

## Instructions for Registering in the Parent Portal

### Cell phone can not be used to register your student

District Website - [www.dist102.org](http://www.dist102.org)

Click on Lumen Tab at top of page

Type in location #

Log in ID:

Password:

Click on "Did not accept agreement" - click on accept and close - do this if you have not accepted agreement before.

Click on "Student Summary Review"

On left side of page scroll all the way down to see "Student Registration 2024/2025".

Click on the black box "Student Registration 2024/2025".

Accept "Terms of Individual Device Agreement" - save and close

Accept "Authorization Sheet" - save and close

If needed fill out "Parent Medication Consent Form" - save and close

Update "Student Demographics Form" - save and close

Update "Student Enrollment Form" - save and close

**Click on gray boxes on the right side of updated forms.**

Click on submit

If done correctly the red boxes will turn green to show submitted.

Close out - click on white "X" on the **blue** line at the top right corner. Then click on the "X" on the tab at the top left of the page.

This will close you out of Lumen.