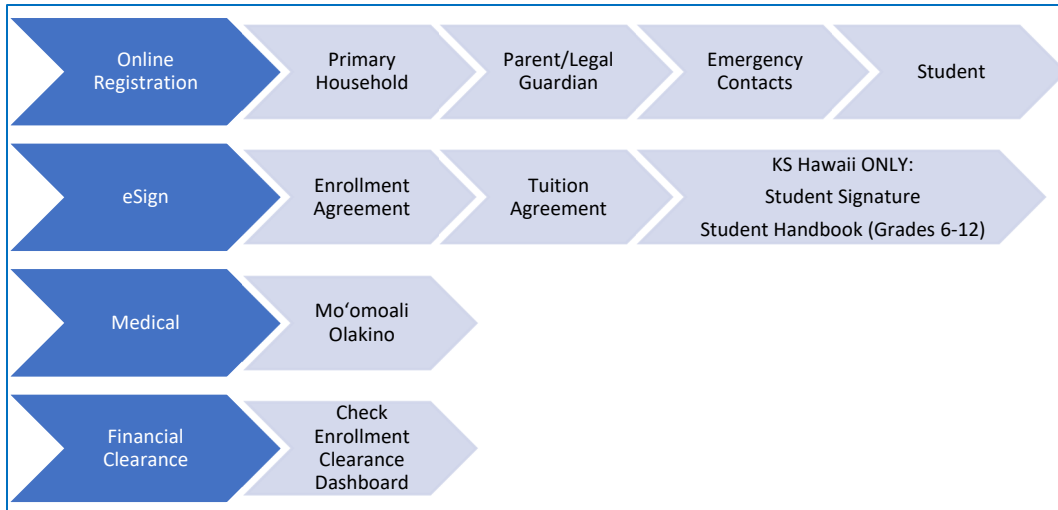


2024-2025 School Year Enrollment Instruction Guide – New Students

Online Registration

The following steps below must be completed in order for your child to be cleared to attend school.



Step 1: Online Registration (First Parent/Legal Guardian only)

- An email will be sent to 1 parent/legal guardian with the subject line “Kamehameha Schools Online Registration (Enrollment)”
- Before you begin, please gather the following:
 - o (3) Emergency Contacts (Names, address and phone numbers for each contact entered)
 - o Student information: Demographic information.
- Please do not use any diacritic marks (‘okina and kahakō)
- Please DO NOT use ALL CAPS (For example, enter Honolulu not HONOLULU)

When you are ready, click on the link in the email to access the Online Registration process.

Type your full name and sign the form using your cursor and click on Submit.

1 Enter Parent/Guardian's Full Name
2 Sign Parent/Guardian's name using cursor.
3 Click on Submit
4 Write down the OLR Registration Number if you need assistance with the OLR.

Click on Begin

There are four sections that you must complete. Continue through each section by clicking Next at the bottom of each page. Click on Save/Continue to proceed to the next section(s).

* Indicates a required field



Please complete the following:

- Primary household: Enter household phone #, physical & mailing address. Be sure to enter in correct fields.
 - Parent/legal guardian: All legal guardians should be listed here.
 - i. Please contact the school directly if the person(s) listed are in error.
 - ii. Please provide any legal documents to the school if there are any custody changes.
 - Emergency Contact and Authorized Pickup: These people will be called in an emergency if a parent/guardian can't be reached and are also the only people that will have authorization to pick up a child.
 - i. Minimum of three; do not include parent/legal guardians here.
 1. Before starting OLR, gather contact information (phone numbers & addresses) for each contact.
 2. Please use legal names for contacts.
 - ii. Parent/Legal Guardians are #1 and #2 in Contact sequence and cannot be changed. The school will always contact - parent/legal guardians first. If none can be reached, the school will use the emergency contacts sequence order.
 - Student: complete all required fields
 - i. **KS MAUI CAMPUS ONLY: Bus Transportation Applications must be made in this section.**
- When all sections are completed, click on Submit. A notification will be sent to the school staff to proceed with the review and approval process of the information provided in the Online Registration.
- It is recommended that you download a copy of the OLR summary for your records using the PDF link.

