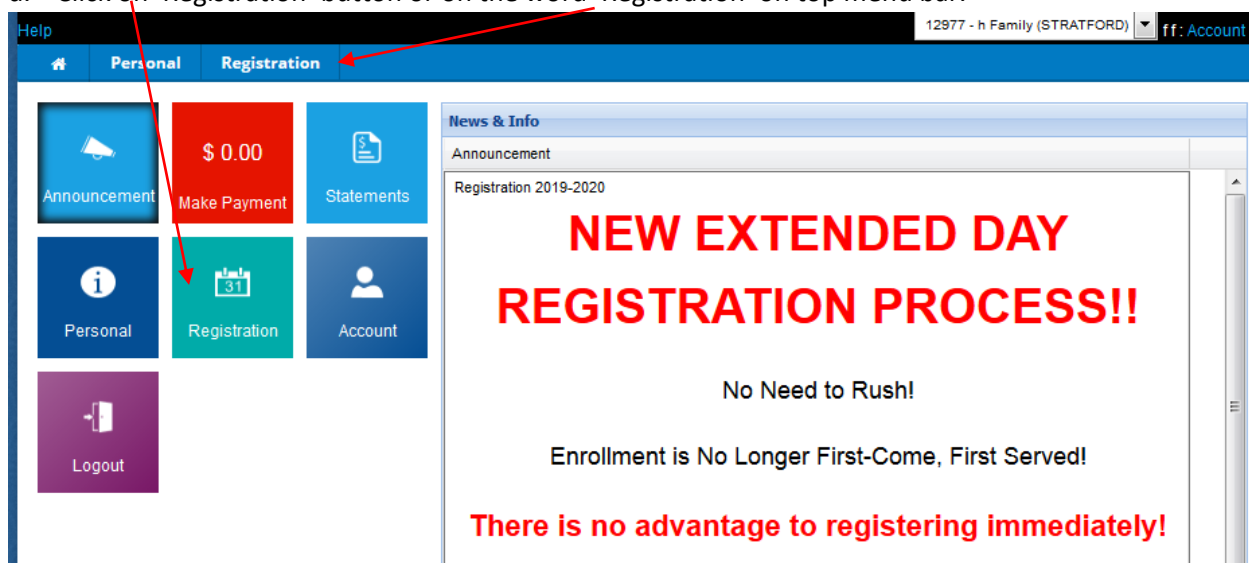


Returning Family Registration Guide

1. Log in to your Extended Day Family Account and Update Information
 - a. Go to <https://apsfamily.schoolcareworks.com/login.jsp>
 - b. Log in using the User ID and password you created during your original registration.

Note: If you don't remember your password click on the 'Password Reminder' button. If you did not enter an e-mail address during registration you will need to contact the Extended Day Central Office to reset your password.

- c. A 'Message/Warnings' box may appear that indicates additional information is required for your account.
 - d. Click on 'Registration' button or on the word 'Registration' on top menu bar.



Note: If additional information is required a 'Message/Warnings' box will appear. To update the information for any person (child, parent, contact) click on 'Update Information'. After updating information, click 'Save' at the bottom of the page. Then, click 'Registration' at the top of the page.

2. Select Program Information

- a. From pull down menus select the appropriate choice for which you are registering:
 - School year or Summer
 - Semester (school year)
 - Center (school your child attends)
 - Grade your child will be in at time of attendance
- b. Click 'Select' for each session ('Before' and/or 'After') you would like your child to attend.
- c. Click 'Submit Registration'

3. Student Selection Page

- a. Please select the student you wish to enroll using the drop down arrow under Select Student.

