Eagleridge is implementing a new portal to streamline registration and enrollment. The directions below will guide you through the process. **Please note: the portal works best with the newest versions of Chrome, Edge, Firefox, and Safari browsers (mobile functionality is limited at this time)***

*Begin at eagleridge.mpsaz.org.*

**Parent Registration:**
To register for the first time as a parent, (1) click **Need to Register?**, (2) fill in account information, and then (3) click **REGISTER**.

**(4) You will see this message in green after successful parent registration:**

Thanks for signing up. You may now login to add your children and start enrolling in classes.
Student Enrollment:
To enroll your student(s), (1) enter your Email and Password, and then (2) click **LOG IN**.

This will take you to your dashboard. To add your student, (3) click **ADD STUDENT**, (4) enter the student’s name and grade level, and then (5) click **ADD**.

**You will see this message in green after successfully adding a student:**

*Your child will now be displayed on your dashboard. For **additional students**, repeat steps 3-5.*
Class Enrollment:
Once logged in as the parent, (1) click **ADD/DROP CLASSES** to manage your student's classes.

At the student screen, (2) click **Choose a Semester**, and then (3) select the desired semester.

You can (4) scroll down to view the class days.
To begin adding classes, (5) click the desired class day to expand the dropdown menu of available classes, (6) take note of the minimum number of classes required for the specified day(s), (7) click ADD for the desired classes, and then (8) click YES to confirm you want to add this class.

**You will see this message in green after successfully adding a class:

*Repeat* these steps to enroll in the required minimum number of classes for each day.

**Wait List:**
If there is a wait list for your desired class, (1) click WAIT LIST (you will see a note to also enroll in a different class at the same period in case it does not become available), and then (2) click YES to confirm you want to be placed on the list.

**(3) You will see this message in yellow after successfully being placed on the wait list:

*Repeat* the steps for Class Enrollment to also enroll in a different class at the same time as the wait list class in case it does not become available.