



# Lansingburgh Central School District

District Office

55 New Turnpike Rd • Troy, NY 12182

## REGISTRATION PROCESS:

Need online registration help? Email [tfruscio@lansingburgh.org](mailto:tfruscio@lansingburgh.org) to set-up an appointment.

A parent/guardian should register by clicking on this link: [Lansingburgh Family ID Registration Page](#)

Follow these steps:

1. To find your program, click on the link above and select the [EPK3 and UPK4 Registration 2021-2022](#)
2. **registration form** under the word **Programs**.
3. Next, click on the **blue Register Now** button and scroll, if necessary, to the **Create Account/Log In** blue buttons.
  - a. If this is your first time using FamilyID, click **Create Account**. If you already have a FamilyID account, **Click Log In**.
4. Create your secure FamilyID account by entering the account owner information:
  - a. First and Last names (parent/guardian), E-mail address, and password. Select "I Agree" to the FamilyID Terms of Service. Click Create Account.
5. You will receive an email with a link to activate your new account. (If you don't see the email, check your E-mail filters (spam, junk, etc.).)
6. **Click on the link** in your activation E-mail, which will log you into FamilyID.com
7. Complete the registration form and complete the information requested. All fields with a red\* are required to have an answer, including uploading the required documents. \*Please note "Participant Name" is the student's name

## HOW TO UPLOAD A DOCUMENT

<u>On your computer</u>	<u>On your phone</u>
Click "Choose File" Find the document in your computer Click "Open"	Take a picture of the document on your phone While in Family ID, click "Choose File" Select "Photo Library" Select picture Select "Done" (on iPhone)

8. **Click the Continue button** when your form is complete.
9. Review your registration summary.
10. Locate the **blue Submit button**. After selecting Submit, the registration will be complete. You will receive a completion email from FamilyID confirming your registration

At any time, you may log in at [www.familyid.com](http://www.familyid.com) to update your information and to check your registration(s).

To view a completed registration, select the Registrations tab in the blue menu bar at the top of your screen.

## SUPPORT:

- If you need assistance with registration, contact FamilyID at: [support@familyid.com](mailto:support@familyid.com) or 781-205-2800 x1.
- Support is available 7 days per week and messages will be returned promptly.