

### PARENT REGISTRATION

1. Open a web browser and navigate to <https://tricountyhightech-oh.finalforms.com/>
2. Click on \*NEW ACCOUNT under Parent:



3. Complete the form with a valid email address and then click Register:

1. Register as a Parent/Guardian below.  
You must be a parent/guardian to create this account and start the process.

2. Check your email (for the address supplied below).

3. You will receive an email within 3 minutes prompting you to confirm and complete your registration.

4. You will then find yourself logged in and able to register your students!

**Legal Name:** First  Last

**Date of Birth:** Month  Day  Year

**Email Address:**  e.g. parent@example.com

**Note:** If you have already registered, please login or reset your password

**Enable Translation:**  Would you like an option to translate pages?  
(This option will appear in the bottom right of all screens)

I am a parent/guardian of a student at, enrolling at, or playing sports at Tri-County Career Center. Misrepresentation, under Ohio Revised Code section 2921.13, is a misdemeanor of the first degree punishable by a maximum of six (6) months imprisonment or a fine of \$1,000 or both.

4. Once you receive your email click the link and follow the password creation instructions:

## FINALFORMS

Hello First Last,

Your FinalForms **parent** account with Tri-County Career Center has been successfully created.

Please [click here to confirm your account](#) and complete your registration.

Thank you,  
Tri-County Career Center

5. Create your new FinalForms password and click **CONFIRM ACCOUNT**

You're almost done registering as a Parent

SET THE PASSWORD YOU WOULD LIKE TO USE TO SECURELY ACCESS YOUR ACCOUNT.

New Password:

Confirm Password:

Confirm Account



## \*Step 2\*

### STUDENT REGISTRATION

#### WHAT INFO WILL I NEED?

- Basic Medical History & Health Information
- Insurance Company & Policy Number
- Doctor & Dentist Contact Information
- Hospital Preference

**\*\*\*IMPORTANT\*\*\*** If you have followed the steps on the previous page, you may Jump to Step 3.



My Students

MANAGE YOUR STUDENTS WITHIN THE SYSTEM.

+ Add Student | Instructions

Status	Name	Class	Sports/Activities	Actions
Incomplete Forms <small>(Click to complete these)</small>	Burnett, Junior <small>clay@finalforms.com</small>	2018	+ Add a Sport	Update Forms   PPEMedical   Profile   Edit

Physical exams on 2/3/17 in 173 days!

#### HOW DO I REGISTER MY FIRST STUDENT?

1. Go to <https://tricityhightech-oh.finalforms.com>
2. Click **LOGIN** under the Parent Icon
3. Click **INCOMPLETE FORMS**

4. **If your student plans to participate in a sport, activity, or club** please click the checkbox for each. Click **UPDATE** after making your selection. **NOTE: A selection can be changed any time until the registration deadline.**
5. Complete each form and sign your full name (e.g. "John Smith") into the Parent Signature field at the bottom of the page. After signing, click **SUBMIT FORM** and move on to the next form.

Form Signatures

Parent Signature:

Your signature MUST match your name: Clayton Burnett

Student Signature:

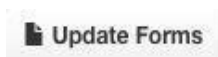
Student must log in to sign.

Submit Form Skip this form

6. When all forms are complete, you will see a “Forms Finished” message.

Forms finished!

7. **\*\*\*IMPORTANT\*\*\*** *If required, an email will automatically be sent to the email address that you provided for your student prompting him/her to sign Student forms requiring his/her signature.*
8. Click MY STUDENTS if you are done. You may repeat steps 3 through 6 for additional Students.
9. At any point in the future, you may login at any time and click the



button to update information.