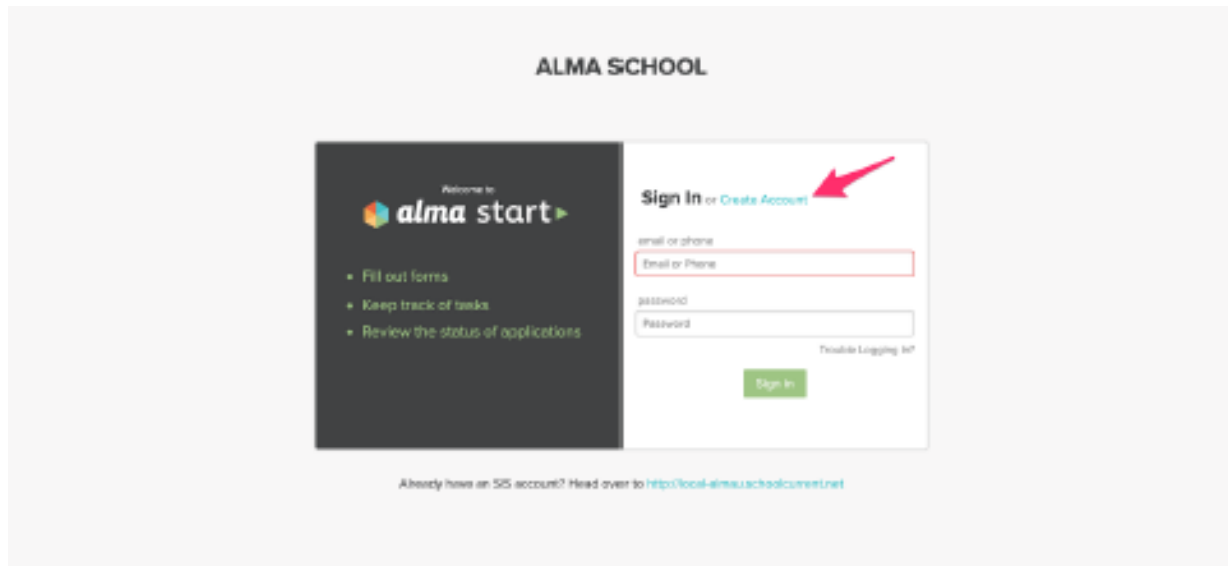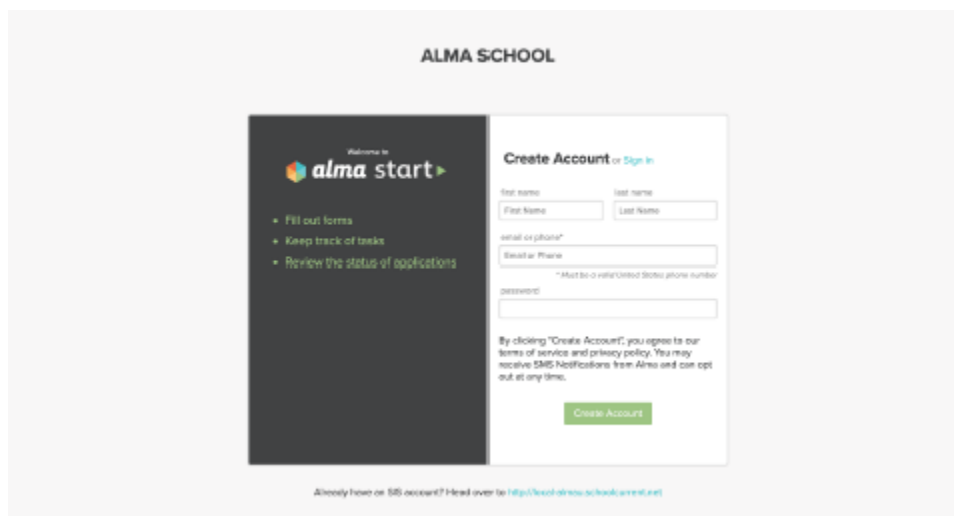# Creating an alma account for parents that are NOT current alma users in the Sanborn School District.

New families in the Sanborn School district that wish to enroll their children into our schools, will need to create an alma account. The web address to create your parent account is http://sanborn.almastart.com.

