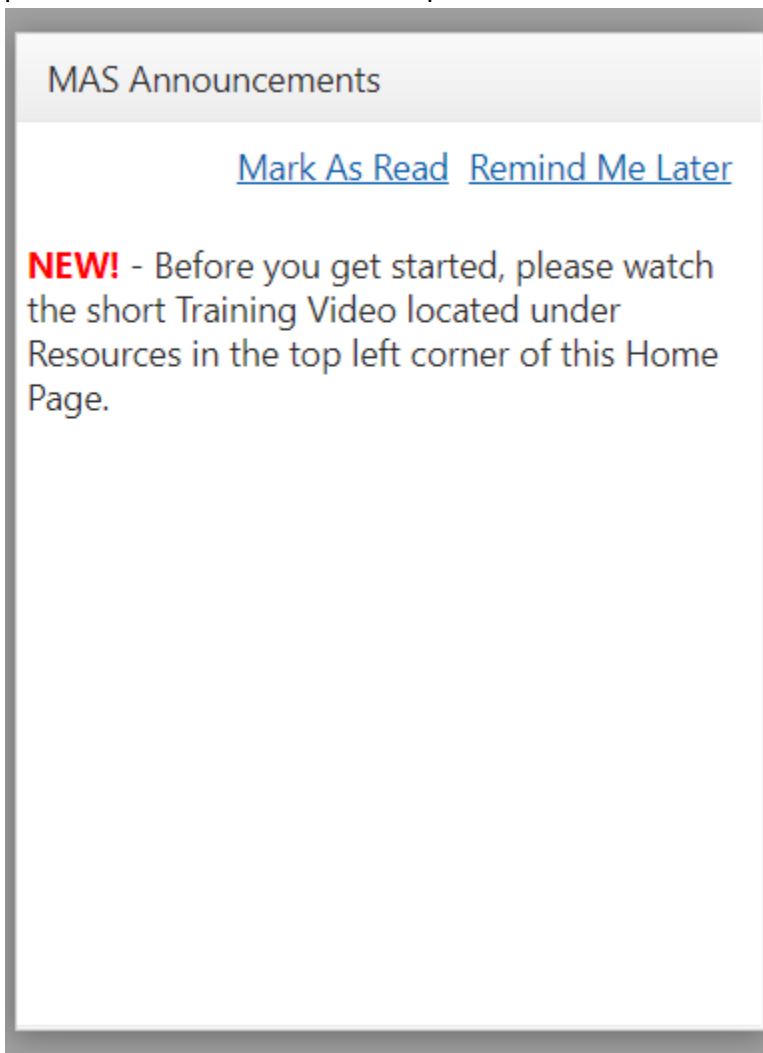


**Parents Without a Gradebook\Guardian Account Call
405-347-2100 or 2150 (T-TH 9am-2pm) for assistance. Offices
will be closed the week of June 28 and July 5.**

1. Parent signs up for an account:
 - a. <https://ok.wengage.com/harrah/accountrequest>
 - b. Be sure to check mark the box labeled "Guardian".
2. An account will be created by the district. (Please allow 24 hours for the account creation)
3. Parent receives an email from Municipal Accounting System indicating that the account has been created and is active.
4. Parent goes to <https://ok.wengage.com/Harrah> and logs in with the username and password or follows instructions provided in the email.



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.

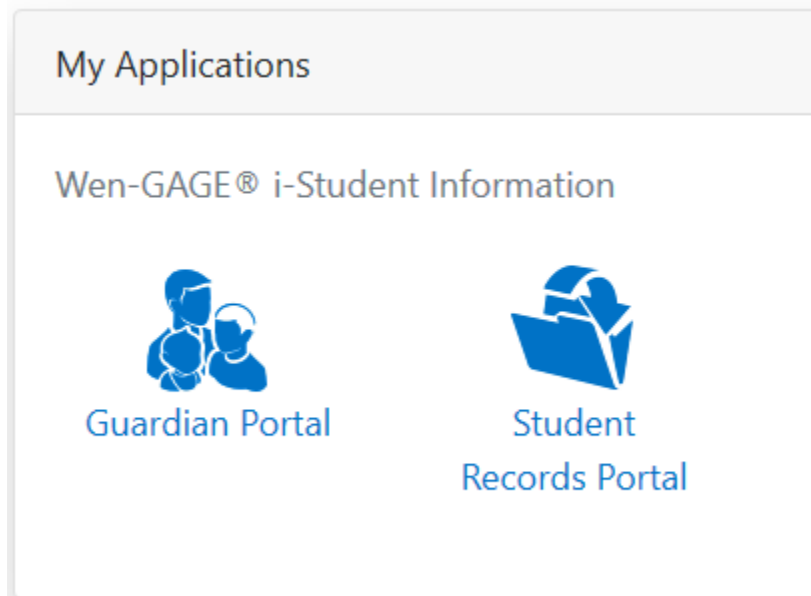
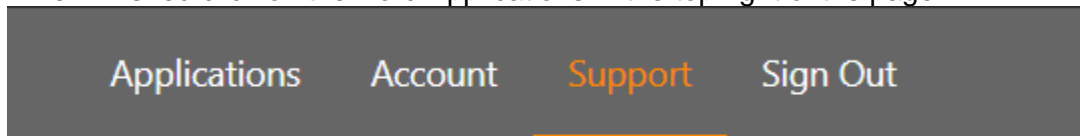
- [Register to attend a webinar](#)

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



10. 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](#)

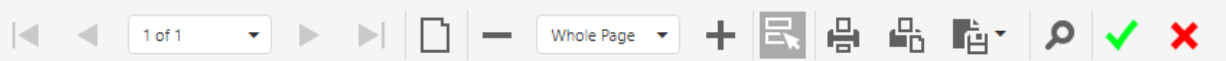
11. Click Add new Student for a new student to the district or Enroll Existing Student for 2020 - 2021
12. Choose the Site
13. Choose Grade
14. Click Continue
15. Complete the demographic information for the student
16. Click Save and Continue to Step 2
17. Add Relations (Parents\Guardians\People who 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.
20. Click Upload Document (Required) and the document will open so that you can complete the information online.



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.

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.

27. If you have more than one student in the district, the guardian information and sequencing must be the same for all children. This will prevent errors and having to re-enter information.