


## ONLINE REGISTRATION MUSKEGO-NORWAY SCHOOL DISTRICT

- Using a browser that is **NOT** Internet Explorer (Firefox or Chrome is recommended), go to:  
[https://campus.mnsd.k12.wi.us/campus/OLRLoginKiosk/muskego\\_norway](https://campus.mnsd.k12.wi.us/campus/OLRLoginKiosk/muskego_norway)  
**NOTES: The link is case sensitive. This should be completed on a computer—not a mobile device. Also, make sure your browser allows pop-ups for this site.**
- The following window will display. Please complete accordingly with parent/guardian information. Check the box next to I'm not a robot and click on Begin Registration.

Please complete the information below to begin the registration process.	
Parent/Guardian First Name	<input type="text"/>
Parent/Guardian Last Name	<input type="text"/>
Parent/Guardian Date of Birth (MM/DD/YYYY)	<input type="text"/>
Student(s) Registration Year	18-19 <input type="text"/>
Parent/Guardian Email Address	<input type="text"/>
Please check this box if any student being entered has attended a school in this district in the past.	<input type="checkbox"/>
Please check the box below and click on Begin Registration.	

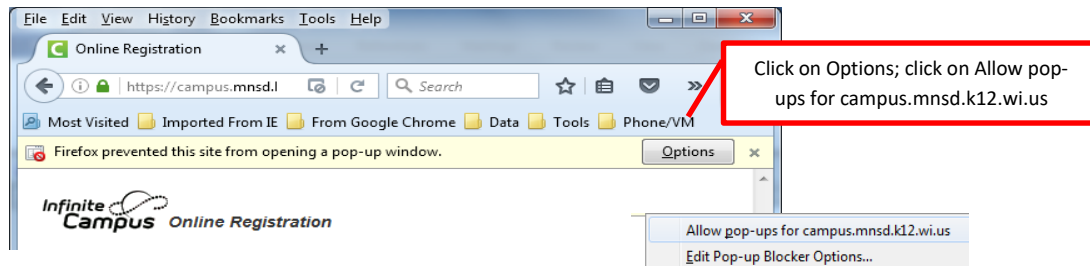
I'm not a robot
 

  
reCAPTCHA  
Privacy - Terms

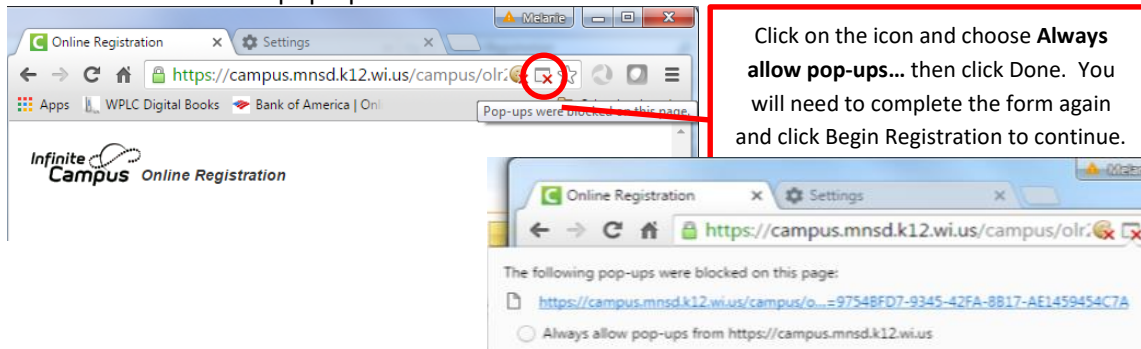
Begin Registration

**NOTE: If nothing happens after clicking on “Begin Registration,” check the address bar to see if your browser blocked the pop-up. If so, select to allow pop-ups.**

**Firefox – the blocked pop-up will look like this:**



**Chrome – the blocked pop-up will look like this:**



- You will receive a confirmation number, which you will want to note in case you need to return to the application. This number is also displayed throughout the application in the top right corner.

4. The first screen is a welcome message. Please enter your first and last names in the required box and “sign” on the signature line by clicking the left mouse button, holding and dragging. Click Submit when finished.
5. Continue through the prompts—pressing Next to get to the next section within a pleat (explained below) or Save when completing a pleat—to complete the application. Here are some items to note:
  - Do not use ALL CAPS or all lowercase—use upper case where appropriate.
  - Required fields are marked with a red asterisk (\*).
  - When entering a phone number, do not press Tab to advance to the next set of numbers—it will automatically advance—simply type the numbers without spaces or hyphens.
6. Pleats: Main areas to complete. All areas must be complete (in green) before submitting the application. If a pleat is gray or red it is incomplete. Within each pleat are sections.



7. Household pleat:

▶ Primary Phone

▼ Home Address

\*Please verify or add the information below. Please update :

In the Number field, add a space between directional

House Number (e.g., W123 S8000)	N/S/E/W	Street Name	
<input style="width: 90%;" type="text" value="S87 W18763"/>	<input type="text" value=""/>	<input type="text" value="Woods"/>	
City	State	Zi	
<input type="text" value="Muskogee"/>	<input type="text" value="WT"/>	<input type="text" value="5"/>	

When entering the Home Address, please add a space between the south and west numbers in the Number field, as that is how addresses are in our database. As you begin entering the address, you will see suggestions below where you are typing. Please select your address if you see it; if not, continue to enter as a new address.

8. Uploading documents is available for proof of residency under the Home Address section of the Household pleat, and in the Student pleat under the Demographics section (birth certificate) and Health Services – Medications (immunizations).
9. If a student lives in two households, enter both parents in the Parent section. There is a checkbox that should be deselected for the parent that does not reside in the household listed. Then, in the Student section in Relationships, check the box for Secondary Household if the student lives with that parent/guardian part of the time.
  - a. **Do not enter parents/guardians in the Emergency Contact section.** Parents/guardians are contacted first unless otherwise directed.
  - b. On the Other Household tab, please enter younger siblings who are not yet of school age and **include birthdate**. This will allow the district to contact you when it is time for them to register for school.
10. When the application is complete, click on the SUBMIT button to complete the application process. If desired, choose to print the Application Summary as a record of your application.
11. If you need to return to the application, go to the URL from step 1 and enter the confirmation number you received in step 2, as well as all the information you originally entered.