On the alma start home page please click on the link to Create Account

The following screen will appear where you can enter the information needed to create your parent account. This is your parent portal account account, please supply your information, not your child's.
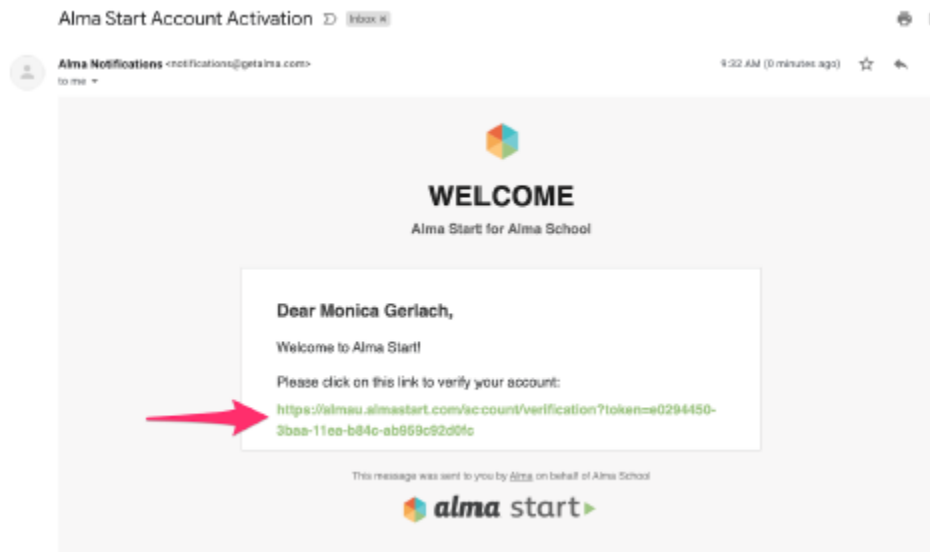
Creating an alma account for parents that are NOT current alma users in the Sanborn School District.

The password must be between 7 and 30 characters and include at least 3 of the following:
Upper case letter, Lower case letter, Number (0-9), Special character ($ # ! ^ *)
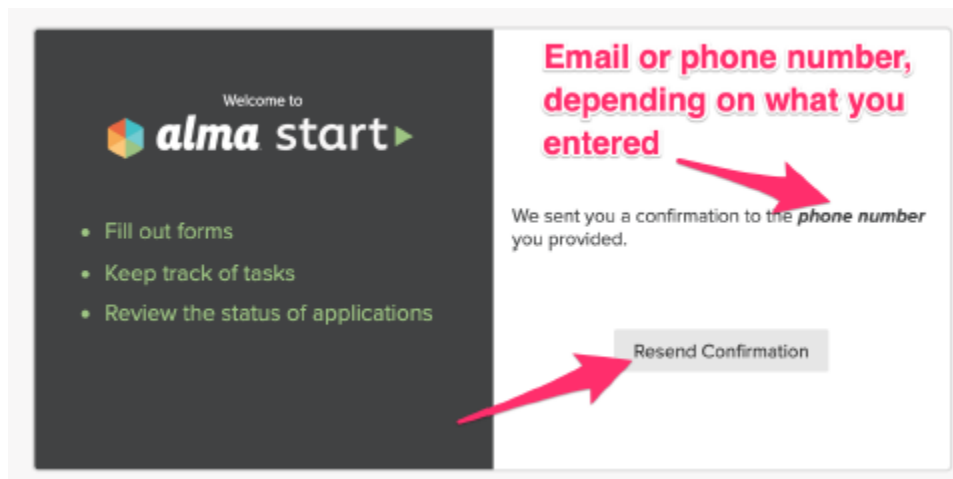Once you supplied the information, click on the **Create Account** button.

Check your email for a message similar to this one:
(Check your email spam folder if you cannot find the code via email)
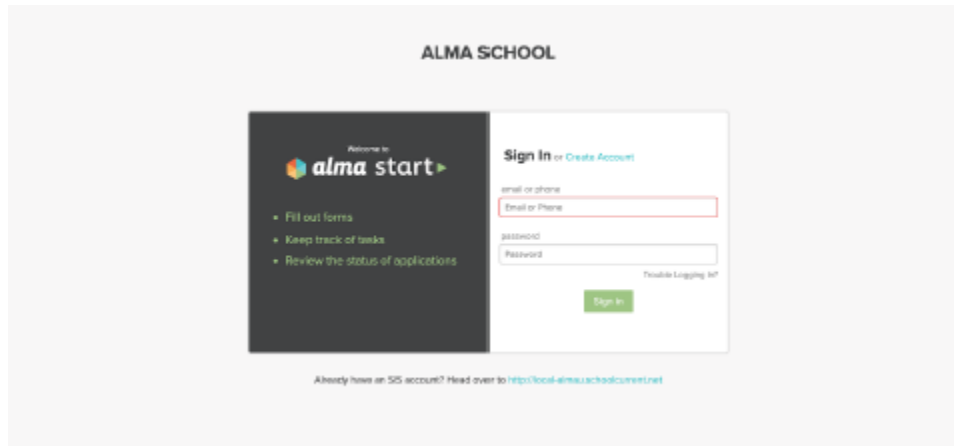