Infinite Campus Online Registration

Online Enrollment Registration Number :

* Indicates a required field

✓ Student(s) Primary Household ✓ Parent/Legal Guardian ✓ Emergency Contact and Authorized Pickup ✓ Student ▼ Completed

You must submit your Online Enrollment Registration form by clicking the following button.

Submit ← **Click on Submit**

PLEASE NOTE:

Prior to submitting your Online Enrollment Registration form you may verify all of the data you have entered by going back to the area in question or click on the PDF link below. Your information is not submitted until you click the submit button above. You will receive an email notification that you application was received after clicking submit application.

[Back](#)

[Online Enrollment Registration Summary PDF](#)

Once the Online Registration submitted has been approved, two emails will be sent to all parent/legal guardian. The first is notifying you that the Enrollment process is open. The second will be from KS Account Services to create your login to access our school systems.

KS Account Creation

Step 1: Look for your Email invitation in the email account you provided to Kamehameha Schools.

- a. This email is unique to you and cannot be shared.
- b. Check your Spam or Junk Folder if you can't locate it in your Inbox
- c. If you have previously created a KS Account, you will not receive this email.
 - i. Go to Infinite Campus Enrollment Process, page 5 below.
 - ii. To login, go to <https://ohana.ksbe.edu>
- d. Click on Accept Invitation

Kamehameha Schools invited you to access applications within their organization Inbox x

Microsoft Invitations on behalf of Kamehameha Schools <invites@microsoft.com> Mon, Mar 25, 11:14 AM (2 days ago)

Please only act on this email if you trust the organization represented below. In rare cases, individuals may receive fraudulent invitations from bad actors posing as legitimate companies. If you were not expecting this invitation, proceed with caution.

Organization: Kamehameha Schools
Domain: [imua.ksbe.edu](https://ohana.ksbe.edu)

This message was provided by the sender and is not from Microsoft Corporation.

Message from Kamehameha Schools:

Click on the Accept invitation below to create your KS Account - a single login that allows access to various systems associated with Kamehameha Schools such as Infinite Campus & Mo'omō'ali Olakino (Electronic Health Records).

If you accept this invitation, you'll be sent to <http://ohana.ksbe.edu/>.

[Accept invitation](#)

[Block future invitations](#) from this organization.

This invitation email is from Kamehameha Schools ([imua.ksbe.edu](https://ohana.ksbe.edu)) and may include advertising content. [Read Kamehameha Schools's privacy statement](#). Microsoft Corporation facilitated sending this email but did not validate the sender or the message.

Microsoft respects your privacy. To learn more, please read the [Microsoft Privacy Statement](#).
Microsoft Corporation, One Microsoft Way, Redmond, WA 98052

Step 2a: Login with a Gmail email (If you are using a Gmail account, enter your Gmail password to Sign in)

Sign in with Google

Sign in
to continue to microsoftonline.com

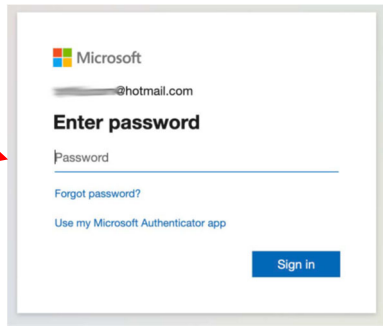
Email or phone
[redacted]@gmail.com

[Forgot email?](#)

To continue, Google will share your name, email address, language preference, and profile picture with microsoftonline.com.

[Create account](#) [Next](#)

