

# Part 1: Create an Alma Start Account

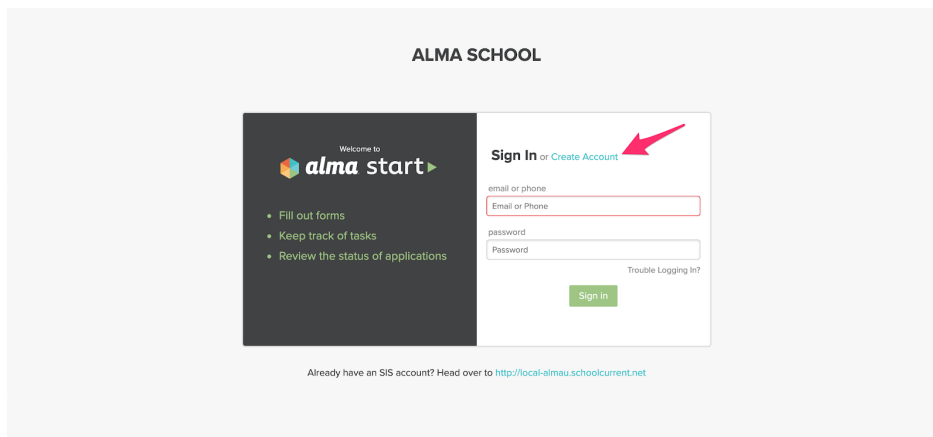
Learn how to create an Alma Start account for new applicants.



Written by Monica Gerlach from Alma

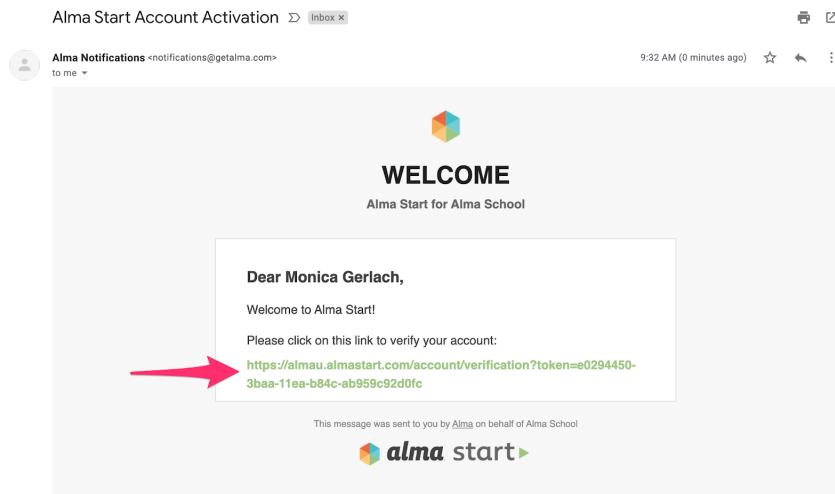
First, go to the Alma Start home page for Park Academy by entering the web address [parkacademy.almastart.com/](http://parkacademy.almastart.com/)

Once you get to the Alma Start Home page for your school, you will have the option to create an account by clicking “create account”.



To create an account, you need to enter the following information:

