Parents Without a Gradebook\Guardian Account
## Call 405-260-6489 (M-TH 8-4) for assistance

1. Parent Signs up for an account: Parent Account Request
2. An account will be created by the district. (Please allow 24 hours for the account creation)
3. Parent receives an email from the district indicating that the account has been created and is active.
4. Parent goes to https://ok.wengage.com/Guthrie and logs in with the username and password.
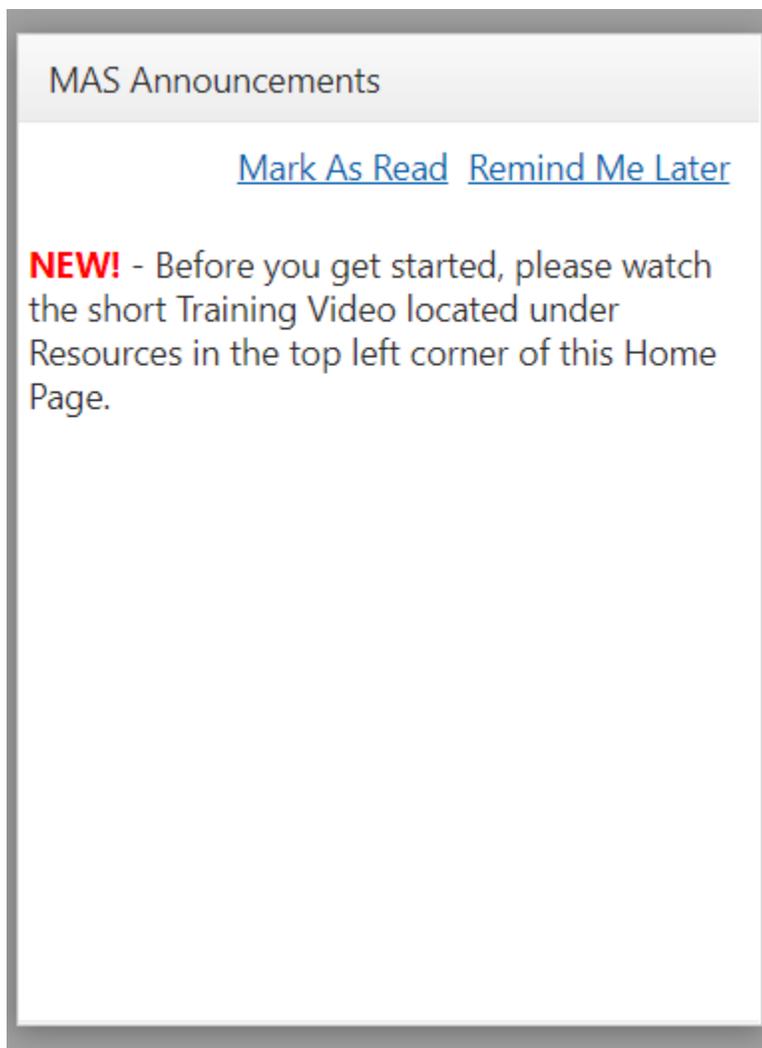
MAS Announcements

Mark As Read Remind Me Later

NEW! - Before you get started, please watch the short Training Video located under Resources in the top left corner of this Home Page.

5. Click Mark as Read or Remind Me later
6. Click on Student Records portal
7. Click on Training Videos

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

8. Click on the appropriate video

9. 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
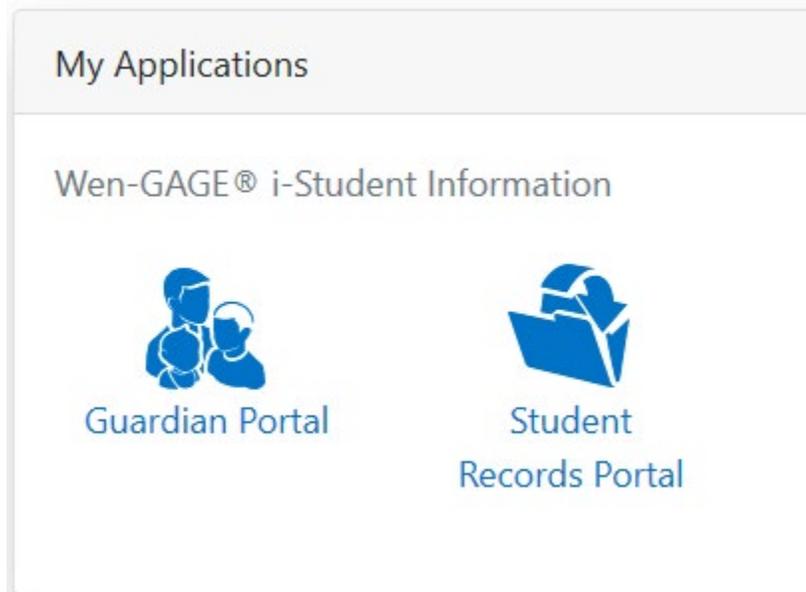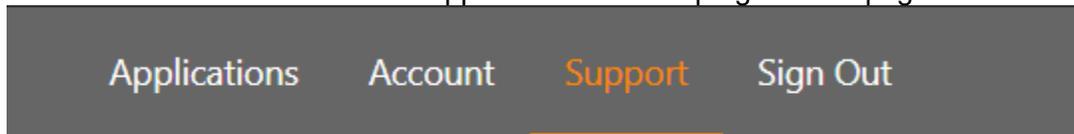
10. Click on the **Student Records Portal** to begin enrollment

Student Records Portal

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Resources

Training Videos | MAS Announcements

Select a task for a Student below or

Add New Student

11. Click Add new Student for a new student to the district or Enroll Existing Student for 2020 - 2021
12. Choose the Site
    1. You can use https://www.findmyschool.us to locate the correct school
13. Choose Grade
14. Click Continue
15. Complete the demographic information for the student
16. Click Save and Continue to Step 2
17. Add Relations (Parents\Guardians\People who can Pick Up the Student)
18. Click Step 3

Step 1 Demographics	Step 2 Relations	Step 3 Documents

19. 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.
20. Click Upload Document (Required) and the document will open so that you can complete the information online.

| ◁ ◀ 1 of 1 ▶ ▶| ☐ ─ Whole Page ▾ ＋ 🖾 🖨 🖾 🖺▾ ✎ ✔ ✖ |

21. 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.
22. Click the red X to exit the page and continue with the next document.
23. At the bottom of the Required Enrollment Residency Verification form there are two boxes for you to upload a copy of your bills.
24. Click on the box

a picture c

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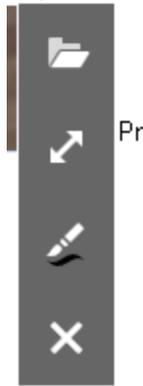
a. Click the folder at the top of the list and choose the file where you saved your bill.
b. Your bill must be in an image format. PDF copies will not work. (You can use your cell phone to take a picture of the bill)

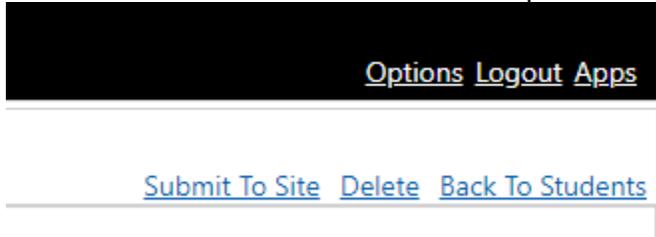Please paste a picture of your bill in each of the boxes below.

Proof One   Proof Two

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

Options Logout Apps

Submit To Site   Delete   Back To Students

26. 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.