

Waunakee Summer School Registration – New Account Setup

**** Everyone will need to setup a new account for Summer School 2023 ****

Information on Waunakee Community School District (WCSD) students who will be active in 2023-2024 has been uploaded into the registration program.

1. On the login page, click on “Create Account.”

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2. Enter parent information. Click “Save. If you would like to view the registration program in Spanish, select the Spanish button in the upper right corner of the screen. Every time you log in, the screen will be displayed in the language you selected. If you want to change the language, you may. You will need to log out and then log back in again in order for the system to update and make the change.

Register Parent

Back Spanish

Parent Information

First Name* Test

Last Name* Account

Email (Username)* test_account@waunakee k

Phone* 608-849-2063 (XXX-XXX-XXXX)

New Password* Password must be between 8 and 20 chars and must contain at least one letter and one number.

Confirm Password* Password must be between 8 and 20 chars and must contain at least one letter and one number.

Address 1350 Arboretum Drive

City Waunakee


State WI

Zip 53597

CAPTCHA M8DEH8

Save Cancel

3. Check your email and click on the link to activate your account. If you do not receive an email, check your spam/junk folder.

 Waunakee Community School District

Waunakee Summer School

Successfully saved account. Please check your email to activate your account.

Login

Username

Password

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Login

Forgot Password

Create Account

SignUpHelper Activation Inbox x



accounts@signuphelper.com

to me ▼


Dear Test,

[Please click on this link to active your account.](#)

Thank you

Note: The link is only active for 30 minutes. If you do not access it during that window of time, you will need to have the system resend you a new link.

- Once your account is activated, login to your account. Your username is your email address.

 Waunakee Community School District

Waunakee Summer School

Successfully activated user. You can now login.

Login

Username

test_family@waunakee.k12.

Password

•••••


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Login

Forgot Password

Create Account

- Accept End User License Agreement.

 Waunakee Community School District

Waunakee Summer School

Test Family | Log Out

Dashboard

Courses

Settings

Eula

You must agree to the EULA before continuing.

SOFTWARE LICENSE AGREEMENT

IMPORTANT - PLEASE READ CAREFULLY BEFORE DOWNLOADING, INSTALLING OR USING ANY PART OF THE SOFTWARE. THIS IS A LEGAL DOCUMENT THAT STATES THE TERMS AND CONDITIONS THAT GOVERN A LICENSEE'S USE OF THE SOFTWARE. BY DOWNLOADING, INSTALLING OR USING THE SOFTWARE, THE LICENSEE ACKNOWLEDGES THAT THE LICENSEE HAS READ THIS AGREEMENT, UNDERSTANDS IT AND AGREES TO BE LEGALLY BOUND BY ITS TERMS. PLEASE READ THE TERMS CAREFULLY BEFORE PRESSING THE "AGREE" BUTTON OR USING THE PROGRAM, BECAUSE PRESSING THE "AGREE" BUTTON OR USE WILL INDICATE YOUR AGREEMENT TO SUCH TERMS. IF YOU DO NOT AGREE, DO NOT USE THE SOFTWARE.

This END USER LICENSE Agreement ("Agreement") is a legal agreement by and between you, or, if you represent a legal entity, that legal entity (hereinafter "Licensee") and PF Data, LLC, a Wisconsin Limited Liability Company ("PF Data") and is applicable to the Software that is accompanied by this Agreement.

