Instructions for registering yourself and your DCS students in the online course enrollment system, Active.com

Step 1: Go to https://campscui.active.com/orgs/DallasCommunitySchool and click the ADD button on the first page.

Session Selection
SELECT YOUR SESSION BELOW. YOU CAN REGISTER MULTIPLE PEOPLE AT THE SAME TIME.

FILTER BY
LOCATION
All locations

SESSION LIST		CALENDAR

Create An Account	01/08/2018 - 03/23/2018

DCS

Information Entry (Add once for each child) $0.00

Step 2: Next to “Quantity” select the total number of DCS students you will be registering.

Session Selection
SELECT YOUR SESSION BELOW. YOU CAN REGISTER MULTIPLE PEOPLE AT THE SAME TIME.

FILTER BY
LOCATION
All locations

SESSION LIST		CALENDAR

Create An Account	01/08/2018 - 03/23/2018

DCS

Information Entry (Add once for each child) $0.00

Step 3: Enter a DCS student’s first and last name, birthdate (MM/DD/YYYY) and gender and click “Continue”. You can register your children in any order.
Step 4: Under “Who are you registering?” Select “Register new person” and enter the full name, birthdate and gender of the next child. Continue to register each child as a new person until all the students have been registered. If you need to register an extra person, click “EDIT” next to one of the registered people and select “Register a new person”. You can also edit or remove people as needed.

Step 5: Enter your name, address and phone number in your own Parent registration. Under “Grade” select “Adult 18+”
Step 6: The basic information for all family members will auto fill as you finish registration information for all students. You have the option to add a second parent or guardian in the system so that both parents can use the system and get email updates. However, it is not NECESSARY to add a second parent or guardian.

Step 7: You will need to read and agree to the Active Agreement and Waiver (basically saying that you won’t hold Active.com responsible for any discomfort, injuries, etc. experienced by your child(ren) in any of the DCS enrichment classes). You can digitally sign it or just type your name. Continue to the final step!

Step 8: The Last step is “Check out” - you will need to enter a new password at this time (the first time you register in the system) and agree to the Active Network terms of use and privacy rights policy. Click “Complete”.

Congratulations! You and your children (DCS students) are now registered and will be ready to select and register for actual classes when we open the enrollment system for winter term enrichments (around Dec. 12)!