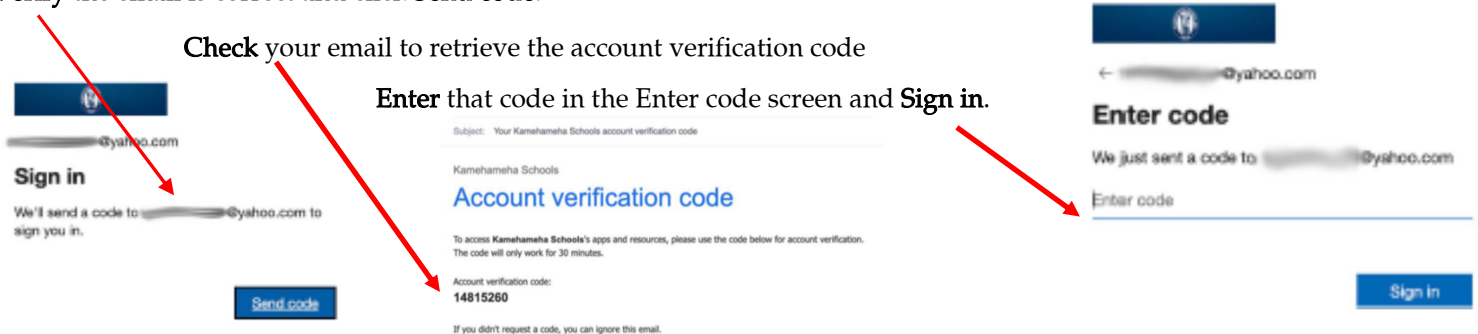
Step 2b: Login with Microsoft (If your email is recognized as a Microsoft account (Hotmail, Outlook, Live) enter your Microsoft password to **Sign in**



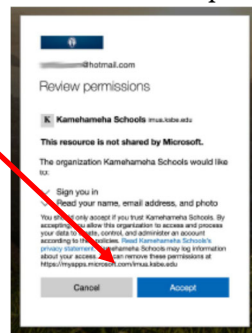
Step 2c: Login with a One Time Passcode

If your email is not recognized as a Gmail or Microsoft account, it will prompt that it will send a code to your email address.

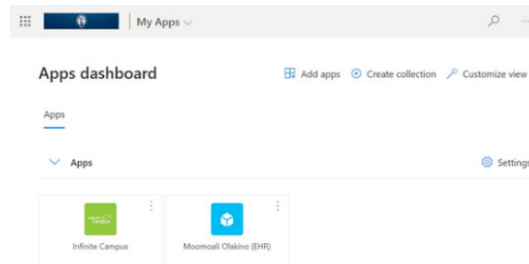
Verify the email is correct and click **Send code**.



Step 3: Accept Invitation (Review permissions and click the Accept button to continue & proceed to the portal.



Step 4: Success! You have successfully created your KS Account login and should see both the **Infinite Campus** and **Mo`omō`ali Olakino EHR** system applications



HELPFUL TIPS, LINKS, & CONTACTS

- Preferred Internet Browser is Google Chrome

- Use a personal email address to create your KS Account as some businesses restrict use of their employee email addresses. For example, the emails for the following organizations should not be used: military, bank, state or federal agencies, and Earthlink.

- If you sign-in to services like Xbox Live, Outlook.com, Skype, and OneDrive that use Microsoft accounts, your email may already be tied to a Microsoft account. If you forgot the password, here is the link to reset it:

<https://support.microsoft.com/en-us/help/4026971/microsoft-account-how-to-reset-your-password>

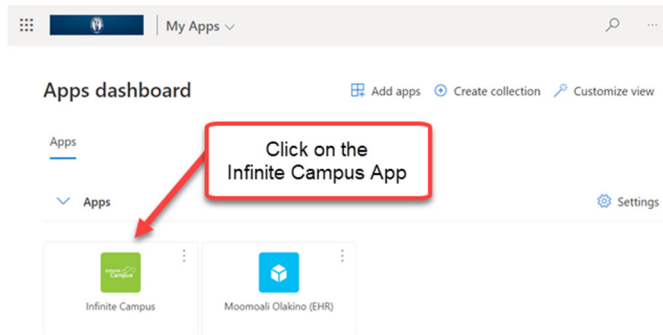
If you did not receive the email invitation or are encountering issues with setting up your KS Account, please call the KS Resource Center (808) 534-8080 or toll free (800) 842-4682 (IMUA), press7.

