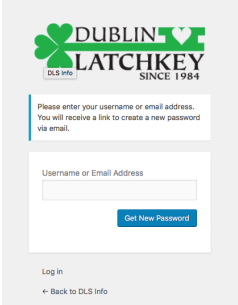
Instructions

If you are currently enrolled in our programs, you already have an account but will need to reset the password for your use. There are 3 sections to this form (A, B and C), you only need to complete "A" for the time being. You are welcome to complete all of the missing info in preparation for next year's registration.

A. Accessing Your Account

1. Go to dlsinfo.org
2. Click on the yellow button "Lost Password"

3. Enter your email address and click blue button "Get New Password"

4. A link will be sent to your email account to proceed. If your email does not work, try another email (work or personal) or try your spouses. If you have the correct email address but you don't get an email, try your spam/junk folder. Also, please note some businesses have strong filters for security reasons, you may want to try it at home. At present, the new password will be generated by the computer (a very complicated one), you can delete it and put your own before you proceed to your account.

B. Navigating Around the Parent Portal

The first page is the main dashboard page.

1. Send a Message: The blue button "send a message" will send a text to the school phone for absences or any communication.

2. Current Balance: In this section you will find your family's ledger and current account balance. You may also print your tax or monthly receipts for flex spending accounts.

3. Parents & Authorized Contacts: This section is for adding or deleting demographics for parents, emergency contacts, and authorized pick ups.

4. Children: Add or delete children enrolled in your family. You can have students enrolled in both elementary and middle school under the same account.

5. Registration Requirements: Each year we will need new electronic signatures. When registration rolls around, the sections under this header will have a red "incomplete" next to them.

C. Completing New or Missing Information For Your Profile

You do not need to complete any information at this point, however, when registration begins, you will need to update and sign the various electronic forms.

Starting at the "Dashboard" page. No matter where you are in the system, you can hit the green home button and it will take you back to this page.

Step 1

Step 2

Steps 3,4,5

Please follow the steps listed in the upper left corner of the page to complete registration.

Step I: Add contacts, other parents, people who might pick up your children.

Step 2: This step has many areas to it as you are entering your children's information, maintaining who is on your contact list you are allowing to pick up, who is their guardian/parents, their enrollment school/schedule.

> S**tep 2.2**
> Complete all of the red "incomplete" by selecting the green "Add" button or the blue "Info" next the incomplete section. Please know we have a computer glitch in the "Medical Information" section in that it ALWAYS say "incomplete." If you have filled out the medical portion already, please disregard.

Click to enter your information or your signatures.

Step 3-5: To get back to the dashboard, click the green home button. Once back to the dashboard, complete the red "incomplete" sections in the lower right hand section by hitting the blue "Edit" button.

If you run into any issues, please contact our office to assist you through the process (614-793-0871).