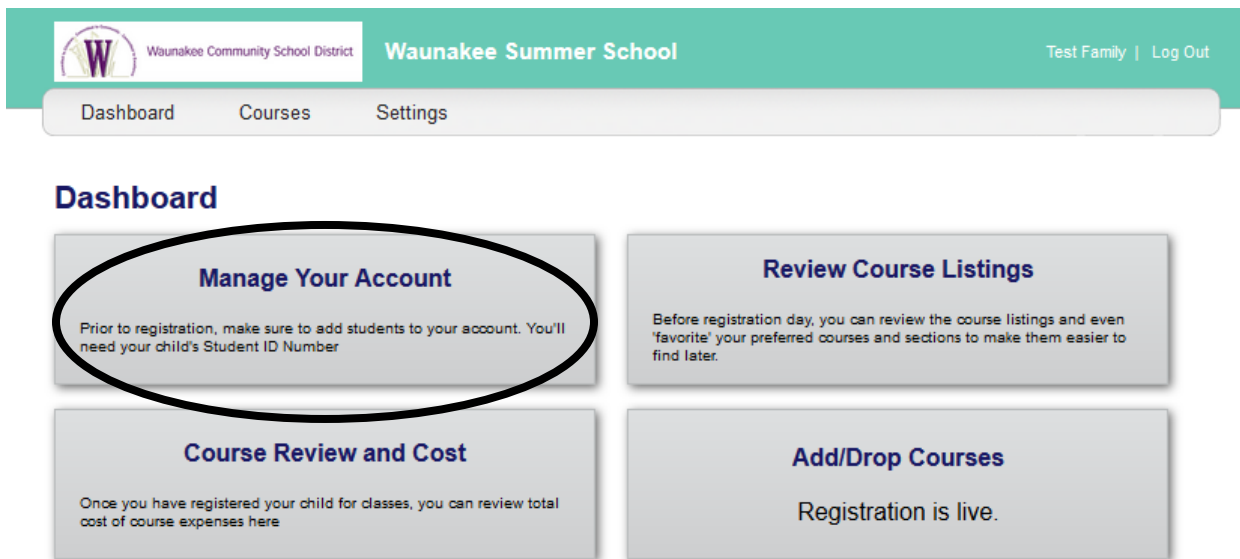
WHEREAS, the Licensee desires to contract with PF Data to obtain a license to use SignupHelper, a web-based registration software tool; and

WHEREAS, PF Data is ready, willing and able to provide a license for the web-based software pursuant to the terms of this Agreement.

Accept

Cancel

6. Click “Manage Your Account” on the dashboard to add your student(s) to your account.



The screenshot shows the Waunakee Summer School dashboard. At the top, there is a header with the Waunakee Community School District logo, the text "Waunakee Summer School", and links for "Test Family" and "Log Out". Below the header is a navigation bar with "Dashboard", "Courses", and "Settings". The main content area is titled "Dashboard" and contains four cards: "Manage Your Account" (circled in black), "Review Course Listings", "Course Review and Cost", and "Add/Drop Courses".

