

## Online Enrollment: Enrolling a Returning Student

Once the window has opened, you will be able to enroll your student online from your Infinite Campus portal account.

**STEP 1:** Log into your Infinite Campus Parent Portal account

[https://campus.mtsd.k12.wi.us/campus/portal/mequon\\_thiensville.jsp](https://campus.mtsd.k12.wi.us/campus/portal/mequon_thiensville.jsp)



**STEP 2:** Once you have successfully logged into your portal account, click “Online Enrollment.”

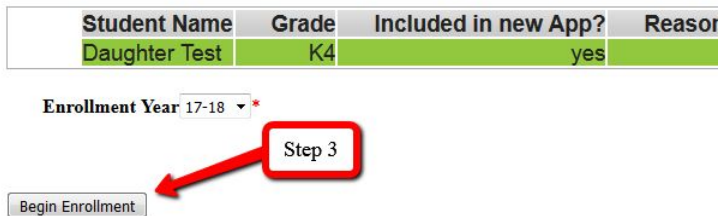


**STEP 3:** Click to “Begin Enrollment”

Student Name	Grade	Included in new App?	Reason
Daughter Test	K4	yes	

Enrollment Year 17-18 \*

Begin Enrollment



**STEP 4:** Verify that you are an authorized user by typing your first and last name. Once verified, click **Submit**.

Welcome Mother Test! Please type in your first and last name in the box below.

By typing your name into the box below you attest that you are the person authenticated into this application or an authorized user of this account, and the data you are entering/verifying is accurate and true to the best of your knowledge.

Mother Test

Submit



**STEP 5:** You will be brought to the Infinite Campus Online Enrollment Welcome screen. Click “Begin Enrollment” to begin the registration process.

Begin Enrollment ← **Step 5**

**STEP 6: Verify and Enter Information.**

- A. Follow the screen prompts for each of the tabs/sections.
- B. Each tab has multiple pages. You can move to the next page by clicking **Next**.
- C. When a page has been completed, click **Save/Continue**. If for some reason you exit the registration process before completion, go back to Step 1. The system will pick up from where you last saved.

NOTES: Yellow Indicates that person is missing required information. Select the highlighted row to continue. A red \* indicates that a field is required.

**STEP 7: Submit and Confirm.** This is the last step in the registration process. You will have the opportunity to print your enrollment and you will also receive a confirmation email.

Thank you for completing Online Enrollment! For a PDF copy of the submitted data, please click the link below.

[Application Summary PDF](#)



