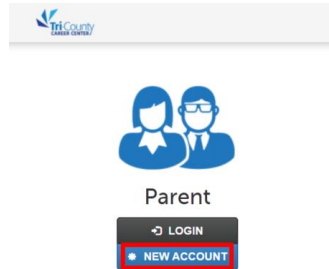




## PARENT REGISTRATION

1. Open a web browser and navigate to <https://tricityhightech-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:



## STUDENT REGISTRATION

### WHAT INFO WILL I NEED?

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

### HOW DO I REGISTER MY FIRST STUDENT?

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

1. Go to <https://tricityhightech-oh.finalforms.com>

2. Click **LOGIN** under the Parent Icon



Parent



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.