

**Online Application & Registration System
Parent/Guardian Registration Process FAQ
July 25, 2016**

1. What if I don't have an email address to create a login?

You can go to a site like outlook.com or gmail.com to setup an email account that you can then use to create an account in the Online Application & Registration system.

You can go to the following link to setup a Gmail account: [set up Gmail account](#)

2. How do I change my password for my Online Application & Registration account?

Click on My Account in the top right hand corner of the Online Application & Registration system. Type your new password in BOTH fields, making sure to meet the requirements listed.

3. What should I do if I forget my password for my Online Application & Registration account?

Click on Forgot your password under the login fields and follow the instructions.

4. If my student was previously in Charleston County School District, but just not last year, should I register as a new student?

Yes. You will need the Student ID assigned to the student while enrolled in CCSD to complete the process. If you do not have it, contact the school you are trying to register with and have them give you the existing Student ID. When you see this question: *Is this student currently registered in Charleston County School District? Answer yes and then enter the Student ID.

5. Where can I go to see the application for Student Transfer or Choice?

Click on Dashboard in the top right hand corner of the screen after you have logged in. You should now see your student's information. Click on your student name to see the student's applications.

6. If my student has an approved Student Transfer or has accepted a Choice seat, do I still need to fill out the online registration form?

Yes. In your dashboard, click on your student name, then click the Registration Tab to register for the approved Transfer or Choice School.

7. If my student has an approved Student Transfer but now I want to register for my neighborhood school instead, what do I need to do?

You will need to withdraw your Student Transfer application through the dashboard in the student's Transfer tab. After that is done, the student can register for the neighborhood school using the Registration link in the system's left navigation menu.

8. If my student has accepted a seat at a Choice school but now I want to register for my neighborhood school instead, what do I need to do?

You will need to withdraw the application for the Choice school from the parent dashboard in the student's Application tab. After that is done, the student can register for the neighborhood school using the Registration link in the system's left navigation menu.