Infinite Campus Enrollment Process

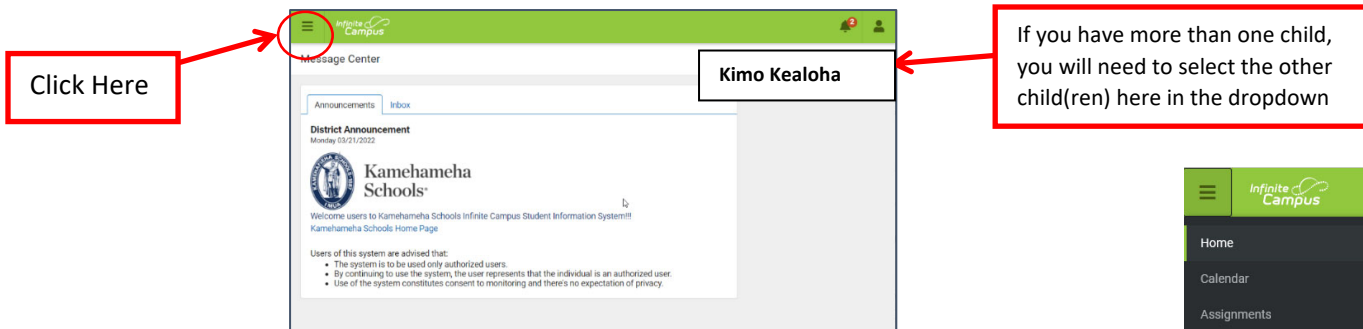
Step 1: Log into your KS Account at <https://ohana.ksbe.edu> (see above)



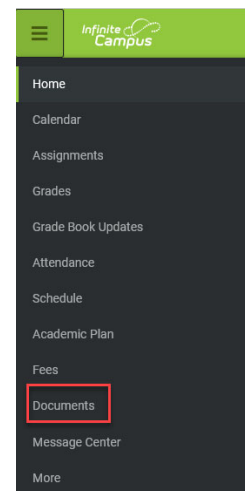
Step 2: Click on the Infinite Campus App



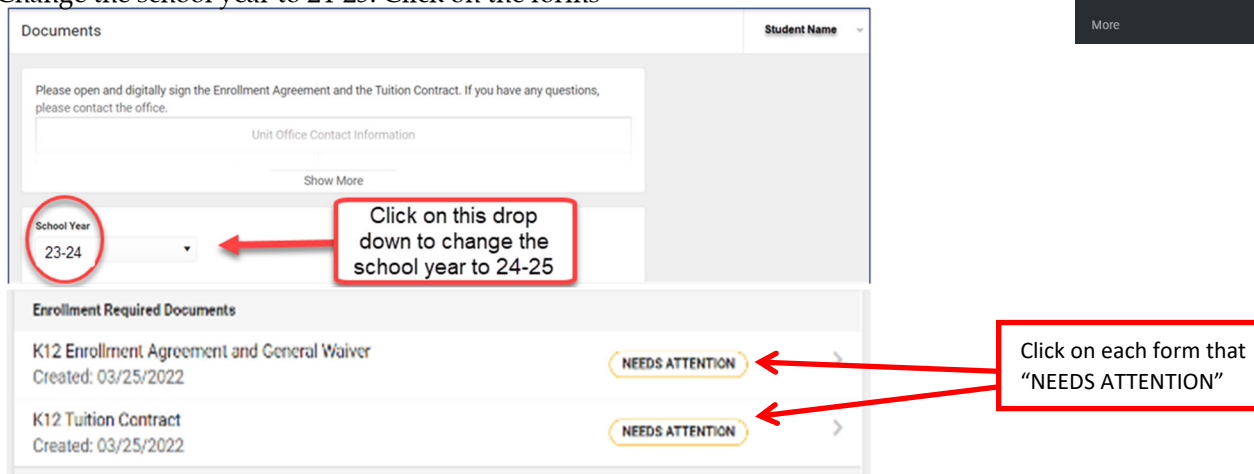
Step 3: Click on the “menu” icon (three horizontal bars) on the top-left to access the portal options. Select student by clicking on student name from drop list in the top-right for student specific information in the menu.



