

Kids Read Now - Manual Enrollment

Below is the step by step process on how to enroll students into the KRN portal through manual enrollment. You may also refer to training video 3 to watch a step by step video.

1. Retrieve all enrollment forms from teachers or classrooms.

2. Go to <https://portal.kidsreadnow.org/>.

3. Log in to the portal using your username and password. This information was sent in an email invitation to the Kids Read Portal. If you cannot locate this invitation, if your password has expired, or you forgot your password click 'forgot password'.

kids read now Students Analytics

Welcome to the Kids Read Now Portal

LOGIN
Report a book or manage your account settings

Email

Password

No Password? Forgot Password? Click here!

LOGIN →

ENROLLMENT CLOSED
Enrollment is closed for 2017-18 Kids Read Now program. If your child is eligible for the program, you'll still receive a default list of books at the address your school provided us. Catch us next year to customize your child's Kids Read Now experience.

If you have any question or concerns, you can call us at 877.536.0130 or contact our support team via [live chat](#).

Questions? Check out our [FAQ](#)
Need help? Call us at 877.536.0130 or contact support via [live chat](#)

Kids Read Now
110 Foss Way
Troy, OH 45373

4. Select the students tab.

kids read now Districts Screens Educators **Students** Analytics Books Dashboard Account Log off

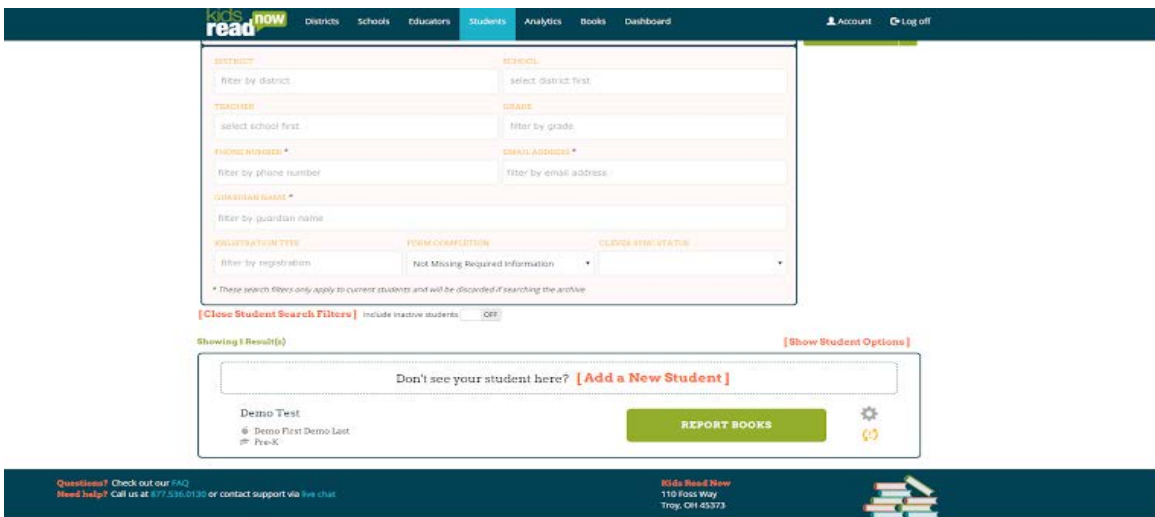
Student Search

SEARCH

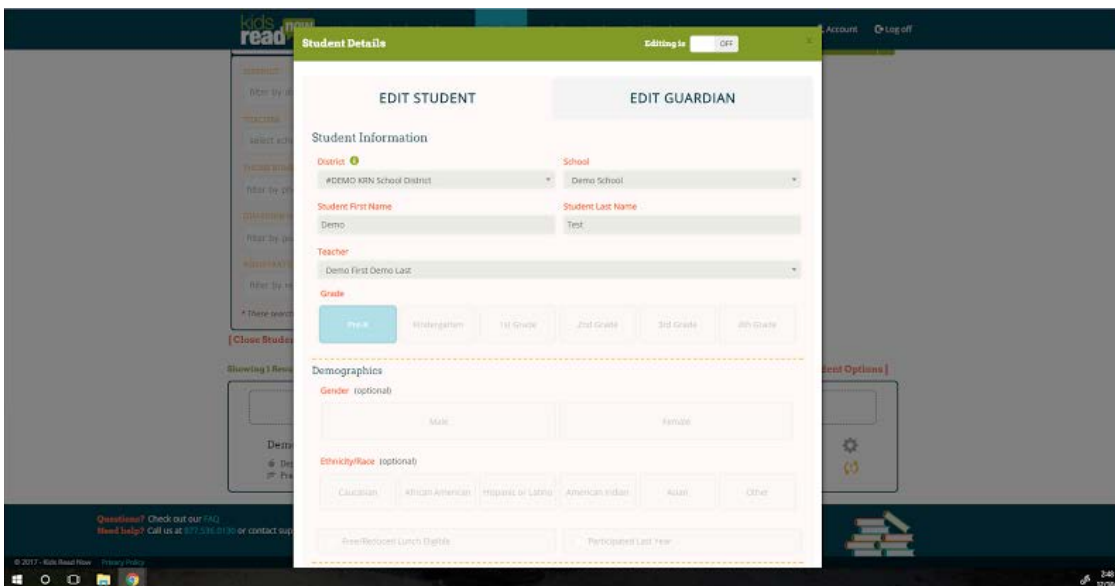
[Open the book Search Filters](#) Include inactive students

