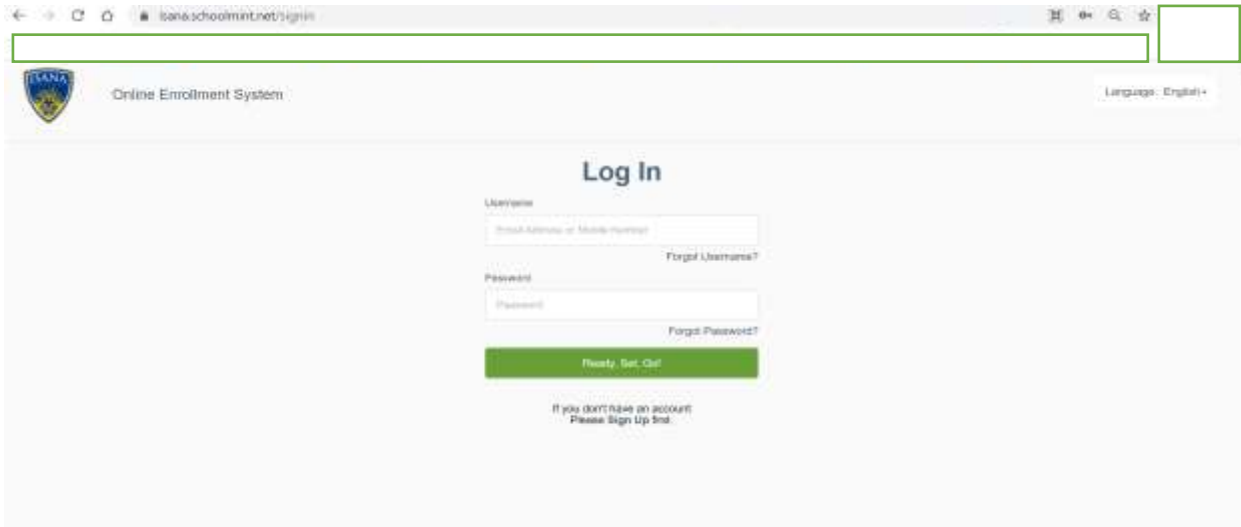


ISANA Academies Re-Enrollment Guide for 2022-23 School Year

Step 1:

Enter your **username** that was emailed to you or sent via text message. **Password:** Enter your password. If you don't have a password, or you can't remember it, please select **Forgot Password** and follow the instructions.

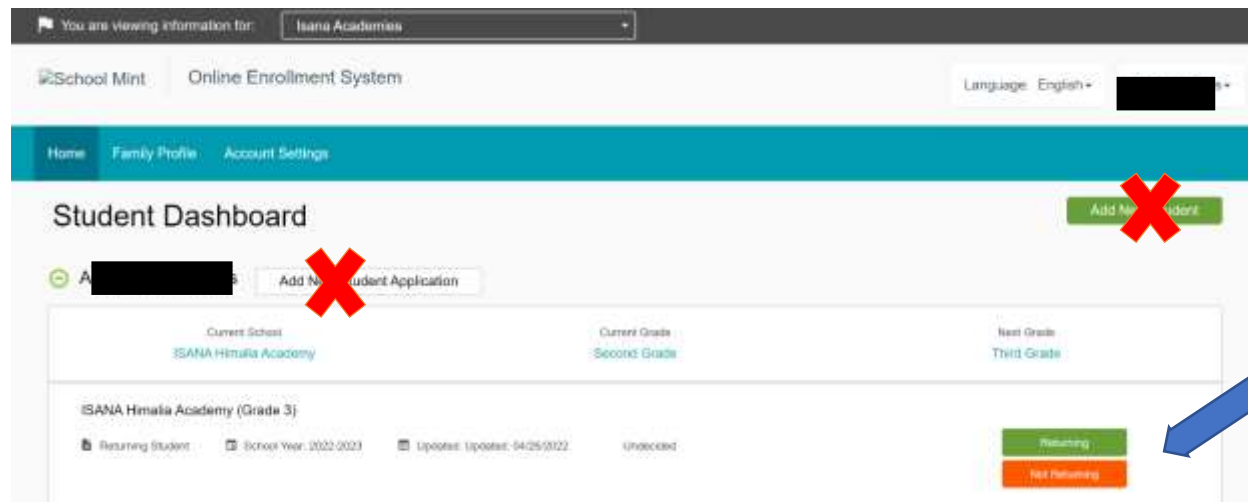
Please note that you will be able to make changes to your username or password after you login.



