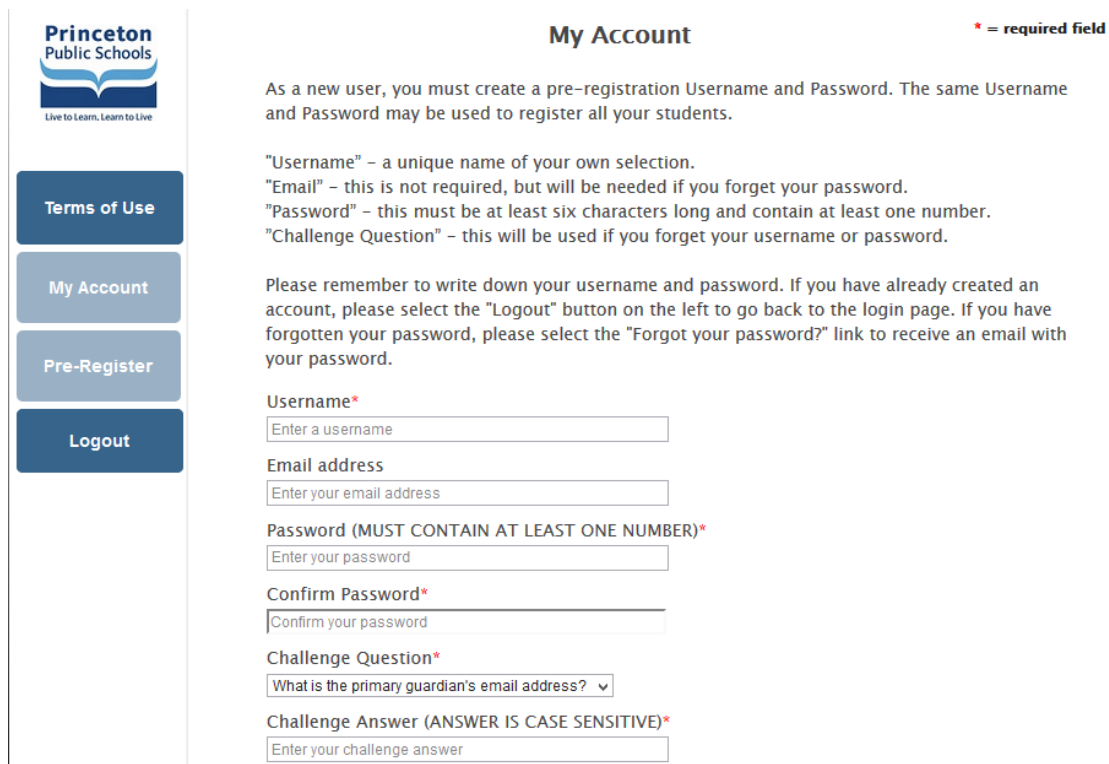


## Registration Gateway From Home Instructions

1. Internet Explorer is the preferred web browser to be used with Registration Gateway. If you are using a MAC then you should use the Chrome web browser. Enter the following URL: [HTTP://registration.princetonk12.org](http://registration.princetonk12.org) to get to the home page.
2. From the home page, click the Start button on the left, as highlighted below, to create a new account. If you already have a log in then enter it in the fields on the right side of the screen.



3. If you are creating a new account, after reviewing and agreeing to the Terms and Conditions you will be required to create a username, password and select a challenge question, as shown below. **Be sure to write down this information so that you can use it to log into the system in the future.**



4. Finish the remainder of the screens to complete the pre-registration process. If you have any questions please call the secretary of the building that your child(ren) will attend.
5. Call the secretary to make an appointment to provide the required paperwork.