

IPSF ONLINE ENROLLMENT QUICK START GUIDE

STEP 1: Create a Parent Account

- Click on "[New Account](#)" tab
- Fill in Personal Information fields and click on the orange "Create Account" button
- You will receive an email to verify your email address
- Once you have verified your email address, sign into your account to create a profile for your student(s)

****Please note: You must create a student profile to add classes to your cart**

CREATE ACCOUNT/SIGN IN

STEP 2: Create Student Profile

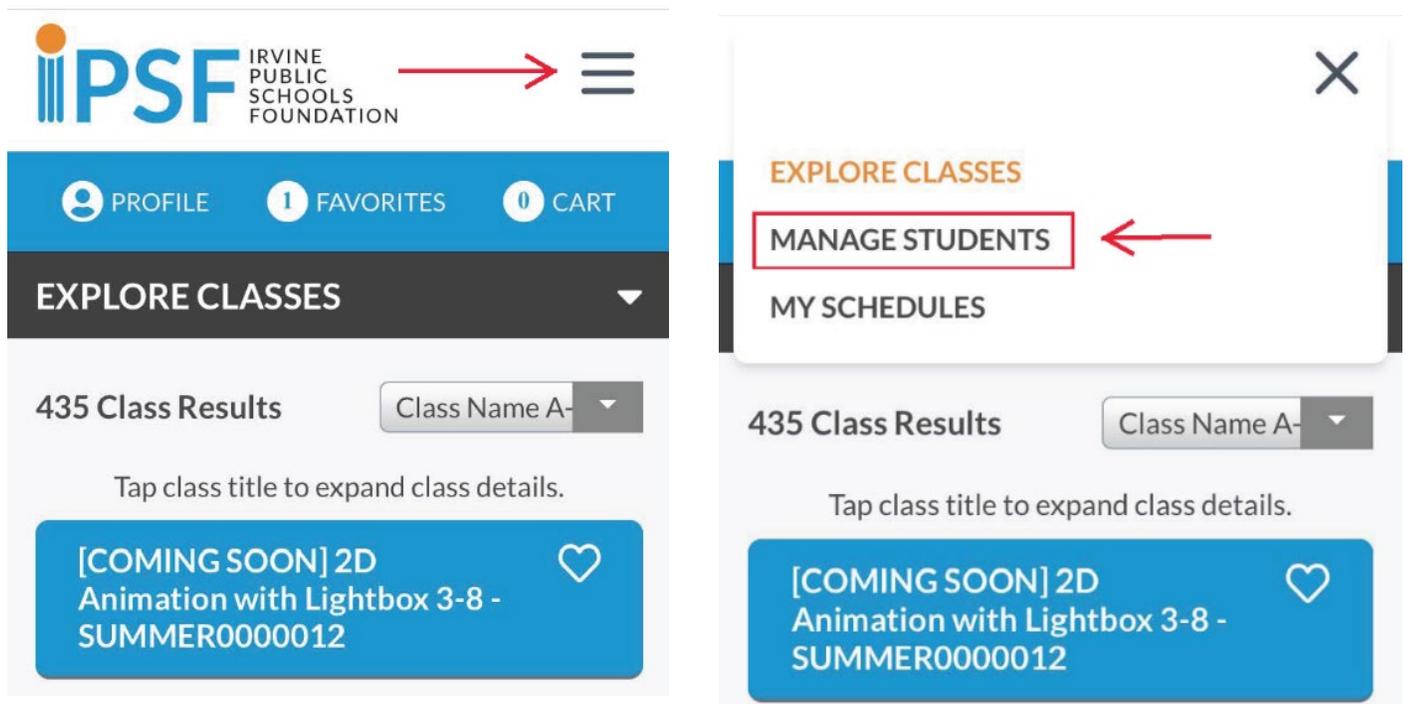
- Click on "[Manage Students](#)" at the top of the page
- Click "Add Student" button
- Complete all student information for current school year
- Click the Save button

****Please note: You must create a student profile to add classes to your cart**

Desktop View:



Mobile View:



STEP 3: Filter, Explore & Enroll in Classes

The screenshot displays the PSF website interface for exploring classes. The top navigation bar includes 'EXPLORE CLASSES', 'MANAGE STUDENTS', and 'MY SCHEDULES'. A user profile dropdown shows 'PROFILE', 'FAVORITES', and 'CART'. The main content area shows '44 Class Results' with a search bar and a list of classes. Two classes are highlighted:

- ACME Inventors - ACE0000191**: Grades 1-3. Description: 'An Exploration of Simple Machines and Kinetic Art Form. Creativity is our best tool for problem solving. Students are introduced to the simple machines through a series of fun constructive projects that include chain reaction, Kinetic art forms, sculpture and mobiles.' Details: ACE Afterschool Classroom Enrichment, Start: 04/12/2022, End: 05/17/2022, T, 2:25 PM - 3:25 PM, Cypress Village Elementary, \$ 143.00.
- [FULL] After School Hoops - ACE0000059**: Grades 4-6. Description: 'Join us as we teach your child basketball in a fun, exciting environment. Our coaches will not only teach your child important fundamentals through progressive drills, fun competitions, and competitive'. Details: ACE Afterschool Classroom Enrichment, Start: 02/24/2022, End: 03/31/2022, TH, 2:50 PM - 3:49 PM, Bonita Canyon Elementary, \$ 132.00.

Annotations on the screenshot include:

- 'Filter by grade, location, and subject' pointing to the filter sidebar.
- 'Add and update student profile' pointing to the 'MANAGE STUDENTS' link.
- 'View and manage student schedule' pointing to the 'MY SCHEDULES' link.
- 'Favorite a class' pointing to the heart icon on the first class listing.
- 'General class details' pointing to the class description and details box.
- 'Class code' pointing to the class code 'ACE0000191'.
- 'Additional information and add class' pointing to the 'MORE DETAILS' button.
- 'Search by class name, keyword, or class code' pointing to the search bar.
- 'Filter by status, class format, and more' pointing to the 'MORE FILTERS' dropdown.

NEW FEATURES

- Explore classes with filters such as class subject, location, day of the week, and more
- Select student name in filters menu to automatically filter for eligible classes
- For Summer Classes and Camps, select student grade level in fall
- Click heart icon as you browse to favorite classes and easily refer back when you are ready to register
- Select a class and click "More Details" for additional info and to add class
- View the number of seats available
- Add Class Button will appear gray or orange
 - o **Orange:** Click to add class and follow instructions to check out
 - o **Gray:** Indicates you do not have a student eligible for the class. This may be because you do not have any students in your profile (go to Manage Students to add) or your student does not meet class prerequisites (grade level, location, etc.)
- Grant access to another parent or guardian
- After registration is complete, select "My Schedules" to view confirmed schedule.