The screenshot shows a web browser window with the URL 'isana.schoolmint.net/signin'. The page title is 'Online Enrollment System' and the language is set to 'English'. The main heading is 'Log In'. There are two input fields: 'Username' (with a 'Forgot Username?' link) and 'Password' (with a 'Forgot Password?' link). A green 'Ready, Get, Go!' button is below the fields. At the bottom, it says 'If you don't have an account Please Sign Up first.'

Step 2:

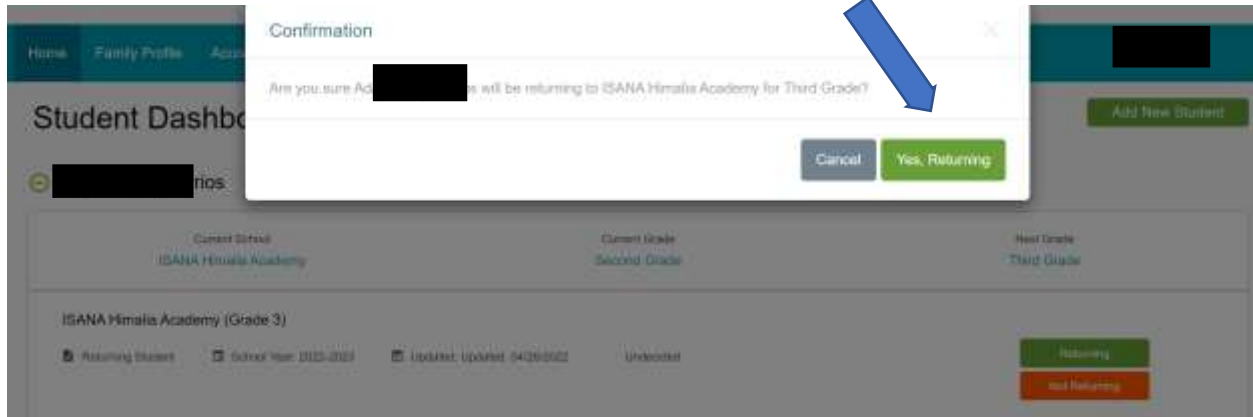
Once you're logged in, please indicate if your student is **Returning** or **Not Returning** to ISANA for the 2022-23 school year. **PLEASE DO NOT CLICK ON "ADD NEW STUDENT APPLICATION" OR "ADD NEW STUDENT"**



The screenshot shows the 'Student Dashboard' for 'Isana Academies'. The current school is 'ISANA Himalia Academy' and the current grade is 'Second Grade'. The next grade is 'Third Grade'. There are two buttons: 'Add New Student' (with a red X) and 'Add New Student Application' (with a red X). Below, there is a section for 'ISANA Himalia Academy (Grade 3)' with a 'Returning Student' checkbox checked. The 'Returning' button is highlighted with a blue arrow, and the 'Not Returning' button is highlighted with a red X.

