# Annual Update and New Student Reg (OLR)

Instructions on how to register your student each year; this process will walk you through the Annual Update/Online Registration (OLR) process. Completing this information ensures that the district & you student's school has accurate information on file each year.

Step 1: Log into your [Parent Portal](#)
- Select **More** from the left side bar
- Under More, select **Annual Update and New Student Reg** to take you to the OLR registration site
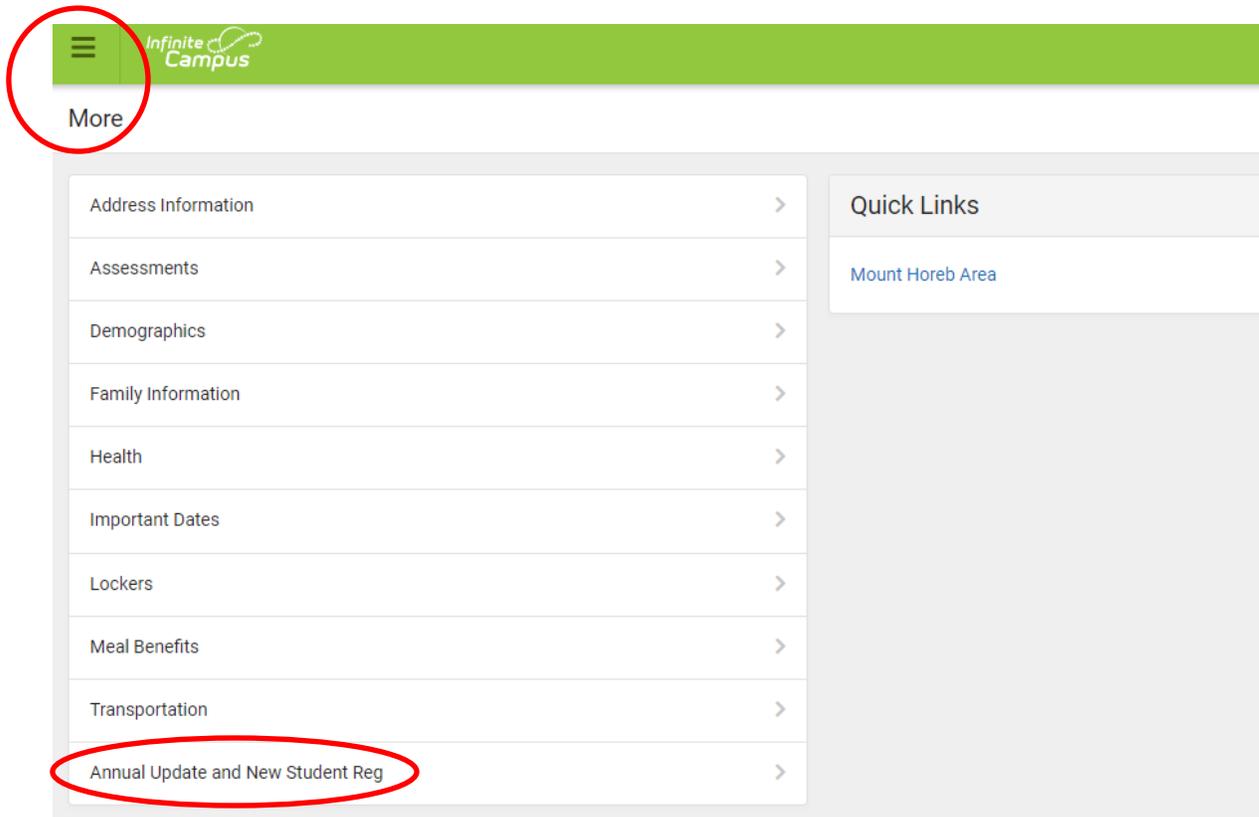
Step 2: On the next page under **Action, Select Start** (for students who have already enrolled in previous school years with the district). If you are new to the Mt. Horeb Area School District, please select New Student Registration
- ==The Primary Contact in the district system for a student/household will need to use their account for completing the OLR Annual Updates==
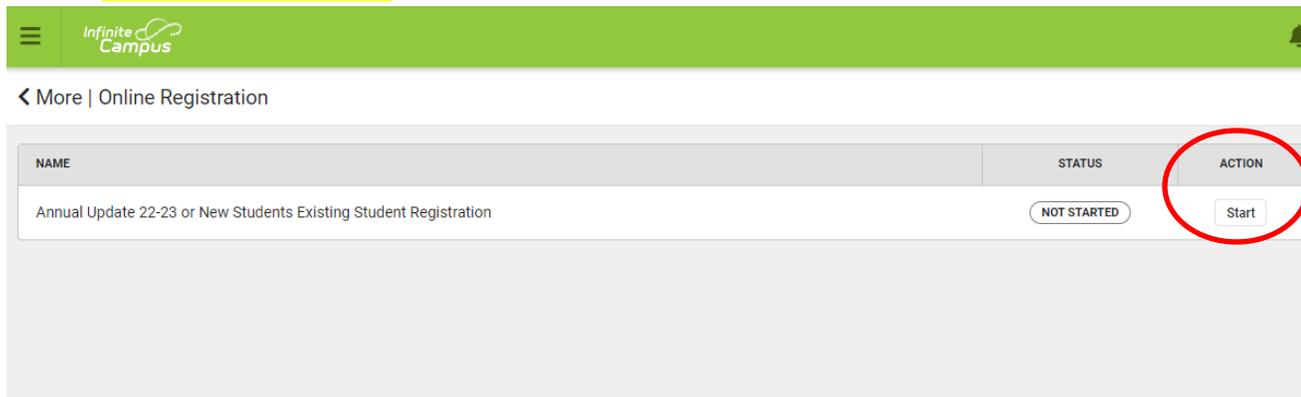
Step 3: Begin Registration – the current school year should be the default year showing & then Begin Registration

- All students listed for your household will need to be updated before you can submit the updates for processing at the district office
- During this registration process, you can also complete student information for athletics requirements (emergency contact information & concussion waivers), Chromebook usage, transportation, etc.

Step 4: Complete & Submit registrations for all of the students in your household

- All student information must be updated to submit
- You can confirm your OLR Annual Update registration information is submitted by checking the front page again to ensure it updates to Yes in the column on the right (see above)

If you have any questions about the process or need assistance, please contact the High School Office at 608.437.7206.

Thank you!