Step 4: Click on Documents to access the forms to sign



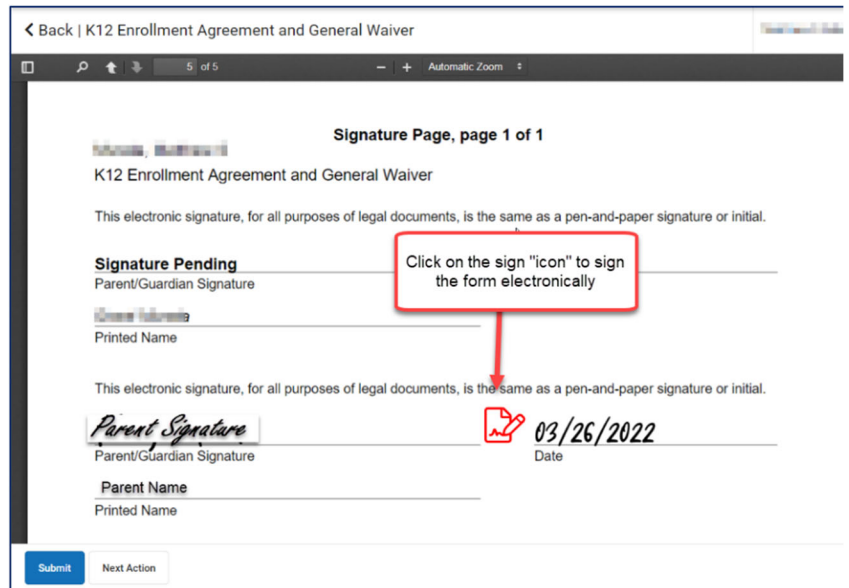
Step 5: Change the school year to 24-25. Click on the forms



Step 6:

The document will open.

Read the Enrollment Agreement, scroll down and sign the form.



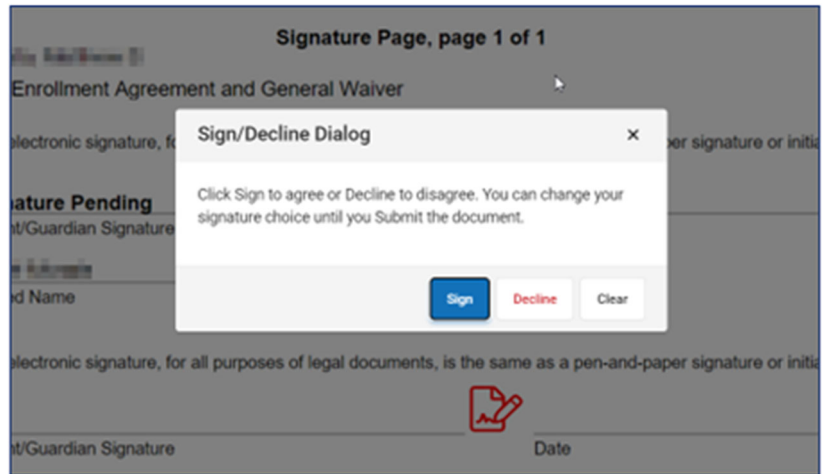
Step 7:

Sign your document

Click on the blue Sign button to electronically sign the document.

Please note that if you select "Decline," it will prevent anyone else from signing the form.

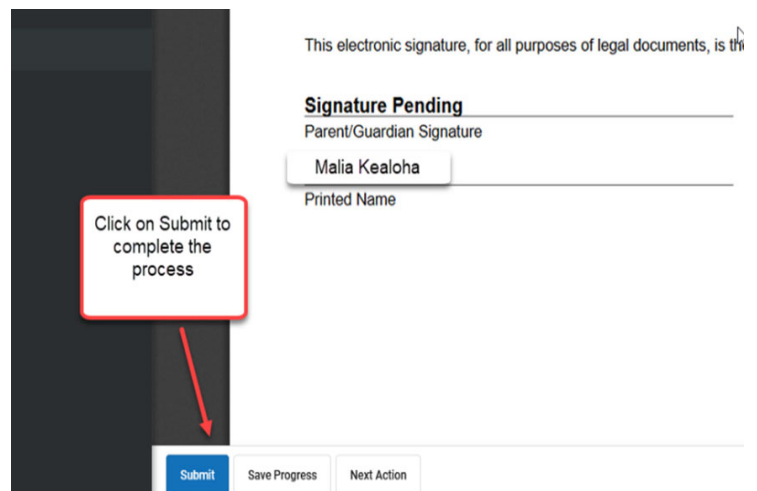
Kamehameha Schools requires **ALL** parent or guardians listed to sign **ALL** forms. Failure to comply will delay the enrollment process and will exclude student from first day of school activities.