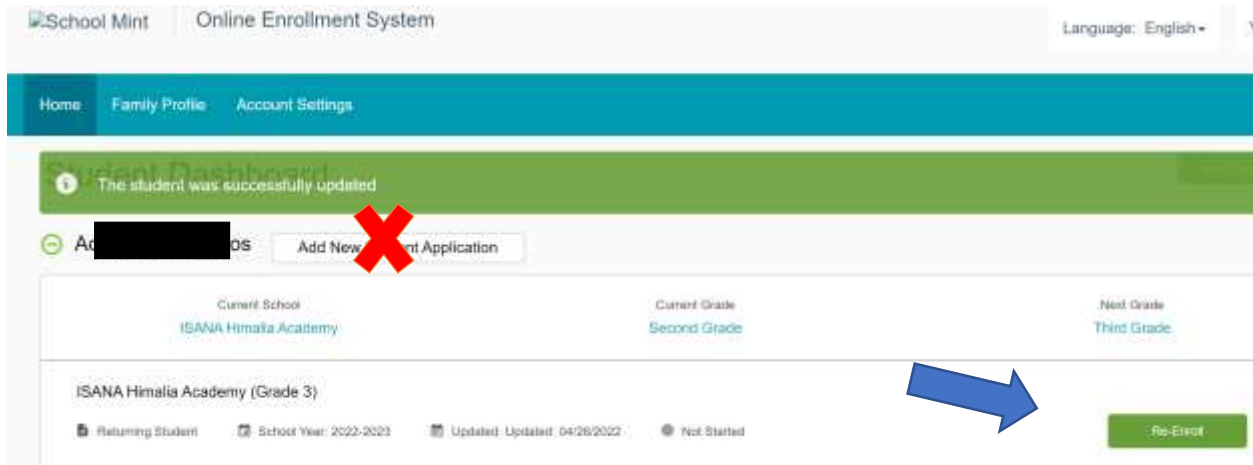
Step 3:

If you selected Returning in Step 2, you should now see the following screen. Click on **Yes, Returning**



Step 4:

You are still not finished, please proceed with clicking on **Re-Enroll**



Step 5:

Once you click on Re-enroll, a Re-enrollment page opens up. Please look at the information in the first page. Please check Guardian 1 email address and the phone number and make necessary changes. All communication will be sent to the email address and phone number mentioned in Guardian 1 fields.

The screenshot shows the 'Re-enrollment for A [redacted] Z' page. At the top, it indicates 'You are viewing information for: Iuna Academies'. Below this, there are navigation links for 'Home', 'Family Profile', and 'Account Settings'. The page title is 'Re-enrollment for A [redacted] Z'. Underneath, it shows 'Grade Level: Third Grade' and 'School: ISANA [redacted] Academy'. A note says 'Please review the data we have on file for you. Make edits as needed and submit when you are done.' There is a '* - Required' indicator. The main form area is titled 'Re-enrollment [redacted]' and contains a 'Student Information' section with the following fields: 'First Name' (with a redacted value), 'Middle Name' (with a redacted value), 'Last Name' (with a redacted value), 'Student Lives With' (with a dropdown menu showing 'I selected'), 'Date of Birth' (with a dropdown menu showing a redacted value, '-20', and '2013'), and 'Gender' (with a dropdown menu showing 'Select Gender').

Step 6:

Once you're done, scroll down and click on **Save and Continue**

A close-up of the bottom of the form showing two buttons: a grey 'Cancel' button and a green 'Save and Continue' button. A blue arrow points to the 'Save and Continue' button.

...Next Page

Step 7:

You should now see this screen. Please review/complete each form on each blue tab. Once you're done, click **Submit forms**.

The screenshot shows a web interface for re-enrollment. At the top, there is a dark header with the text "You are viewing information for: Isara Academics". Below this is a teal navigation bar with links for "Home", "Family Profile", and "Account Settings". The main content area is titled "Re-enrollment for [redacted]" and includes the following text: "Grade Level: Third Grade", "School: ISANA Himala Academy", and "Please review the data we have on file for you. Make edits as needed and submit when you are done." To the right of this text is a small icon of a person and the word "Required". Below the text are two teal tabs: "CLICK HERE - Official Re-enrollment Form 2022-23" and "CLICK HERE - Emergency Contact Form for Re-Enrollment". At the bottom of the form are three buttons: "Cancel", "Save and Continue Later", and "Submit Forms". Three blue arrows point to the two teal tabs, and a yellow arrow points to the "Submit Forms" button.

Step 8:

After you Click Submit Forms, you should now see this. At this point, your re-enrollment status is COMPLETE. You may now Logout or go back to HOME to complete the same process for another sibling.

The screenshot shows a confirmation screen. At the top, there is a green message bar with a white information icon and the text "Thank! You have successfully re-enrolled [redacted] h Grade". Below this is a white button labeled "Add New Student Application". Below the button is a table with three columns: "Current School", "Current Grade", and "Next Grade".