



**MAYFIELD CITY SCHOOLS ONLINE REGISTRATION FOR
NEW NON-MAYFIELD Students accepted into
Excel TECC**



These instructions are for **NON-Mayfield students** who have been accepted into a **Mayfield Excel TECC program**. This Online Registration provides Mayfield with student contact information, scheduling purposes, and to provide parents with parent portal access in Infinite Campus.

THINGS TO KNOW:

- If you do NOT have access to a computer, a KIOSK will be provided at the Board of Education Office. Please call the Board Office (440-995-7243) to schedule an appointment.
- The registration process takes approximately 20 minutes.
- Answer the appropriate questions as a **Non-Mayfield Excel TECC** student as to bypass all required documents.
- Please be careful of spelling, capitalization and punctuation.
- Suggested Web Browsers are Windows Explorer 11 or Mozilla Firefox. The application cannot be completed on a handheld device (no phone/tablet/iPad).
- All required fields with a red asterisk * must be completed for each section.
- Each tab must be done in order.
- *If you do NOT have an email address, go back to the Online Registration link from the school page and click on the KIOSK Online Registration.*
- Your Infinite Campus Parent Portal login information will be provided in your email when registration is approved.

NEW STUDENT REGISTRATION:

- NON-Mayfield Excel TECC new student parent/guardians will access the OLR by clicking on **HOME** from the Mayfield Schools website and select **ExcelTECC under Programs**. (www.mayfieldschools.org)
- Click the **SHOW MENU** drop down arrow and select **Excel TECC Non-Mayfield Students Online Registration**
- The link to register will also be at the bottom of these instructions.
- After reading these instructions, click on the Infinite Campus **REGISTER ONLINE** icon.
- Enter Parent/Guardian name & email.
- **Be sure to select the correct Registration Year you are applying for.**
- Click **“I’m not a robot”** and **select the appropriate requested pictures** – click **VERIFY**.
- Click **BEGIN REGISTRATION**. An email will be sent to the entered email address.
- Open your email from mayfield@mayfieldoh.mg.infinitecampus.org. **SAVE this email!!! Do NOT Delete it!!** After you enter your name and contact information, you can exit online registration (OLR) and return at any time. **Use this email with the provided link to return to your application to finish the process.**
- Click the link at the bottom of the email and select **BEGIN**.
- If you are registering using the school’s provided KIOSK, you will not receive an email. Just follow the instructions on the computer and be sure to save your application number.



HOUSEHOLD INFO

- Enter Home Phone and Contact Preferences (If there is no landline, please enter primary cell phone #)
- Household Status – select **“I am an EXISTING parent... accepted into Excel TECC...”**
- Enter Home Address – Enter St, Ln, etc under TAG, and please make Heights as **Hts**, Village as **Vlg**, and Township as **Twp** (no periods or commas)
- Separate mailing address can be used if you have a PO Box

PARENT/GUARDIAN INFO

- Please enter each parent/guardian’s Demographic & Contact information. **ALL** guardians with legal rights to the student and school information must be listed here. Click **ADD NEW PARENT/GUARDIAN**.

EMERGENCY CONTACTS

- It is required to have at least 2 emergency contacts and **CANNOT** be a parent/guardian. Address information is not required, but helpful. In case of an emergency, if we are unable to reach you, these contacts will be called in the sequence that you select in this application.



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STUDENT ENTRY

- Click **ADD NEW STUDENT**.
 - Enter students LEGAL name as it appears on the Birth Certificate. If your student has two last names, please enter both in the box marked “last name” - Enter without a dash in between.
 - **Birth Certificate Requirement:** Select– “*NO–this is an EXISTING student...Excel TECC...*”
 - **Student Services:** Answer accordingly, but no documents are needed for Non-Mayfield students.
 - **Previous School:** Non-Mayfield students do NOT need to enter this information **EXCEPT for the required** “Currently suspended or expelled from another school” (Y/N) – Click **NEXT**
 - **Relationships (Parent/Guardian and Emergency Contacts):** Be sure to select the appropriate relationship for each person. For Guardians only - to receive important school information through mailings, email or phone, the Mailing/Portal/Messenger boxes must be checked.
 - **Health Services:**
 - Select permission granted or denied to transport this student to a nearby hospital.
 - Enter any health conditions
 - Enter any medications. Medication forms are required and can be found [here](#).
 - **Immunizations:** Non-Mayfield students should select “*YES ... does not apply to Excel TECC...*”
 - **Excel TECC student** – Select “*YES – Accepted into the Excel TECC program*”.
 - Acknowledge each **Release Agreement** and select appropriately.
 - Sign the application to authenticate all the information is true (drag mouse).
 - Enter the date you are submitting the application.
- If you need to add another New student, click the ADD NEW STUDENT and continue with the same process.
 - Click **SAVE/CONTINUE** – to see a summary of what you entered, click the Application Summary PDF.
 - Click **SUBMIT** in order to complete the application.
 - You will receive an email whether the application is on Hold, Denied, or Approved within 5-7 business days. Once approved and the student is enrolled in the system, the school will contact you with more information.
 - ****IMPORTANT**** In the approval email, it will contain the **Activation Code for your IC Parent Portal Login**. Please follow the instructions in the email to create your Parent Portal Login to access your student’s information and to keep all demographics and household information up to date. Once your new student has been enrolled, you will see their information on your Infinite Campus Parent Portal. For help with your IC login, email: ichelp@mayfieldschools.org
 - If you need further assistance, please contact Registrar, Laura Cantrell at 440.995.7243 (or email registration@mayfieldschools.org)
 - If you are ready to begin the registration, click the appropriate link below to access the Online Registration
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LINK TO BEGIN REGISTRATION:

<https://mayfieldschools.infinitecampus.org/campus/OLRLogin/mayfield>

Welcome to Mayfield City Schools – Excel TECC Program