![Cherry Creek Schools logo] ![SchoolCare Works logo]
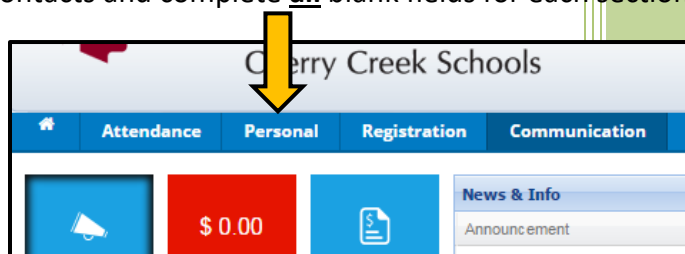
Enroll Online for 2017-2018 ECS Programs

Step 1 – Login* to your CCSD Parent Portal account at: https://my.cherrycreekschools.org/
*Chrome, Safari, Firefox recommended. IE9 requires compability mode for registration

Step 2 – Click on the *SchoolCare Works* tile ➡️ [SchoolCare Works tile]
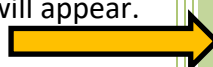
Step 3 – In SchoolCare Works, click on the *Personal* tab at the top. Select 'Update Information' for child, parent/guardians and contacts and complete **all** blank fields for each section. Repeat process for each child.

[Screenshot of Cherry Creek Schools portal navigation: Attendance | Personal | Registration | Communication, with $ 0.00 and News & Info / Announcement]

Step 4 – When all information is completed, click on the *Registration* tab at the top.

Step 5 – If information is missing, a message/warning will appear.

Step 6 – If this message appears, return to the *Personal* tab at the top. Complete all required fields by selecting 'Update Information' for child, parent/guardians and contacts and save. Then return to *Registration* tab at the top.

[Screenshot of Messages/Warnings dialog box: "Required Information - All information must be entered for enrollment into the program. ----Student Issues---- Hospital - Hospital Address - Hospital Phone - Doctor Name - Doctor Address - Doctor Phone - Call First -" with OK button]

Step 7 – Select the program, Before & After School or Kindergarten Enrichment*

Step 8 – Select the school where you are enrolling
*Kindergarten Enrichment requires an unlock code, email schoolcareworks@cherrycreekschools.org for code.

Step 9 – Select the student you are enrolling from the dropdown and click *Enroll*

Step 10 – Repeat the process for additional children if applicable.

Step 11 – Check the boxes to agree to terms and conditions and input your electronic signature.

Step 12 – When you have completed enrollment for all programs you wish to enroll with, select *Checkout*.

Step 13 – Enter your credit card information to pay the enrollment fee associated with the program you are enrolling with, select *Submit Payment*.

Step 14 – You will receive an email to the address you provided at the checkout screen.