Parents With a Gradebook\Guardian Account
Call 405-260-6489 (M-TH 8-4) for assistance

1. Go to the parent Portal at https://ok.wengage.com/Guthrie and login.
2. Click on Student Records Portal
3. Click OK to
4. Click on Training Videos

Training | Logged in as **test.test**

Resources / Wen-GAGE i-Student Information / i-Student Records Portal
Select the resource below.

Webinars

Webinars are used to supplement the training videos and cover specific topics and time sensitive tasks.

- Register to attend a webinar

Videos
Student Records Portal

- How to Enroll an Existing Student

- How to Add and Enroll a New Student

5. Click on the appropriate video

6. When finished click on the word Applications in the top right of the page

Applications   Account   Support   Sign Out

My Applications

Wen-GAGE® i-Student Information

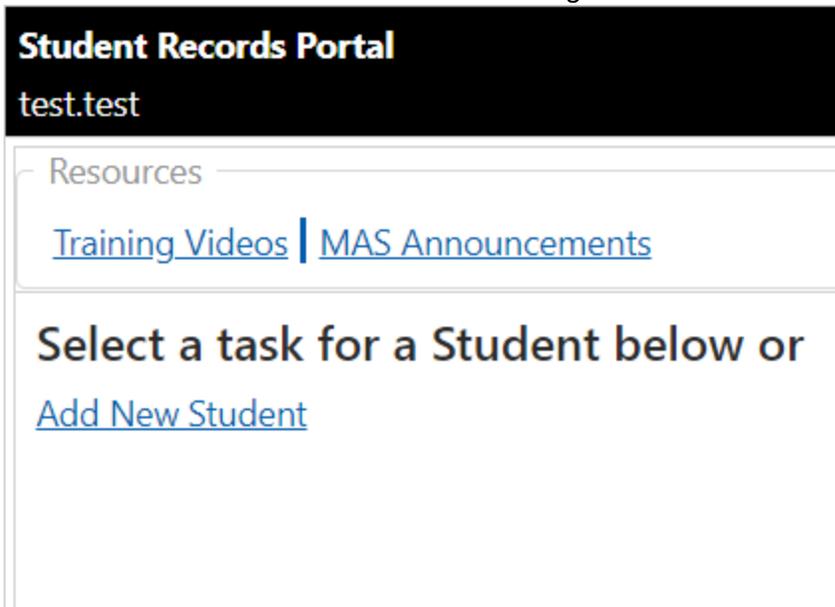Guardian Portal   Student Records Portal
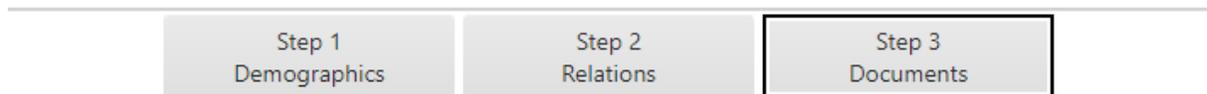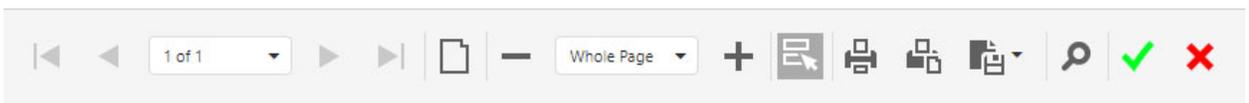
7. Click on the **Student Records Portal** to begin enrollment

Student Records Portal
test.test

Resources

Training Videos | MAS Announcements

Select a task for a Student below or

Add New Student

8. Click Add new Student for a new student to the district or Enroll Existing Student
9. Enter School Year
10. Choose the Site
    a. You can use www.findmyschool.us to locate the correct school
11. Choose Grade
12. Click Continue
13. Complete the demographic information for the student
14. Click Save and Continue to Step 2
15. Add Relations (Parents\Guardians\People who can Pick Up the Student)
16. Click Step 3

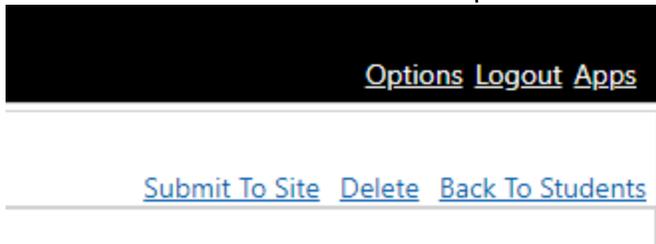| Step 1 Demographics	Step 2 Relations	Step 3 Documents

17. Complete each of the required documents and any optional documents that apply to your student.   OSSAA documents are needed for any student who competes in any activity on behalf of the school district.
18. Click Upload Document (Required) and the document will open so that you can complete the information online.

◄ ◄	1 of 1	► ►|	□ —	Whole Page ▼	+ 🖹 🖨 🖼 📋▼ 🔍 ✔ ✗

19. There will be a toolbar at the top of each document. Once you have finished the document click the Green check mark to save the information.
20. Click the red X to exit the page and continue with the next document.

21. When all documents have been completed click Submit to Site.

Options Logout Apps

Submit To Site Delete Back To Students

22. You may exit and return as many times as you need to in order to complete the enrollment information. Complete this process for each of your students.