5. If you are a returning district, first search for the student you are attempting to enter in the 'Student Search' bar. If you are a new district move to step 6.

a. If the student has participated in the past, they will appear.



b. Select the student you are updating. Toggle 'ON' editing.

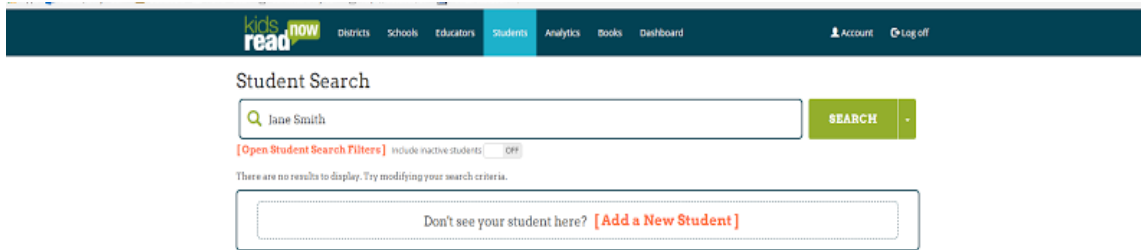


c. Edit student and guardian information. Select 'Parent gave permission to enroll' box, if applicable.

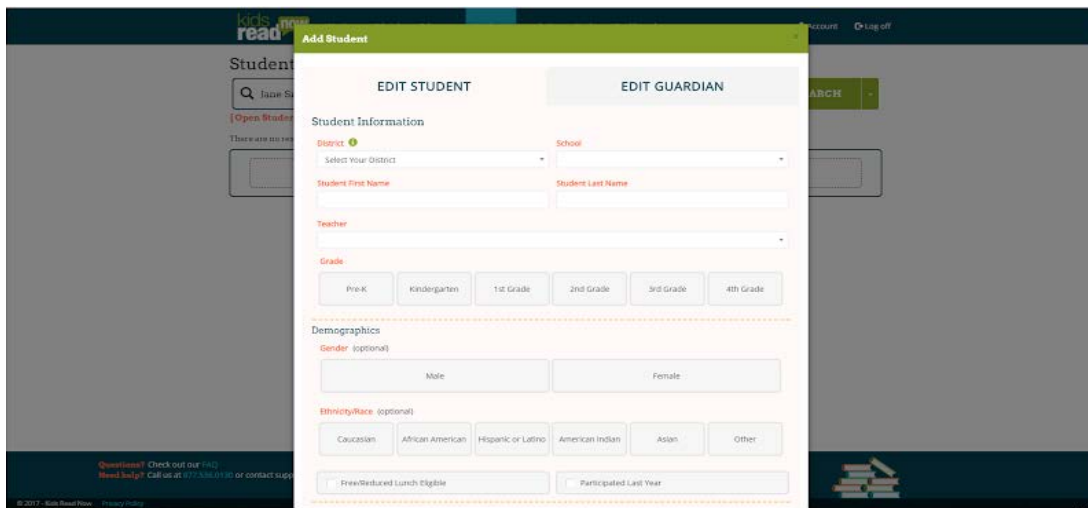
d. Save the updated information.

e. Skip to step 9.

6. If you are a new district, search for your first student. No results will appear and you will see 'Don't see your student here? [Add a new Student]'. Select 'Don't see your student here? [Add a new Student]'.



7. Complete all information under both the 'Edit Student' and 'Edit Guardian' tabs. Be sure to check the box that says 'Parent gave permission to enroll' if the student returned a signed enrollment form. To enter book selections type in the 3 digit code or title of book.

