

# **Registration Process**



Parents/guardians must register their child(ren) using the Schoolmint online registration system using the following steps:

#### Step 1: Log into SchoolMint

You may use a mobile device or computer to log in and get started by following the steps below.

### **RETURNING HPA Family**



## **NEW HPA Family**



Go to <u>hoganprep.schoolmint.net</u> to login (or scan the QR code above).

- Your username will be either your email address OR mobile number
- Forgot password link is available

Go to <a href="https://example.com/hoganprep.schoolmint.net/signup">hoganprep.schoolmint.net/signup</a> to sign up (or scan the QR code above).

 Use either your email address OR mobile phone number as your username, then set a password of your choosing

### Step 2: Complete Registration

- Follow the steps in Schoolmint to complete your registration.
- You will also be able to upload registration documents in the system.

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PROOF OF RESIDENCY FAQs	
<b>WHO</b> is required to provide Proof of Residency?	All parents or guardians of HPA students (both new and returning) are required to provide proof of residency. Proof of residency may be uploaded in the SchoolMint platform or may be provided in person to the front office staff.  Returning families will only need to upload a new POR if their address has changed.
<b>WHAT</b> is required to complete the Proof of Residency Process?	Acceptable documentation of residency (see the table below).
ACCEPTABLE Documentation	UNACCEPTABLE Documentation
ACCEPTABLE Documentation  Document is dated within 45 days of verification with parent(s) name(s) and current address.  Utility bill (water, gas, electric, sewer)  Paycheck stub  Mortgage Statement or Lease Agreement	<ul> <li>UNACCEPTABLE Documentation</li> <li>○ Document is older than 45 days</li> <li>○ Shut off notice</li> <li>○ Printed Check</li> <li>○ General Mail</li> </ul>