

FINALFORMS™

REGISTERING A STUDENT

WHAT INFO WILL I NEED?

- Basic Medical History & Health Info
- Doctor, Dentist & Hospital Information
- Insurance Company & Policy Number
- Email Address for BOTH you and your student (if required by your district)

HOW DO I REGISTER MY FIRST STUDENT?

*****IMPORTANT***** If you have followed the steps on the previous page, you may Jump to Step 3.

1. Go to <https://northeastern-in.finalforms.com>



Parent

2. Click **LOGIN** under the Parent Icon



3. Click **REGISTER STUDENT**

My Students



4. Complete the form including the Student's Legal Name, **EMAIL ADDRESS**, Date of Birth, Gender, Graduation Year, Home Address and any other information required by your School District, then click **CREATE STUDENT**

NOTE: A student email address may or may not be required depending on your school district preferences. If so, the email address provided may be used to send reminders to your student.

5. **If your student plans to participate in a sport, activity, or club** please click the checkbox for each. Click **UPDATE** after making your selection.

NOTE: A selection can be changed any time until the registration deadline.

6. Complete each form and sign your full name (e.g. "John Smith") into the Parent Signature field at the bottom of the page. After signing, click **SUBMIT FORM** and move on to the next form.

Form Signatures

Parent Signature

Student Signature

Student Signature

Student Signature

Student Signature

7. When all forms are complete, you will see a "Forms Finished" message.

*****IMPORTANT***** If required, an email will automatically be sent to the email address that you provided for your student prompting him/her to sign Student forms requiring his/her signature.

8. Click **MY STUDENTS** if you are done, or **REGISTER ANOTHER STUDENT** if you need to add another.

9. At any point in the future, you may login at any time and click the **UPDATE FORMS** button



PARENT REGISTRATION

HOW DO I SIGN UP?



Parent



1. Go to <https://northeastern-in.finalforms.com>
2. Click **NEW ACCOUNT** under the Parent Icon
3. Type your **NAME, DATE OF BIRTH** and **EMAIL**, then click **REGISTER**
4. Check your Email for a FinalForms Email, and click **CONFIRM YOUR ACCOUNT** in the email text.

FINALFORMS

Thank you for registering with FinalForms. You will receive an email within 2 minutes prompting you to confirm and complete your registration as a parent.

Please click the **CONFIRM YOUR ACCOUNT** link in the email text to complete your registration as a parent.

Thank you,
 Northeastern Instate Services (NIS) Administration

NOTE: You will receive an email within 2 minutes prompting you to confirm and complete your registration. If you do not receive an email, check your spam folder. If you still do not see the FinalForms email, please email support@finalforms.com

5. Create your new FinalForms password and click **CONFIRM ACCOUNT**

You're almost done registering as a Parent

Complete your registration by confirming your account and creating a password.

New Password:

.....

Confirm Password:

.....

Confirm Account

6. You may be asked if you want to grant another Parent/Guardian access to your registered students. Either click **SKIP THIS STEP** or type the **NAME, DATE OF BIRTH** and **EMAIL**, then click **ADD PARENT ACCOUNT**.

Add Another Parent? [Skip this step](#)

Do you want to add another parent to your account? Please provide the name, date of birth, and email address of the parent.

Name:

Date of Birth:

Month: Day: Year:

Email Address:

Add Parent Account

7. Your account(s) will be created, you can then click **REGISTER STUDENT** for your first child.