

## **Infosnap Online Registration for New Students** **Albany County School District #1**

Albany County School District #1 is excited to announce online registration through **Infosnap** is ready for the upcoming 2016-2017 school year! This process replaces most of the paper forms sent home at the beginning of each school year.

If you are a new student to ACSD #1, please visit our website at [www.acsd1.org](http://www.acsd1.org), click on the Resources, then Parent Resources, and then Online Registration. Here you will see a link labeled “New Student Registration from a Public Computer.”

### **To get started--Create an account**

- If you are new to the district, you will need to create an Infosnap Account. This allows you to securely save your work and come back at a later time if necessary. You can use your email address or cell phone number.
- If you already have an account, you can sign in and complete the form using the same account. Registration forms for multiple children can be completed in the same account.

### **Do I have to answer all the questions?**

Questions marked with a red asterisk (\*) are required.

### **What if I make a mistake?**

If you would like to make a change, prior to submitting the form, you can either navigate back to the page using the “< Prev” and “Next >” buttons. Or if you are on the Review page, click on the underlined field. **If you have already submitted the form**, then you will need to contact your student’s school, so they can make the changes for you.

### **I’ve completed the form, now what?**

Once you have finished entering your information, click “Submit.” This will send all of the information you’ve entered to the school. If you cannot click on this button, you will need to make sure that you have answered all required questions.

### **What if I have more than one student in the district? Do I need to do this for each child?**

Yes, because you’ll need to provide information that is specific for each child. We recommend that you complete and submit one form and then start another – this will allow you to “snap” (or share) selected family information, which saves you time.

### **I’m not sure how to answer a question. I don’t know what the question is asking.**

To ask any general questions about the form you may contact your school by visiting our website at [www.acsd1.org](http://www.acsd1.org) and click on the name of your school under the Schools tab. The phone number for the school is listed on the bottom, left-hand corner of the school’s home page.

### **Help! I’m having technical difficulties.**

Contact the Infosnap Support Line toll free at (866) 752-6850 or [support@infosnap.com](mailto:support@infosnap.com)