

## Shelby County Schools Registration Instructions for the 2018-19 School Year

In order to make registering your student easier and faster we will be using the online program, School Mint, for the 2018-19 school year. You will not have to print any forms and some information will be completed for you. Please read all of the information below.

- STEP 1: Complete the online registration forms using your School Mint Account. You should complete and submit all forms BEFORE your student's summer registration event.
- STEP 2: Attend your student's on-campus registration event to provide proofs of residency. See our website for dates and additional information on what you may need to bring. <http://www.shelbyed.k12.al.us/>

### School Mint Directions

School Mint may be used from a computer, tablet or smartphone. If you do not have Internet access and wish to use a school computer, please contact the school.

1. Using a computer, go to: [shelbyed.schoolmint.net/signin](http://shelbyed.schoolmint.net/signin).  
From a tablet or smartphone, download the School Mint app from iTunes or PlayStore.
2. Login to your School Mint Account. If you forgot your username or password, you can get instructions on how to retrieve your username or re-set your password by clicking on [Forgot Username/Password?](#).

**Note: Schools are not able to reset passwords. After three failed login attempts your account will be locked for 20 minutes.**

3. Complete all of the online forms -
  - Save your work before moving on to a new section
  - Update, correct, delete, and add information, as necessary
  - When you have finished all forms, SUBMIT
  - If you cannot complete all forms at one time, choose "Save and Continue Later."

**Multiple Children** - Login to your School Mint Account to register any additional students not already associated with your School Mint Account by logging in and choosing "Add/Edit New Student Application" on the Student Dashboard.

**Change of Address** - For any updates to your physical or mailing address due to a recent move, two new proofs of residence must be brought to your student's school so that updates to the local school student information program can be made. **School Mint will not update address information.**

**Need Help?** If you have technical issues, please contact School Mint support at [support@schoolmint.com](mailto:support@schoolmint.com).