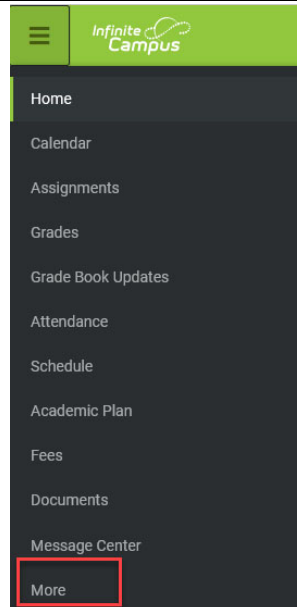
Step 8:

Submit your signature.

Click on the blue Submit button on the bottom of the page to complete the eSignature process for this form. Be sure to go back and repeat this process for any additional required forms that needs to be signed.

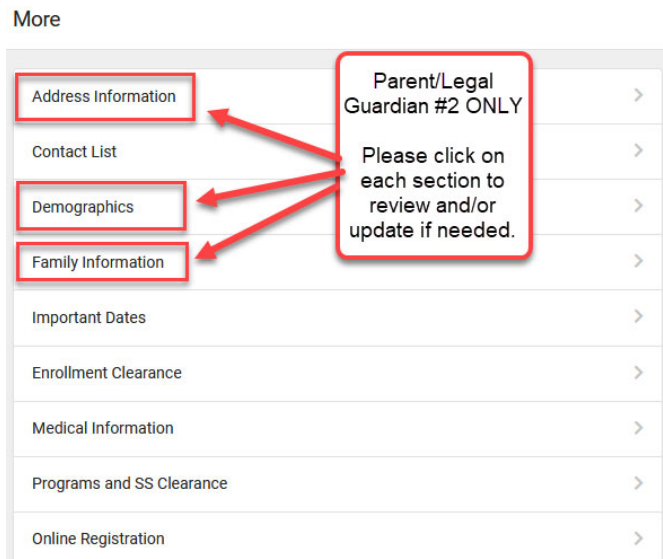


Step 9:
Click on More



Step 10:
Review/Update: (2nd Parent/Legal Guardian)

This should be done by the **2nd parent/legal guardian** who did not complete the Online Registration via the link that was emailed to the 1st parent/legal guardian (see page 1 &2)

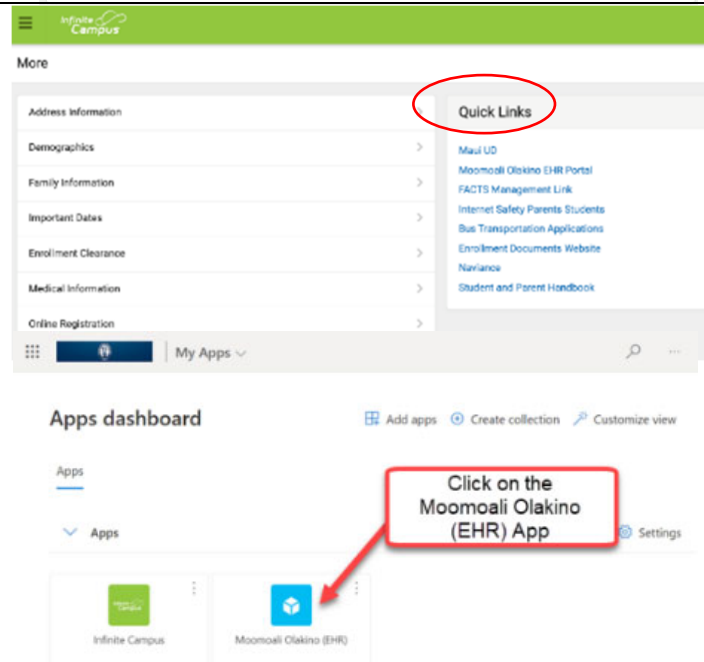


Step 11:
Medical Requirement

Click on the Mo'omō'ali Olakino (EHR) link in the Quick Links box

OR

Go back to the KS Account Apps and select the Mo'omō'ali Olakino (EHR) App to complete the medical requirements



