

# How to Register if you have a DayCare Works Account

## Current Family Registration for the school year:

Through the Daycare Works parent portal, you can register your children into various programs and events. Go to the [Parent Portal Link](#), and log in to your account.

*\*PLEASE REMEMBER, REGISTRATION IS NON-REFUNDABLE, DO NOT REGISTER IF YOU HAVE NOT SPOKEN TO THE SITE DIRECTOR FOR YOUR SITE, THEY WILL PROVIDE YOU WITH THE "UNLOCK" CODE NEEDED.*

*\*REGISTRATION DOES NOT GUARANTEE YOU A SPOT IN THE PROGRAM, IF THERE IS NO ROOM YOU MAY BE WAITLISTED.\**

### **Step One**

First, click on the **Registration** tab on the main toolbar or on the **Registration** tile icon.

### **Step Two**

Click on the category of the classroom that your child will be enrolling into. (The current school year or the following school year.) Type you site in the "Search Program" bar to narrow the options.

\* Please review your selection and all information prior to submitting your registration form.

### **Step Three**

Click on the "Unlock" button for the site that your child will be attending. The unlock code will be this code will be provided by the site, and must be entered before clicking on the "Submit" button. (*unlock code is obtained from the site director*)

### **Step Four**

Select the child that will be enrolled in the classroom on the "**Select Child**" pop up menu. Answer any necessary questions, and click add to cart.

### **Step Five**

After clicking the **add to cart button**, the **Enrollment(s)** screen will be displayed.

To remove a child's schedule, click on the **delete icon** for the child, *indicated by the red x*.

To add or find another enrollment for your child, or to enroll another child, click on the "**Add More Programs**" button, and repeat the registration process, **an additional code will be needed for the selected schedule as well.**

To checkout and confirm the enrollment, click on the "**Checkout**" button, read all of the billing information, and process through the shopping cart. **The registration is not final without payment.**

If you are having trouble logging in, please contact our office and we will be happy to assist you.  
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