

Charleston County School District
Online Student Information Update Instructions
May 2017

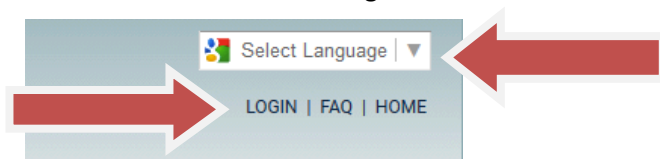
A. How to create an account in the Online Application and Registration System

1. On the Charleston County School District Home website (<http://www.ccsdschools.com>) :

Click on Families>Students>Registration>Online Registration System on the home page.



2. [Click here to start the Student Information Update Process.](#)
3. The form is in English. If you need a language other than English click on Select Language in the top right corner. If your language isn't present in the drop down, please email PS_Help@charleston.k12.sc.us for assistance. Then click on Login.



4. On the right side, create an account, using an existing email account. If you do not have an email account, you can go to a website, such as Hotmail.com or Google.com and create one.

Login

If you have already created an account please login to your account to continue:

Email:

Password:

[Forgot your password?](#)

If you do NOT have an account please create an account using the form below:

Guardian First Name:

Guardian Last Name:

Guardian Email:

Confirm Email:

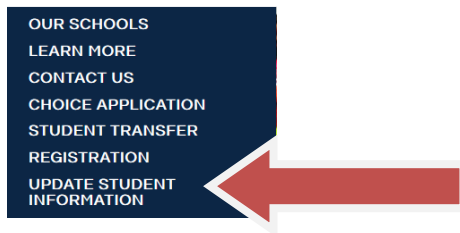
Password:

Confirm Password:

5. Once you've created an account, Log in.

B. How to update information for students that have previously attended a school in Charleston County School District

1. Once you've logged in, click on Update Student Information in the top left navigation menu.



2. Enter the onscreen info in the appropriate fields including the Student ID. If you don't remember the Student ID number, contact your child's school, find this information on your child's report cards, or log in to Parent Portal.

Student Lookup: If you have a student already attending a CCSD school, enter the information below to start with the student's information update.

If you don't know your student's ID number, look at a report card, contact the school, or login to your parent portal

i. *Student ID:

i.1 *First Name:

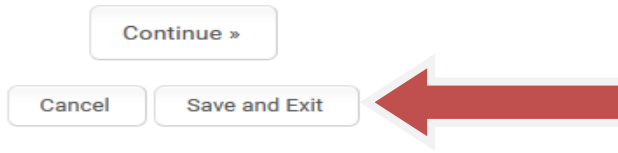
i.2 *Last Name:

i.3 *Birthdate:

Is this student updating information for the school they are currently attending?

Yes
 No

3. If you want to stop during the process and return later, just click the Save and Exit button at the bottom of the page you are on.

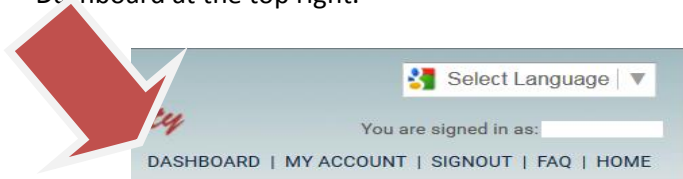


4. Each page must be complete before proceeding to the next page. If you left something blank, you will get an error message that will show you what still needs to be completed and then those questions will be in red.
5. When you complete the online information update process, **you must still take the appropriate documentation to your student’s school IF there were significant changes, like a change of residence, etc.**

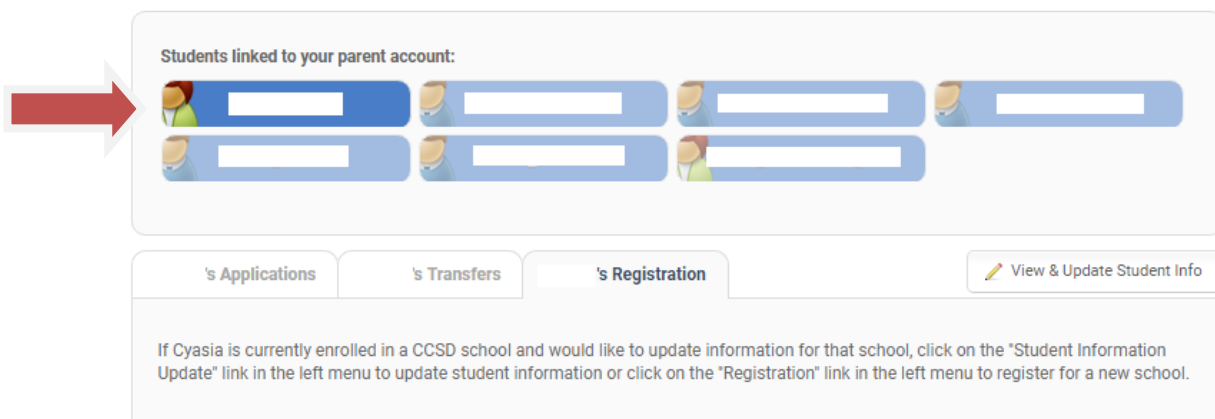
6. When finished, click sign out.



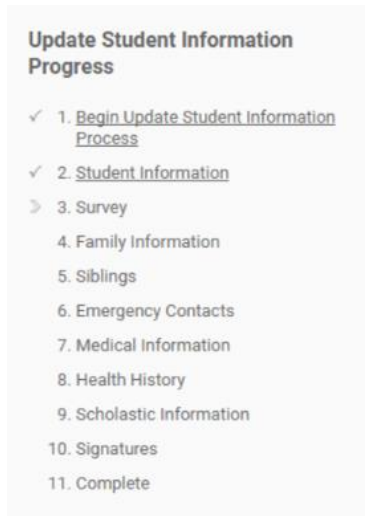
7. If you want to return to this student’s registration information at some future time, after you log in, click on Dashboard at the top right.



8. Click on your student’s name, then click on “View & Update Student Info” button.



9. To edit the information update form, click on the step needed on the left side



10. When finished, click sign out.

