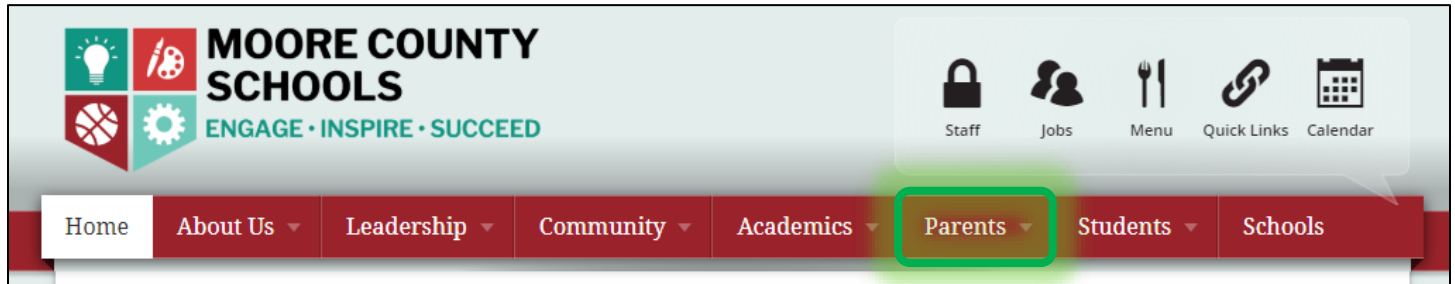
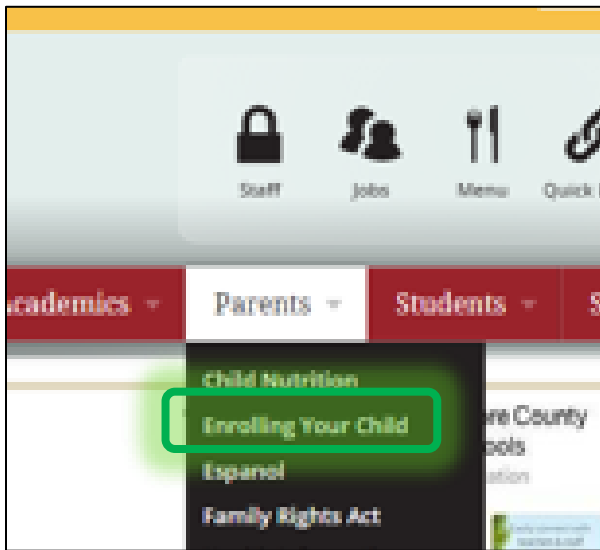


Enrolling Students in Moore County Schools

1. Visit the Moore County Schools Website: <https://www.ncmcs.org/>
2. Navigate and click on the 'Parents' tab



3. In the drop down options, click on 'Enrolling Your Child'



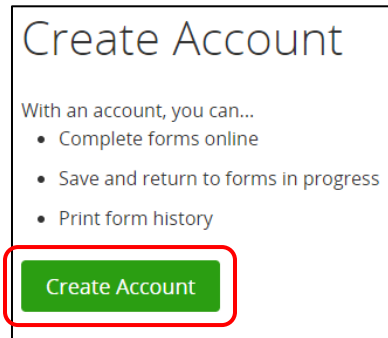
4. Click on the **MCS Online Form**



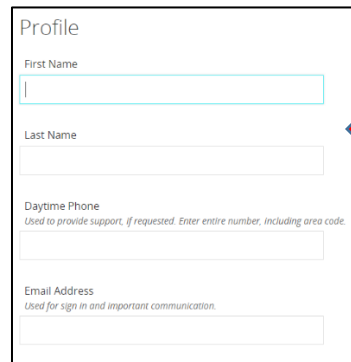
Please Note:

- You will need to start a **new form for EACH child enrolling** in a Moore County School
- You can only view a completed form, **not edit**
- The form will pre-populate some information for each additional child enrolling in a Moore County School

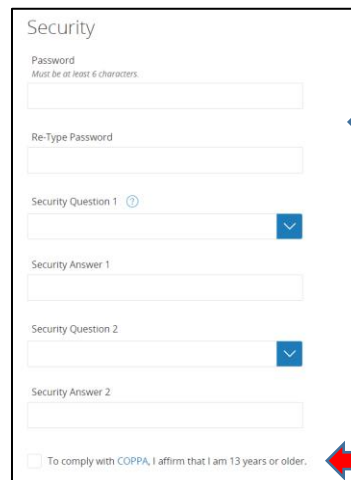
5. Create a **New Account**
a. Click on GREEN box



- b. The **'Profile Name'** is the adult completing the form
c. Type in first name, last name, phone, & email

