

## **Lumen Online Student Information Update/Registration Instructions**

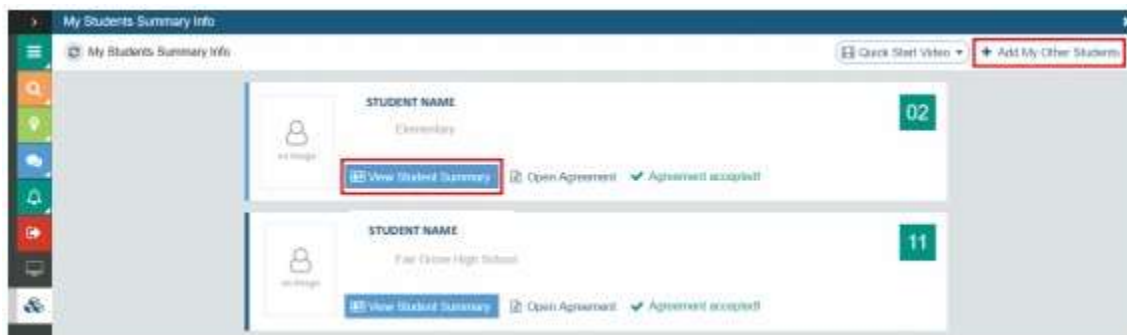
Online registration for current students in our Lumen Parent Portal is required for all K-12 students. If you have any issues with your login information or need your login credentials, please contact Marcy Easterly at [marcye@straffordschools.net](mailto:marcye@straffordschools.net) or 417-736-7000 ext. 1503.

**Step 1:** Using your login credentials, go to <https://lumen.straffordschools.net/light/lumen/signin>

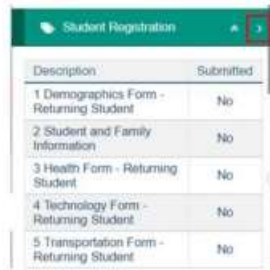


**Step 2:** When you login, you will see the “My Students Summary Info” page. Here, you will see all students added in your account. Select the View Student Summary button for the student you wish to register first.

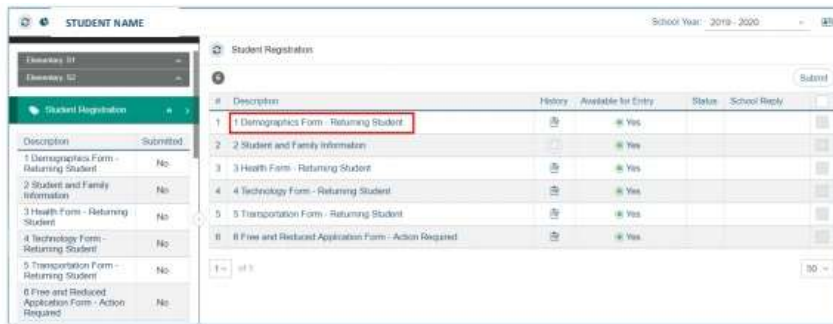
*Note: If you have other students in the district, you can add them all into one account (so you will have one username/password for all of your students). You can do this by selecting the + Add My Other Students button in the upper right hand corner.*



**Step 3:** On the left side, you will see a section labeled “Student Registration.” Select the arrow to the right to open the section into the main screen.



**Step 4:** Select the name of the form to begin editing. Our elementary, middle school, and high school students have different sets of forms to fill out for each building.



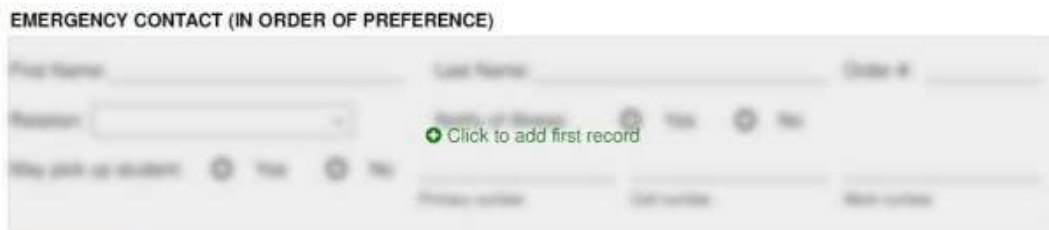
**Note:** Complete all forms in CAPITAL LETTERS.

Each form will have multiple “Required Fields.” These fields are highlighted in pink. If a form won’t submit, make sure all “Required Fields” are completed.



Student's Last Name

Some information will require multiple, unique entries. In these instances, you will see a green plus sign. Select this option to add additional entries.



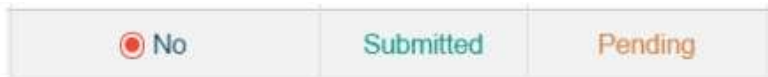
There are two options at the bottom of the forms – Save and Close. Make sure to Save each form as you complete them.

**Step 5:** Once you have saved all the forms, and you are back on the “Student Registration” main screen, you have to Submit the forms to finish registration. Select the checkboxes at the far right for all forms. Then, select Submit at the top of the checkboxes. After submitting, you will not be able to make any changes to the forms.



#	Description	History	Available for Entry	Status	School Reply	
1	1 Demographics Form - Returning Student		Yes	Not Submitted		<input checked="" type="checkbox"/>
2	2 Student and Family Information		Yes	Not Submitted		<input checked="" type="checkbox"/>
3	3 Health Form - Returning Student		Yes	Not Submitted		<input checked="" type="checkbox"/>
4	4 Technology Form - Returning Student		Yes	Not Submitted		<input checked="" type="checkbox"/>
5	5 Transportation Form - Returning Student		Yes	Not Submitted		<input checked="" type="checkbox"/>

Once submitted, you will see “No” under Available for Entry, “Submitted” under Status, and “Pending” under School Reply.



*Note: Changes will not show-up in the Parent Portal until approved by school staff.*

**Step 6:** If you have additional students, return to the Student Summary page by selecting the icon of the clipboard on the left side of your screen. Complete Steps 2-5. If you don’t have additional students or have completed them all, you can **Logout** of the Lumen Parent Portal by selecting the red arrow icon on the left of your screen.

