



## PARKWAY SUMMER SCHOOL ONLINE REGISTRATION



### Creating an account on the Parkway-Rockwood Community Ed Online Registration System

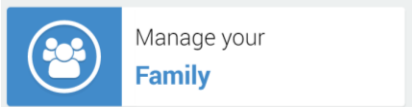
This year, for the first time Parkway Summer School registration for elementary and middle school students will take place online via the Parkway-Rockwood Community Ed online registration system.

You will need to have an account on the Parkway-Rockwood Community Ed online registration system in order to register for Parkway Summer School:


- If you already have an account, you're all set! Visit [www.prcommunityed.org](http://www.prcommunityed.org) to register.
- If you **do not** already have an account, account set up is quick and easy. See below for a step-by-step guide to creating an account and registering your child.

#### **Create your Account**

1. Access the online registration site by visiting [www.prcommunityed.org](http://www.prcommunityed.org) and clicking on 'Register Online.'
2. Once on the registration site, select  (top, right corner).
3. Complete the *Register a New Account* Form and select 'Create Account'. 
4. Once complete, the system will redirect you to a Welcome screen within 15 seconds of setting up your profile.
5. It is recommended that prior to beginning registration you add all family members, including your children, to your account. From the Welcome screen, select 'Manage your Family'



Use the  button to add family members.

Complete the 'Add a New Person' form and select the  button.

6. After entering each family member/relationship, you will be redirected back to the Welcome screen. You can continue to select 'Manage Relationships' to add additional family members/relationships as needed.

**Once you have completed adding all family members/relationships to your account, you are now ready to register!**

#### **Questions about creating an account?**

Contact the Parkway-Rockwood Community Ed office at [info@prcommunityed.org](mailto:info@prcommunityed.org) or 636-891-6644.

#### **Questions about Parkway Summer School?**

Contact the Parkway Summer School office at [mlonda@parkwayschools.net](mailto:mlonda@parkwayschools.net) or 314-415-8075 with any questions.