



Registration Instructions for Parents of a RETURNING/CURRENT or E.C.E.C. student

If you have previously created a parent Aspire login, use it to register your **current/returning** student, or your **E.C.E.C.** student (Early Childhood Education Center). Go directly to the section [“To Register Your Student”](#)
A current/returning student is a student who attended Viewmont Elementary or the E.C.E.C. the previous school year until the last school day.

*IMPORTANT: Call the school office before registering a **FORMER** student online. A former student is a student who has attended a school in the Murray School District before. His or her previous student account must be reactivated in the Aspire system first before you can register him/her online.*

If you **do not** have a parent Aspire login yet, create one first:

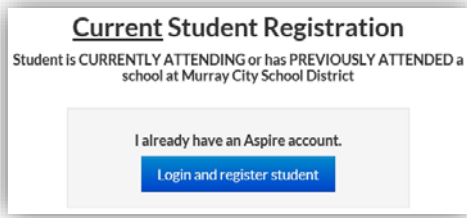
1. Go to the Aspire home page at <https://sisweb.murrayschools.org/Login>
2. Click on “Contacts with Web Access may [Request a Username](#)”
3. Enter your student’s ID number (= lunch number) and birth date

4. Click “Lookup Student”
5. On the next screen “Please Select Yourself”, you should see your name. If not, it means you do not have Aspire web access yet. Please contact the school office if this is the case.
NOTE: Only parents/guardians with parental rights to their student’s info will be granted access.
6. Make note of your Username and Password. Use it to register your student(s) next.

TO REGISTER YOUR STUDENT:

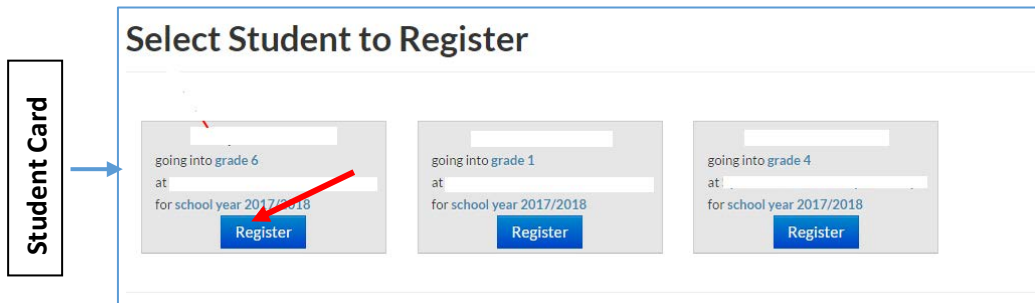
- Go to <https://sisweb.murrayschools.org/Login> and click on “Have a new student? [Register Student for Enrollment](#)” first.
- Under “Current Student Registration”, click “Login and Register Student”.

This will take you back to the Aspire log-in screen.



- This time enter your Aspire Username and Password and click “Login”.

NOTE: *If the school does not yet allow registrations, you will not see the button “Register” on the Student’s Card or “Register Student for Grade” on the Student Lens.*



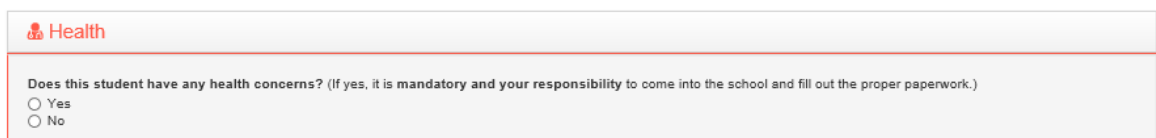
- Select your student and click the “Register” button
- Then click on “#1 – Enrollment Information”



- On the next screen, “Register Student”, all of the student’s information previously entered in Aspire is shown. Please check the info carefully and make any corrections or add information, if applicable, by clicking on the pencil icon.



- When entering “Contacts”, enter **all custodial** parents/guardians (i.e. mother, father, stepparents). Click on “+ Add Contact” to add another custodial parent/guardian.
- Under “Emergency Contacts”, enter at least 2 people who are able/willing to check your child out from school in case of sickness/emergencies.
- When selecting “Yes” under “Health”, please download the designated required form(s) from the school’s website at www.viewmontelementary.org



- When selecting “Yes, student has legal bindings”, please download the designated required form from the school’s website at www.viewmontelementary.org, and submit to the office with a copy of the legal/court documents.

Legal Bindings

Does this student have any legal bindings (court document, divorce decree, or any legal contract binding conditions regarding student)?
(If yes, a form will need to be filled out at the school as soon as possible.)

Yes, student has legal bindings

- Click “Save”

The next pages contain policies, permissions, and information you need to be aware of. Please read and sign your name where required. If this part is skipped, the registration is marked “incomplete” and you will have to log in again to finish it.

Once completed, you will be taken to the screen, where you can click on “Return to Aspire” and then click on the Student Card of your next student to register him/her, if applicable. It opens the Student Lens, where the link “Register Student for Grade ..” will take you to the start of his/her registration form.

Register student for grade 2 at Viewmont Elementary School

#1 - Enrollment Information Complete

#2 - All Policies Complete

#3 - Health Agreement Complete

#4 - Kennecott Nature Center Permission Form Complete

This student's registration is complete, has been sent to the school, and is pending enrollment.

[Return to Aspire](#)

students

Current Year Students

<p>Grade: 2</p> <p>Gender: M</p> <p>Birthdate: <input style="width: 100%;" type="text"/></p>	<p>Grade: 2</p> <p>Gender: M</p> <p>Birthdate: <input style="width: 100%;" type="text"/></p>
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Student Card

Student Lens

Student

Info

Enrollment

Legal Name:

Grade: 5

Advisor:

SSID:

Born: 9/5/2005 (age: 11)

Address

Home

Mailing

[Register Student for Grade 6](#)