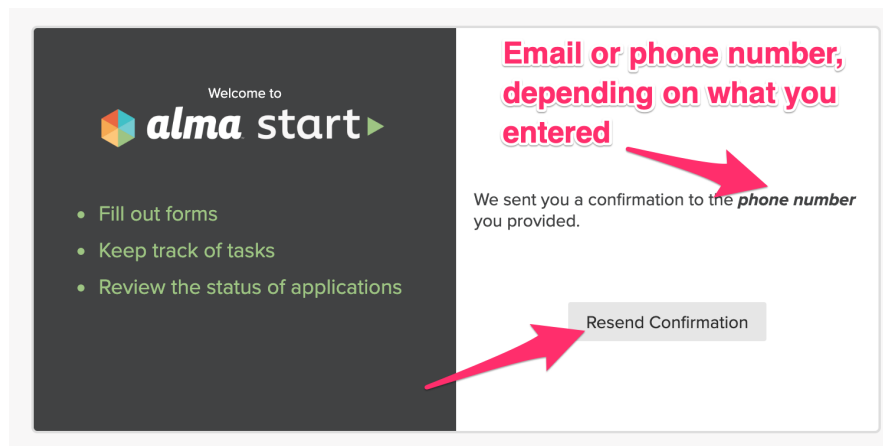
- First Name (Note: This account is for you, not your student(s), please use your information to create the account.)
- Last Name
- Phone or Email: You can sign-up for an account with a phone OR email. If you have both, it is up to you which you prefer.
- Password must meet the following requirements:
  - Length of 7 - 30 characters
  - Include at least 3 of the following: Upper case letter, Lower case letter, Number (0-9), Special character (\$ # ! ^ \*)



Check your email for a message similar to this one:

## Phone / Email Verification

Before an account can be used the email or phone number must be confirmed. Once you have created your account, you'll be taken to a confirmation screen. A link will be sent to the email/phone number you provided. If you lose the link, you can easily click "resend confirmation."



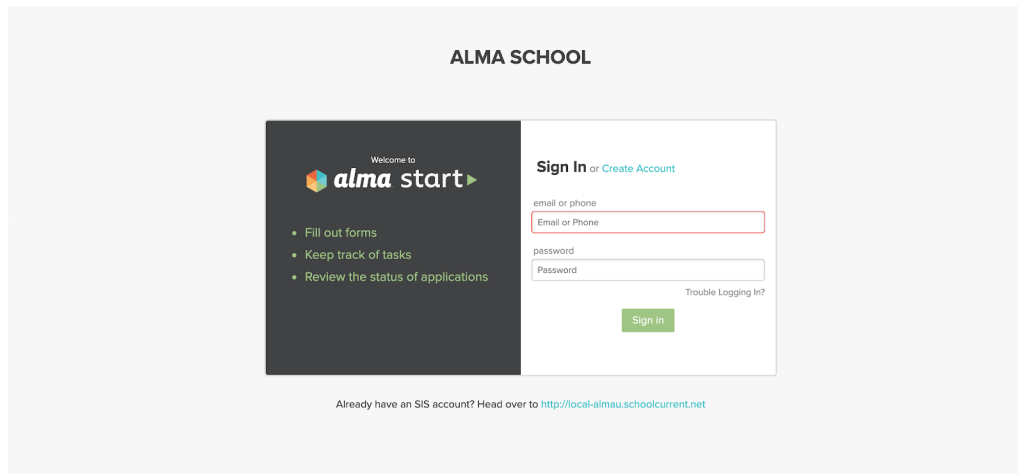
**PRO Tip:** Check your spam folder if you cannot find the confirmation code via email.

## Login

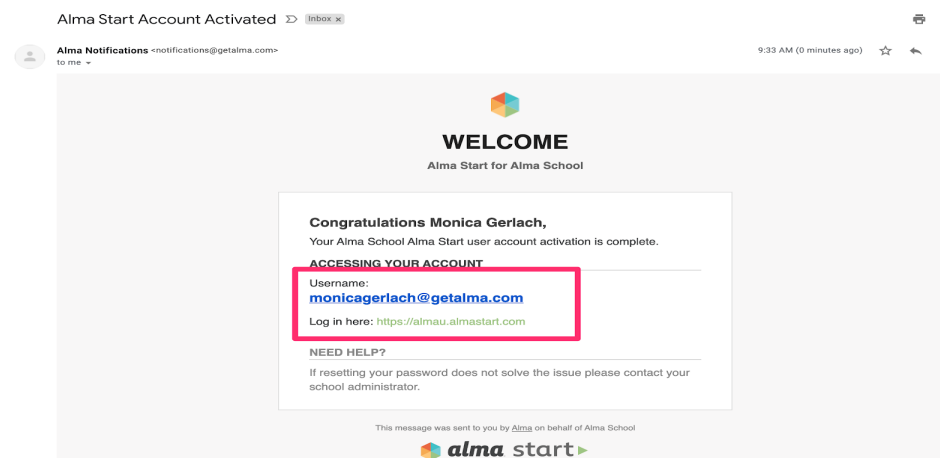
After confirming your email or phone you will be returned to the login page and can log in with your phone/email and password you just created. *Note: If you enter the wrong password 5 times in a row your account will be locked. To unlock*

