

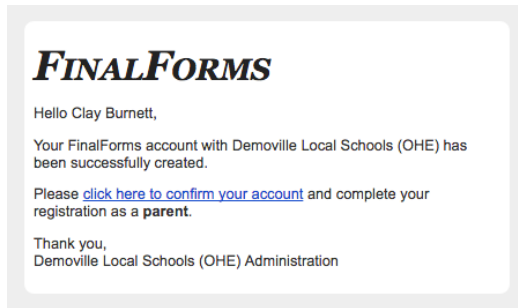


FinalForms

Parent registration

How do I get started?

1. Check your email for an **ACCOUNT CONFIRMATION EMAIL** from the FinalForms Mailman. Once received and opened, click **CONFIRM YOUR ACCOUNT** in the email text.



2. Create your new FinalForms password. Next, click **CONFIRM ACCOUNT**.
3. Your account will be confirmed and you will be logged in.

Please proceed to the next page!



FinalForms

Registering a student

What information will I need?

Basic medical history and health information. Insurance company and policy number. Doctor, dentist, and medical specialist contact information. Hospital preference and contact information.

How do I register my first student?

IMPORTANT: If you followed the steps on the previous page, you may Jump to Step number 3.

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



3. Locate and click the **INCOMPLETE FORMS** button for the student you wish to register.

4. Complete each form and sign your full name (*i.e.* 'Jonathan Smith') in the parent signature field on each page. After signing each, click **SUBMIT FORM** and move on to the next form.

The screenshot shows a 'Form Signatures' section with two signature fields. The first is 'Parent Signature:' with a text input field and a note: 'Your signature MUST match your name: Clayton Burnett'. The second is 'Student Signature:' with a text input field and a note: 'Student must log in to sign.'. At the bottom are two buttons: 'Submit Form' and 'Skip this form'.

5. When all forms are complete, you will see a 'Forms Finished' message.

IMPORTANT: If required by your district, an email will automatically be sent to the email address that you provided for your student that will prompt your student to sign required forms.

How do I register additional students?

Click **MY STUDENTS**. Then, repeat steps number 3 through number 7 for each additional student.

How do I update information?

Login at any time and click **UPDATE FORMS** to update information for any student.