Step 12:**Check your Enrollment Clearance status for:**

1. Enrollment Agreement Gen Release Form
2. Tuition Agreement
3. Online Registration
4. Financial Clearance
 - a. If **No**, there is a balance due for the 2023-2024 school year. Please log into FACTS to make your payment.
 - b. If you need help with FACTS, call the Cashier's Office at (808) 842-8084
Monday – Friday
7:00 a.m. – 4:00 p.m.
5. Malama Ola Medical Clearance

Cleared Status: Y:

Yes, indicates that you have completed all requirements for enrollment. Your child will be allowed to attend school and receive his/her school schedule.

Cleared Status N:

No, there is an outstanding item that needs to be completed.

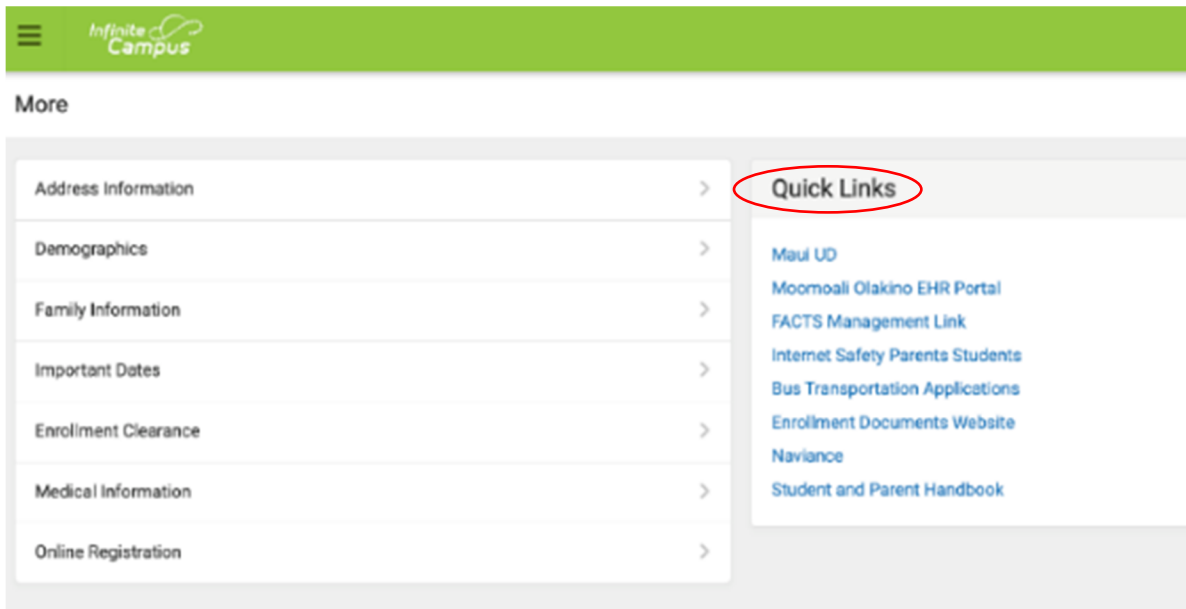
Cleared Status NA:

This item is not applicable for your student.

**If you feel there is an error on the Enrollment Clearance Dashboard, please contact your child's campus unit office immediately.

The screenshot shows the Infinite Campus interface. On the left is a navigation sidebar with a 'More' link at the bottom. On the right is the 'Message Center' with a 'District Announcement' from Monday 03/21/2022. A red box labeled '1' highlights the 'More' link in the sidebar, with an arrow pointing to a 'Click on More' box. Below this, a 'More' dropdown menu is shown with 'Enrollment Clearance' highlighted by a red box labeled '2', with an arrow pointing to a 'Click on Enrollment Clearance' box. At the bottom, the 'Enrollment Clearance' dashboard is shown with a red box labeled '3' highlighting the 'Calendar Name' field, which contains '24-25 Maui UD'. The dashboard also displays various clearance status fields like 'Cleared', 'Cleared Date', 'OLR Approved', 'Enterprise Forms', 'Enrollment Agreement Gen Release', 'EA GR Completed', 'Tuition Contract', 'Tuition Completed', 'Malama Ola Medical Clearance', and 'Malama Ola Completed'.