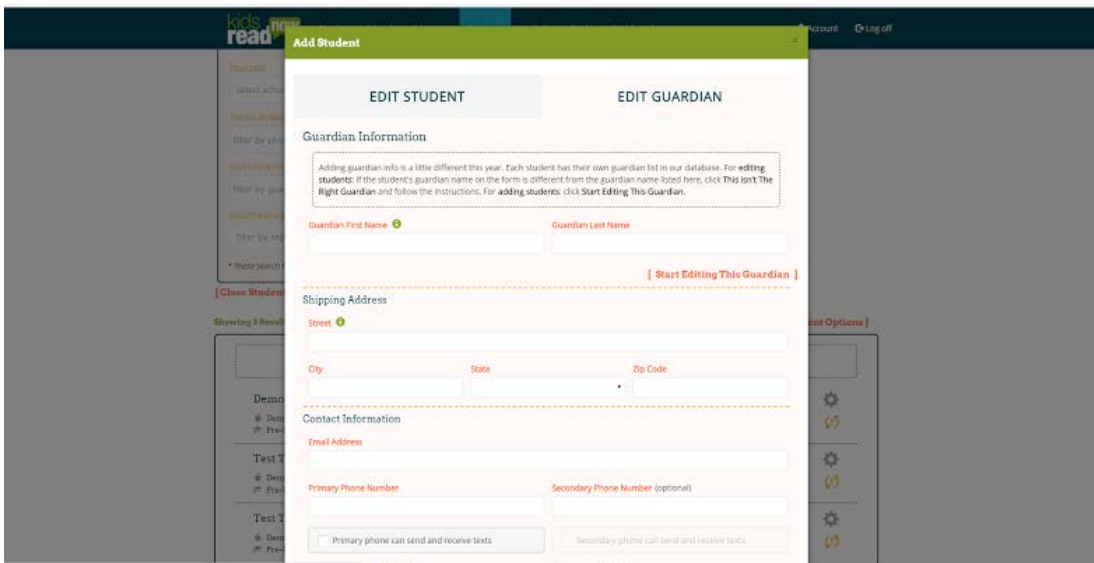


8. After completing all fields, select 'Save'.

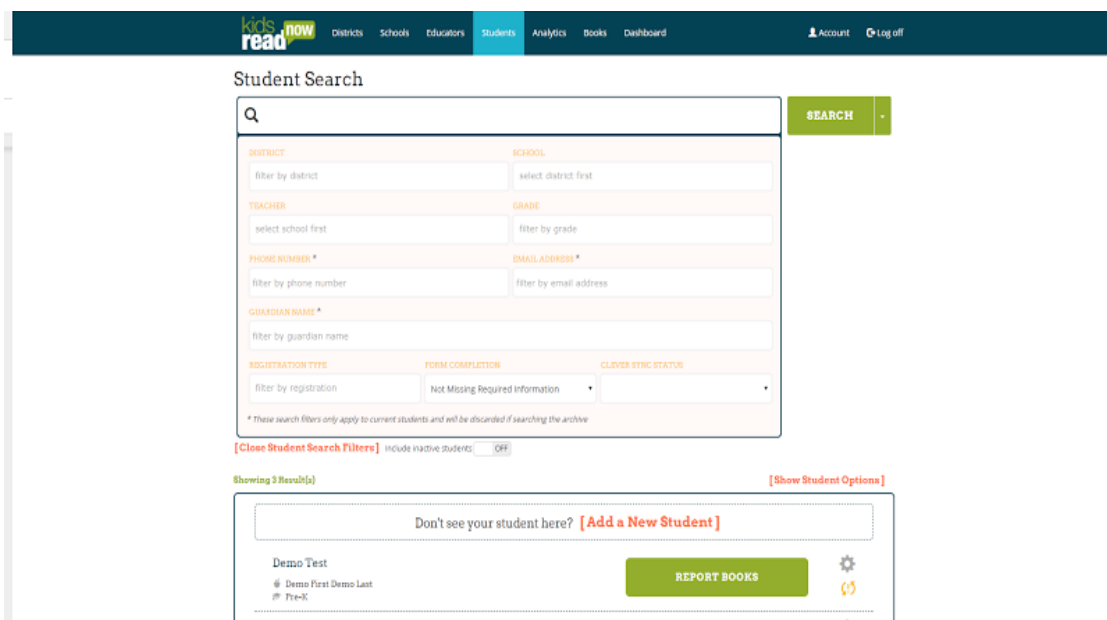
9. Continue to add, update, and save all student information until all students appear with correct information in the KRN portal.

Other tips and information:

1. Adding a sibling? This guardian contact information is already in our system. Select 'Start Editing This Guardian', search for the guardian, and select the correct guardian to autofill the information.



2. The 'Student Search Filter' can help you filter students by District, School, Teacher, Grade, etc. to view different subsections of students.



3. Confirm the correct number of students enrolled. Filter by school or district. The number of results should match the number of enrollees.

Student Search

<input type="text" value="Q"/>		<input type="button" value="SEARCH"/>
DISTRICT filter by district	SCHOOL select district first	
TEACHER select school first	GRADE filter by grade	
PHONE NUMBER * filter by phone number	EMAIL ADDRESS * filter by email address	
GUARDIAN NAME * filter by guardian name		
REGISTRATION TYPE filter by registration	FORM COMPLETION Not Missing Required Information	CLEVER SYNC STATUS

* These search filters only apply to current students and will be discarded if searching the archive

[Close Student Search Filters] include inactive students: OFF

Showing 3 Result(s)

[Show Student Options]

Don't see your student here? [Add a New Student](#)

Demo Test Demo First Demo Last Pre-K	<input type="button" value="REPORT BOOKS"/>	 
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