



Registration Instructions for a NEW student, who has never attended or been registered at a school in the Murray City School District before

- Parent already has an Aspire login -

*A NEW student is a student without an Aspire ID number. If your student has ever attended or was registered at a Murray school and has an Aspire ID number, that student is not new. If you register your student as new but he/she is actually a current or former student, you will have to re-do the registration.

Go to <https://sisweb.murrayschools.org/Login>

1. Click on **“Register Student for Enrollment”**
2. On the next screen **“Register Your Student(s)”**, under **“New Student Registration”** click the **“Login and register student”** button below **“I already have an Aspire account”**.

It will take you back to the first screen **“Murray City School District Welcomes You!”**

3. This time enter your Aspire Username and Password and click **“Login”**
4. On screen **“Select Student to Register”** select **“Register New Student”**
5. Continue to the next screen(s) and select the correct **“School Year”**
“School”
“Grade”
“Continue”

If you select the wrong button, click the Reset button at the bottom and start over.

6. On the next screen **“Parent /Guardian Information”** fill out all the required fields.
7. Save and Continue
8. Continue to follow all instructions and finish the registration.

IMPORTANT: Click the “Return to Aspire” button when ALL sections have been marked “COMPLETE”. If any section is marked “INCOMPLETE”, the registration is not finished and will not appear in Aspire as having been done.

You will be taken back to the screen to start the registration process for your next student, if applicable.