Other Enrollment Items



Internet Safety Parents Students:

- Click on the link to complete the Internet Safety Training.
- This step must be completed by **both a parent and the student** before students are issued their electronic devices.

Bus Transportation Applications:

- **Kapālama and Hawai'i Campuses ONLY** (Click on the link to apply for bus service.)
 - o Note: after completing the bus application you will need to click on the "Submit" button twice – (First) to confirm that what you have completed is correct and (second) to submit the application. You will receive a confirmation e-mail once the application is submitted.
 - o You must complete a new bus application each school year.
 - o If you are interested in financial assistance for bus service, you must complete BOTH a bus application as well as a financial aid application. A Financial Aid award **DOES NOT** guarantee a seat on the bus.
 - o Financial Aid deadline is June 30, 2024 for the 2024-2025 school year.
 - o Bus Transportation is based on a first-come, first serviced basis. Delays in submitting applications will impact bus request.
- **Maui Campus Only:**
 - o Bus Transportation application request must be made within the Online Registration (see Step 5 above).

Frequently Asked Questions

Enrollment Process

1. Where can I find documents and information about the OLR and KS enrollment process?
Please click on the link below to the appropriate web page that your child is enrolling:

Hawai'i Campus enrollment: <https://www.ksbe.edu/hawaii-campus-enrollment>

Kapālama Campus enrollment: <https://www.ksbe.edu/kapalama-campus-enrollment>

Maui Campus enrollment: <https://www.ksbe.edu/maui-campus-enrollment>

2. How do I complete medical requirements?

From your KS Account, <https://ohana.ksbe.edu>, you can access Moomoali Olakino application that will provide all the information and forms you need to complete medical requirements. Some requirements are specific to grade levels.

3. My child and I have already completed Internet Safety for summer school. Do we have to complete this again for the new school year?
New Invitees and their parents who completed the modules for summer programs 2024, will not have to complete another set for SY 2024- 25.
4. I noticed that the new handbook is not yet posted; I only see the 2023-24 one. How am I supposed to sign the form when I cannot review the updated handbook?
When the new handbook is completed, the link will be refreshed. You can wait for the updated version to be uploaded before signing the Enrollment Agreement/General Waiver. Otherwise, you can sign the form now.

Online Registration (OLR)

1. Do all Parent/Guardians fill out the Online Registration?
Only one parent/guardian is required to complete online registration forms even if your child resides in two separate households.
2. Why did I receive more than one Online Registration email?
If you have more than one child that is a new invitee, you will receive an email for each new invitee.
3. Who do I notify about my new email address?
If the new email address was included in OLR, then there is no further action. You will receive an email to set up your KS Account. If your email address changes anytime during the school year, then request the change via the Infinite Campus parent portal. Click on More for the menu, then select "Family Information".
4. My husband/wife does not have an email account. May I use my email address when I am filling in his/her email field?
Each parent/legal guardian must have their own unique email address. This unique email is used to create an Infinite Campus parent portal account, which is needed to **electronically sign** all required enrollment forms.
5. My child does not have a cell phone. May I use my cell number when filling in my child's cell phone number?
Students should have their own contact information that is not shared with parents or others. If the student does not have a cell phone number, leave this field blank.

Emergency Contact

1. What if I don't have three emergency contacts?
Contact the school's unit office and the staff will assist you.
2. Can my high school child be an emergency contact/authorized pick up for my child in elementary school?
Students should remain in school, so it is not recommended to have a high school student with this kuleana.
3. What is the difference between "Emergency Contact" and "Emergency Contact/ Authorized Pick Up"?
Students are released only to individuals who are identified as "Authorized Pickup". These people must also have identification at the time of pickup.
4. Why am I required to produce an address for these contacts?
Addresses provide additional information that can be used to avoid duplicate persons in the system. It can also assist in establishing accurate relationships for persons with same/similar names.