

**ON-LINE DATA CONFIRMATION OUTLINE (formerly known as Re-Reg.): STEP BY STEP GUIDE**  
**USE THIS AS A CHECK-OFF BEFORE YOU COME TO REGISTRATION**

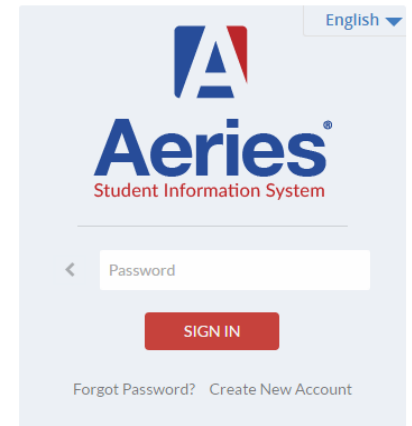
In order to complete the Data Confirmation process you must have a 'Parent Portal' account, internet access, and the ability to print two forms. Computers and printers will be available for use in the Administration office beginning **August 14<sup>th</sup>**.

**Step 1: Login to <https://my.iusd.org>**

Enter your email address and password (this will be the same information used to login to Parent Portal)

- If you do not have a Parent Portal account, please click on "Create New Account."
- If you forgot your password, please click on "Forgot Password?"
- If you need assistance logging in, please call 949-936-7800 beginning August 14<sup>th</sup>, or contact [MyIUSDFeedback@iusd.org](mailto:MyIUSDFeedback@iusd.org). (Please note- You cannot use your child's Student Portal Account.)

Irvine Unified School District



**Step 2: Select Student**

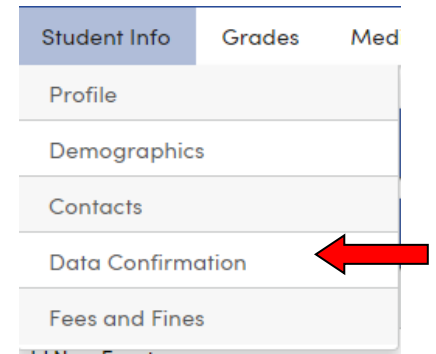
Once you login, the system will default to your student.

- If you have more than one student, you will need to scroll over "**Change Student**" in the upper right hand corner of the screen. Please note that Data Confirmation must be completed for each student.

**Step 3: Student Data Confirmation Process**

In the "**Student Info**" tab, please click on "**Data Confirmation.**" You will need to go through each of the following tabs and follow the instructions listed.

1. **Family Information** - Please select whether or not the Father, Mother or Legal Guardian of this student is active in the United States Armed Forces. Please click on "**Confirm and Continue**" to move to the next tab.
2. **Student** – Update any changes by clicking on the "Change" button. Once changes are complete, please click on "**Confirm and Continue**"
3. **Contacts** – Change/Add/Delete contacts in this tab. Please remember to "**Confirm and Continue**" to save any changes made.



4. **Documents** – Please read each document in this section, and follow the instructions listed. The Health Condition Information and the Ticket to Registration are **mandatory to print** and bring to registration. Without these completed in their entirety with all the boxes checked and both parent/guardian and student signatures, your student will not be allowed to proceed through the registration process.

- **PTSA** – If you would like to join the PTSA and/or become a volunteer, please complete the membership form (or complete this on-line) and/or the volunteer form, print out, and bring to registration.
- **Boosters** – If you would like to join the Athletic, Instrumental or Vocal Music Boosters, please complete the forms, print out, and bring to registration.
- **Optional Items for Purchase** – Please print out the Optional Items for Purchase Form and include your check at registration.
- **Program Donations** – All donations can be made on-line through the WHS Web Store at [http://webstores.activenetwork.com/school-software/woodbridge\\_hs\\_online/](http://webstores.activenetwork.com/school-software/woodbridge_hs_online/) or with a check on the day of Registration. If paying with a check, please include the donation form.

5. **Authorizations** – Please review all information on this screen with your child, and click **Allow** or **Deny** when appropriate. Once complete, please click **“Save”** at the bottom of the page.

6. **Final Data Confirmation** – Please confirm that all information has been read and that you have completed the online data confirmation process. Be sure to read and follow any further instructions on this page. Once everything is complete click the **“Submit Final Confirmation”** tab. Please note: the system will not allow you to perform Final Data Confirmation until all the previous tabs have been completed

The image shows a vertical progress bar on the right side of the page. It consists of six horizontal tabs, each with a circular icon containing a number and a text label. The first tab is '1 Family Information' with a blue circle and text. The second is 'Student' with a green checkmark icon and text. The third is 'Contacts' with a green checkmark icon and text. The fourth is 'Documents' with a green checkmark icon and text. The fifth is '5 Authorizations' with a grey circle and text. The sixth is '6 Final Data Confirmation' with a grey circle and text. Below the tabs is a green button with white text that says 'Confirm and Continue'.

**NOTE: Any student owing a library fine, library book, textbook, or equipment must take care of their obligation(s) before being allowed to check out textbooks. If you are paying for lost equipment or books, please have checks made payable to Woodbridge High School or have exact change. Please report to the Media Center on your registration day to take care of your obligation(s).**