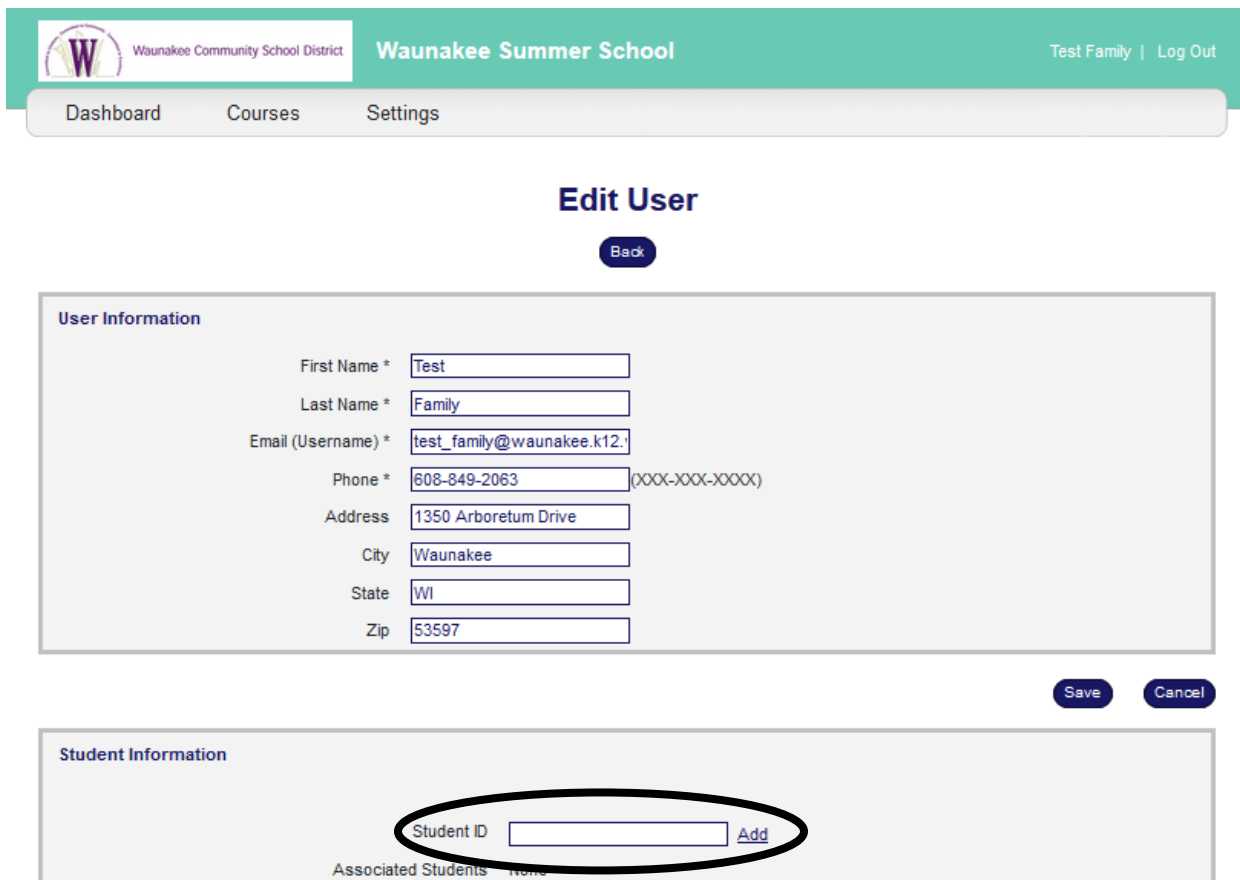
Manage Your Account
Prior to registration, make sure to add students to your account. You'll need your child's Student ID Number

Review Course Listings
Before registration day, you can review the course listings and even 'favorite' your preferred courses and sections to make them easier to find later.

Course Review and Cost
Once you have registered your child for classes, you can review total cost of course expenses here

Add/Drop Courses
Registration is live.

7. Enter your student's Student ID. You can find this information by logging into Infinite Campus, selecting your student from the dropdown menu, and the ID number for that student will be listed next to the picture. Each student can only be added to one parent account. The student can only be registered using the account they were added.



The screenshot shows the "Edit User" page. At the top, there is a header with the Waunakee Community School District logo, the text "Waunakee Summer School", and links for "Test Family" and "Log Out". Below the header is a navigation bar with "Dashboard", "Courses", and "Settings". The main content area is titled "Edit User" and contains a "Back" button. Below the button is a form with two sections: "User Information" and "Student Information".

Edit User
Back

User Information

First Name *
Last Name *
Email (Username) *
Phone * (XXX-XXX-XXXX)
Address
City
State
Zip

Save Cancel

Student Information

Student ID Add
Associated Students None

8. On the “Manage Your Account” screen, students are listed at the bottom. Continue to add students until all of your children are listed on your account.

Student Information

Student ID	<input type="text"/>	Add
Associated Students	Family, Test Jr	Remove

If you have multiple students in your family, you can either create a separate adult login for each child or you can link all children to the same account. If you link all children to the same account, it is possible to login to that account on multiple devices at the same time (for example one parent on one computer for Child A and one parent on a different computer for Child B).