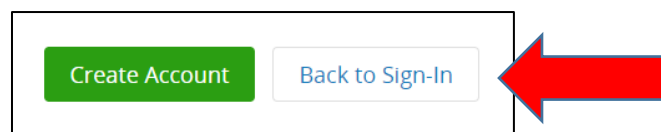


- d. Type a **'password'** of your own choosing
e. Re-type password
f. Choose security questions & answers

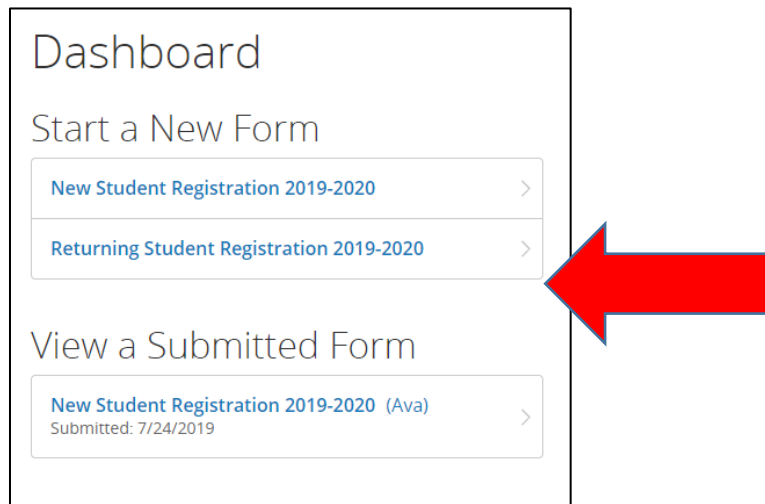


- g. Click in the box to confirm you are over 13 years old

6. Click on the GREEN **'Create Account'** box



7. Click on **'Start a New Form'**



Dashboard

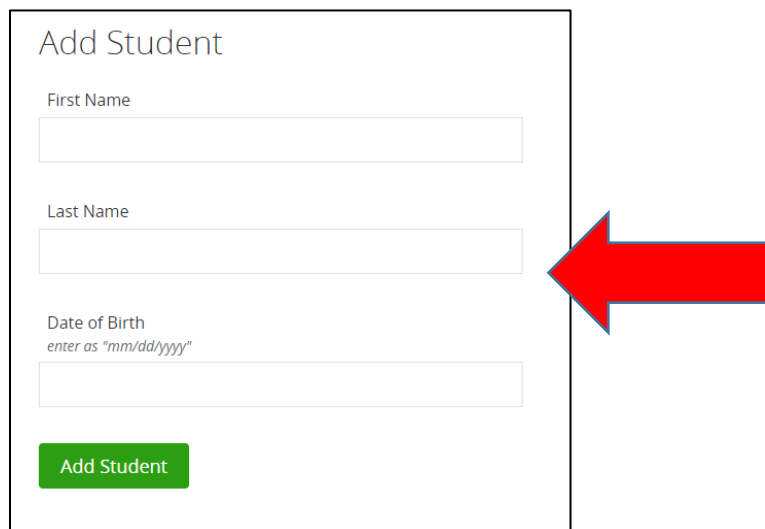
Start a New Form

- New Student Registration 2019-2020 >
- Returning Student Registration 2019-2020 >

View a Submitted Form

- New Student Registration 2019-2020 (Ava)
Submitted: 7/24/2019 >

8. Complete the **student name** and **birthdate**



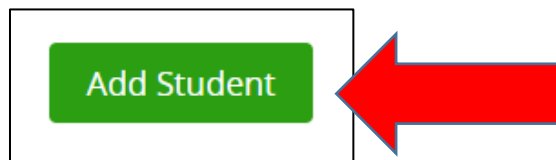
Add Student

First Name

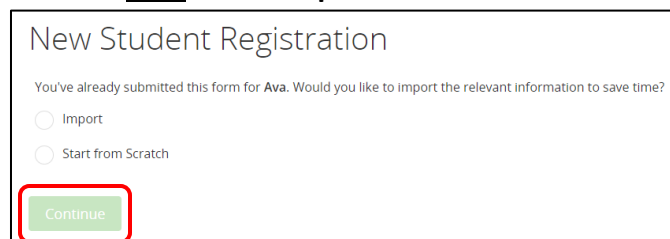
Last Name

Date of Birth
enter as "mm/dd/yyyy"

9. Click on **'Add Student'**



10. If you have already completed a form for one child, you will get a prompt that will allow you to import relevant information to save time. Click in the **'Import'** circle and click on the GREEN **'Continue'** box.



New Student Registration

You've already submitted this form for Ava. Would you like to import the relevant information to save time?

Import

Start from Scratch