1. For non-school tools users … here is the link for online registration.  
   https://schooltool9.neric.org/SchoolTool_QUEST/OnlinePreRegistration/
2. The first page asks for new or returning user … please **always choose “new user”**.
3. The next page asks how many children … please **always choose “1” on the drop down menu**.
4. Note, SchoolTool uses this portal for other registrations also, thus the need to always choose “new user” and “1” even though you will be using it again and you would like to set up more than one student. It is how the system is set up and I can’t change it.
5. Next page … type in student’s name and other required fields. Then click on “contacts”.
6. Next page asks how many contacts you’d like to register today. Please put in all the student’s contacts. Then click on “relationships”.
7. Please choose primary contact and relationship and check the appropriate boxes. Then click on “addresses”. Fill in address information.
8. The next page is “Additional Information Requested”.  

Please click on boxes “Course Selection” and “CTE Registration”. There may be other boxes as options. Please disregard those.
9. Under “Course Selection” – “Select a School Level”

– the drop down will have two choices – please select either REC or CGEC.

**Note** - for New Visions courses please select REC

10. Under “Select a Course”

the drop down will list the programs available please choose the correct course
and click on “add”. Very important!

11. Please then fill out the rest of the requested information. At the bottom is a place to attach IEP or 504 if appropriate. There is also a place to attach a transcript, report card, attendance, student question form, and whatever else you think we need to make an informed decision. When completed click on “contact info”

12. Your password will always be 111111. Then please fill in the contact information so that if we have questions we can follow up.

Once submitted you should receive an email for each student you put in, saying that we received the registration. It will have a session #. You will need that and the password to get back in and make any changes if needed.

If you have any questions or problems, please feel free to give us a call. Jake or Caitlyn – 828-4157, or Lisa at 273-2264