A. How to create an account in the Online Application and Registration System

   Click on Families>Students>Registration>Online Registration System on the home page.

2. Click here to start the Student Information Update Process.

3. The form is in English. If you need a language other than English click on Select Language in the top right corner. If your language isn't present in the drop down, please email PS_Help@charleston.k12.sc.us for assistance. Then click on Login.

4. On the right side, create an account, using an existing email account. If you do not have an email account, you can go to a website, such as Hotmail.com or Google.com and create one.
5. Once you’ve created an account, Log in.

B. How to update information for students that have previously attended a school in Charleston County School District

1. Once you’ve logged in, click on Update Student Information in the top left navigation menu.

2. Enter the onscreen info in the appropriate fields including the Student ID. If you don’t remember the Student ID number, contact your child’s school, find this information on your child’s report cards, or log in to Parent Portal.
3. If you want to stop during the process and return later, just click the Save and Exit button at the bottom of the page you are on.

4. Each page must be complete before proceeding to the next page. If you left something blank, you will get an error message that will show you what still needs to be completed and then those questions will be in red.

5. When you complete the online information update process, you must still take the appropriate documentation to your student’s school if there were significant changes, like a change of residence, etc.

6. When finished, click sign out.

7. If you want to return to this student’s registration information at some future time, after you log in, click on Dashboard at the top right.

8. Click on your student’s name, then click on “View & Update Student Info” button.
9. To edit the information update form, click on the step needed on the left side

10. When finished, click sign out.