

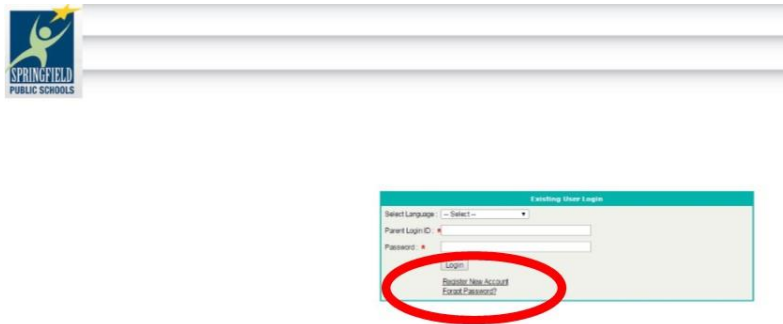
Enrollment instructions for students who are not Springfield Public Schools students and who will ONLY be attending Explore.

For non-SPS students who will only be attending Explore, please follow the instructions below to ensure you select the appropriate online enrollment application.

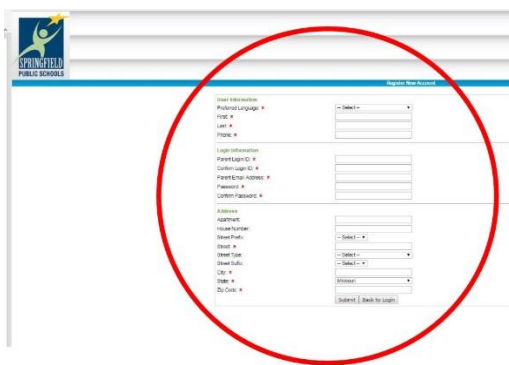
Step 1. Click on the enroll icon



Step 2. Click on: Register New Account



Step 3. Complete user information, login information and address, then press submit.



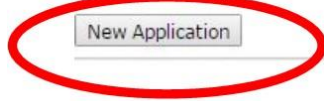
Step 4: Click on New Application



Instruction:

Applications that you have saved display in the list below. If the application has a status of 'Submitted,' the school can now review it. You can view it application. To add an application for another child, click New Application.

Saved Applications



Step 5. In the dropdown menu, select Summer Explore Student Only.



Instruction:

Applications that you have saved display in the list below. If the application has a status of 'Submitted,' the school can now review it. You can view it application. To add an application for another child, click New Application. You can copy information such as address and phone from the child you

Saved Applications

New Application

Copy basic information from

Go

Summer Explore! Student Only

Summer Explore! Student Only (Will Not Be Attending SPS during the Regular School Year)

Step 6. Follow the prompts on the remaining screens.