Phone / Email Verification
Before an account can be used the email or phone number must be confirmed. Once you have created your account, you'll be taken to a confirmation screen. A link will be sent to the email/phone number you provided. If you lose the link, you can easily click "resend confirmation."
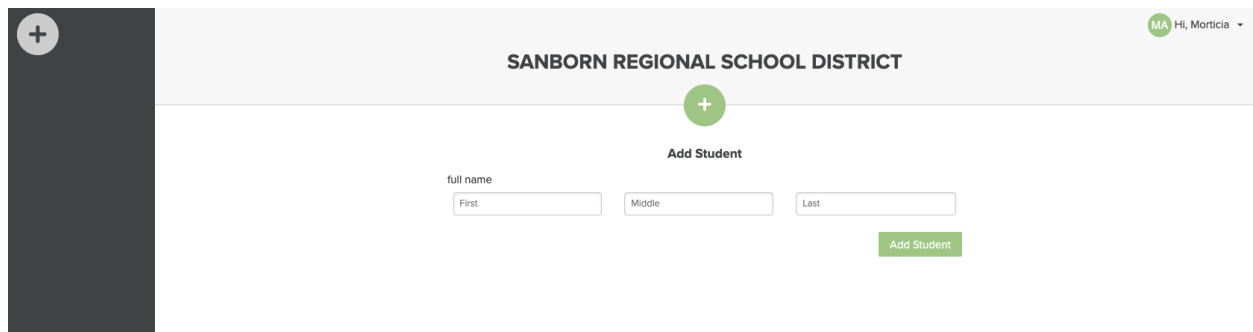
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Login

After confirming your email or phone you will be returned to the login page and can log in with your phone/email and password you just created. Note: If you enter the wrong password 5 times in a row your account will be locked. To unlock your account, click on "trouble logging in?" and follow the directions to recover your password.
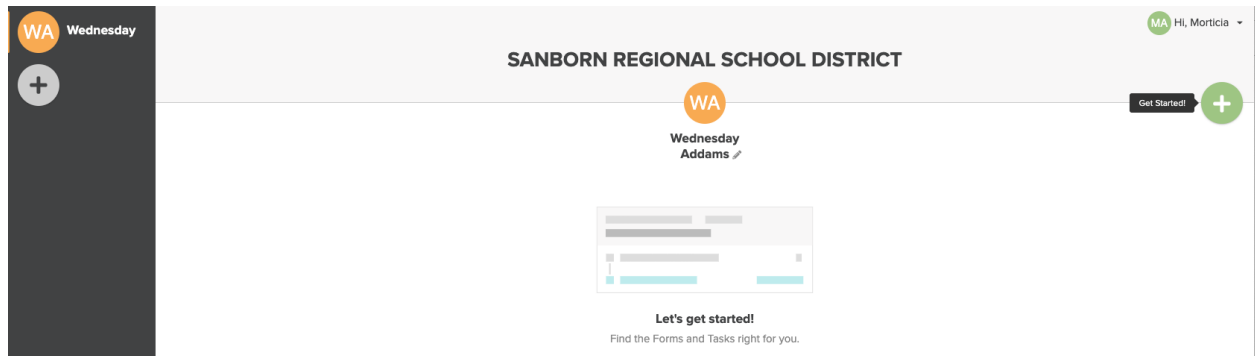

Supply your email and password you created previously to log in. You will then be presented with this screen where you can start to register a child for a school.
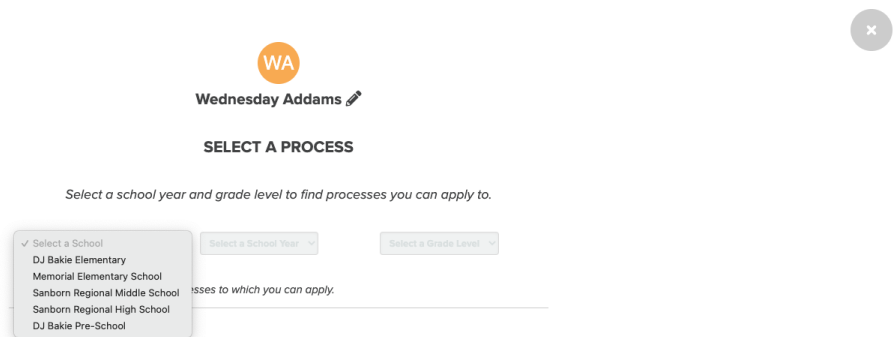
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Enter the Child's first, middle and last names and click on the Add Student button.
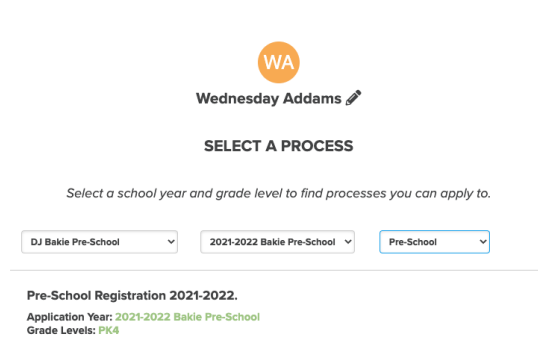

Your child's name will be listed on the left side. Click on the "Get Started ✚ " to start the registration process for your child. The following screen will appear. The "Select a School" drop down will list the schools in the district where you can register your child. Once a school is selected, the"Select a School Year" drop down will be enabled. Once you select the year, the "Select a Grade Level" drop down will be enabled. Once the Grade Level has been selected, the Specific school's registration process will appear.

Double clicking on the school's process that appears will start your child's registration allowing you to answer the various questions and download the forms that are required to submit a

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complete registration.