

# MANHATTAN SCHOOL DISTRICT ON-LINE REGISTRATION INSTRUCTIONS

## For New Families to Manhattan 114

The Manhattan School District is using SchoolLogic/HomeLogic to allow parents/guardians to register their students online. If you do not have a home computer, a computer is available at the Manhattan Public Library or at:

Wilson Creek Elementary School  
25440 S. Gougar Road, Manhattan, IL 60442, 815-478-4527  
Please call for an appointment and ask for Michele Zmigrodski

Log on to our website at **www.manhattan114.org**  
Click on the NEW FAMILY REGISTRATION button on the right side of the page

**For New Family Registration, Click**



Sign in using your e-mail address and a password of your choice  
Click on CREATE NEW ACCOUNT  
Fill in Parent/Guardian Information  
Click CREATE ACCOUNT

You will receive the following message,

*Thank you for creating an account. An email will be sent to you shortly. Please click on the provided link to verify your email address*

SIGN IN

Go to your e-mail account, and you will see an e-mail from [admin@schoollogic.com](mailto:admin@schoollogic.com) Subject: Click here to authenticate your SchoolLogic account  
Click on the link within the e-mail  
You will be thanked for verifying your e-mail address  
Click Sign In

Enter the e-mail address and password you used to create the account  
*(This information is now, your HomeLogic log in user name and password)*  
Click Sign In

You will receive the following message,

Greetings!

Online Registration can be used to register the students in your family within our district. Once you have filled out all required forms and submitted them to our district for review, you will receive email updates regarding their status.

Your students:

+ Add New Student

Click Add New Student Button

**Please know that if you do not complete all of the registrations forms in one sitting, all information can be saved by clicking the save button**

Mandatory Forms to fill out are:

Student Registration	Special Services
Race Ethnicity	Home Language

Follow all prompts

Most fields are mandatory, please fill out all information

Add your student's name

Click Save

It will take you back to the Greetings page

Click on the student you are registering

You will see a list of all required forms

Start by filling out the Student Registration form

After filling in all information for your new student

Click Save, then Click Submit

You will be taken back to the list of required forms

Select and complete the next form

Continue this process until all forms have been completed

### **ALWAYS CLICK SAVE BEFORE SUBMITTING YOUR FORMS**

After all forms have been completed and you have clicked Save and Submit,  
Click

Submit Registration

Your application will be reviewed. If any fields have not been completed, you will receive an e-mail that your application has been rejected. Log back in to your account, click on each form that is marked rejected and correct all missing information. Submit those forms again.

**FEES:** After you have completed your online registration and it has been approved, fees will be added to your student's HomeLogic account. You may pay online through your HomeLogic account or mail/drop off your check to: Manhattan School District  
25440 S. Gougar Rd.  
Manhattan, IL 60442

Checks should be made payable to Manhattan School District 114. Please note your student's name on your check.