

# Enrollment Guide



Go to [capkids.org/enroll](https://capkids.org/enroll) to review the courses being offered. Click “Read More” to view additional details for each course and access the “Enroll Now” button, which will take you to the Active Network enrollment site. The following instructions will walk you through enrollment on Active Network.

## SELECT COURSE

- To view courses by discipline or time, use the filter feature on the left side of the webpage.
- Select the course(s) in which you want to enroll your student by clicking Add.
  - If you are enrolling your student in an advanced course, be sure to read the guidelines outlined in the course description.
  - If you are enrolling multiple students in separate courses, you may select the second course.
  - If you are enrolling multiple students in the same course, you may change the quantity under Your Selections.
- After selecting the course(s), click Continue under Your Selections in the right column.

## CREATE ACCOUNT

- Before continuing to your cart, enter your email in the box labeled LOOKUP ACCOUNT.
  - If this is your first time enrolling a student(s), you will need to create an account.
- After entering your email, a link will be sent to you to verify your account.
  - Enter all required information and click Accept Invitation.

## REGISTER STUDENT

- Once you have created your account, sign in on the registration page.
- Under Who Are You Registering? click Select One and select Register A New Person.
- Fill in your student’s information and click Continue.
  - For the birthdate, be sure to include the forward slash (/) as it is not automatic.
    - Example: 04/08/2006
  - If you are registering multiple students, you will be prompted to enter each student’s information. Complete steps 7 and 8 for each student.
- Under REGISTRATION FORMS, fill out the required information and click Continue.

- If you are registering multiple students, you will be prompted to the next student's page to fill out their information.
- If you would like to add another parent/guardian, you may do so on the Primary Parent/Guardian page after filling out your student's information. If no changes need to be made, click Continue.
- Under Waivers and Agreements be sure to read the Waiver of Liability, Enrollment in the Program, Terms and Conditions, and Active Agreement and Waiver.
  - The final form is for use of Active Network that runs our registration process.
- Once you have read these documents click the check box next to each.
- Enter your name in the blank box next to Electronic Signature to verify that you have read and agree to these documents and click Continue to Cart.

### **ONEVIEW APPROVAL**

After completing the registration process, instructions on providing CAP with digital consent to view your student's academic records through OneView will be sent to the primary parent email address provided. Student data will be kept confidential and used solely for evaluation and research purposes. We appreciate your commitment to helping us evaluate the effectiveness of CAP programs and its benefits on student's academic achievement!

**Thank you for enrolling your student in a Cathedral Arts Project program and sharing our mission to unleash the creative spirit of young people!**