*your account, click on “trouble logging in?” and follow the directions to recover your password.*

Once you have activated your account by clicking the link in your email or text message, you will be taken back to the Alma Start login screen



You will also receive another confirmation email. Please keep this email for reference since it includes both your username and the URL for accessing Alma Start.

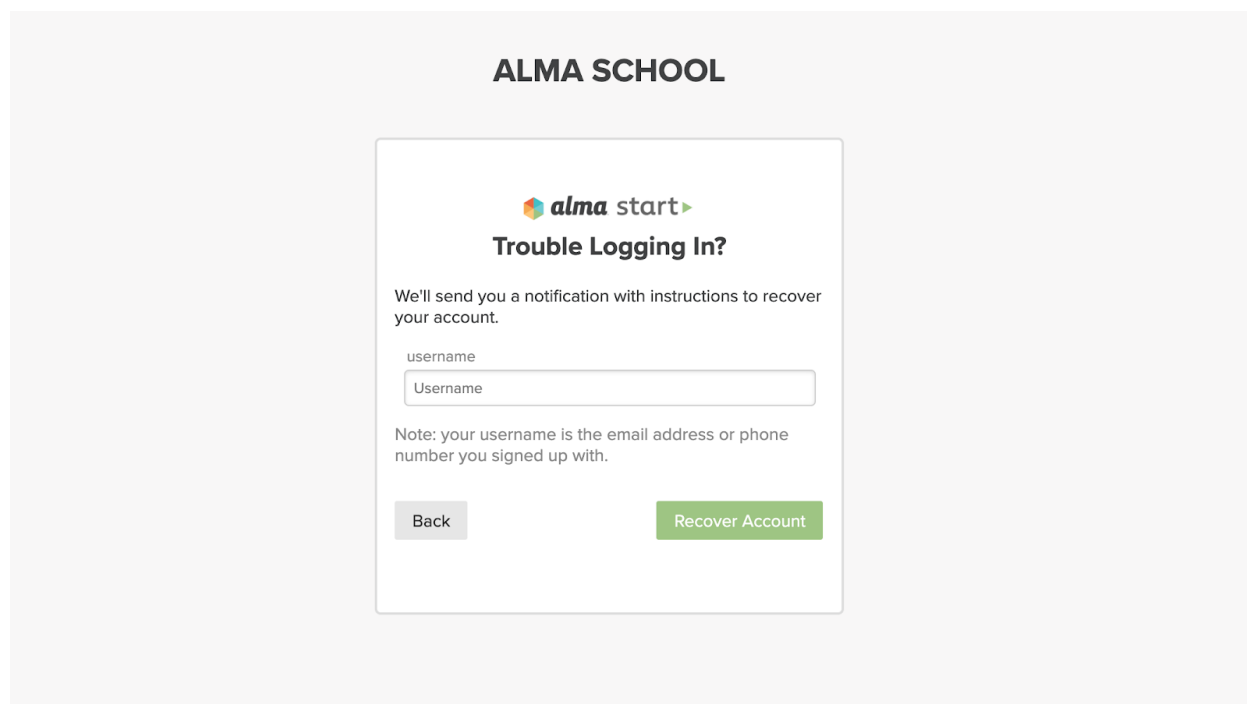


## Recover Account

You'll need to recover your account in the following cases:

- If you enter an incorrect password 5 times, you'll be locked out of the account.
- If you forget your password and need to have it reset.

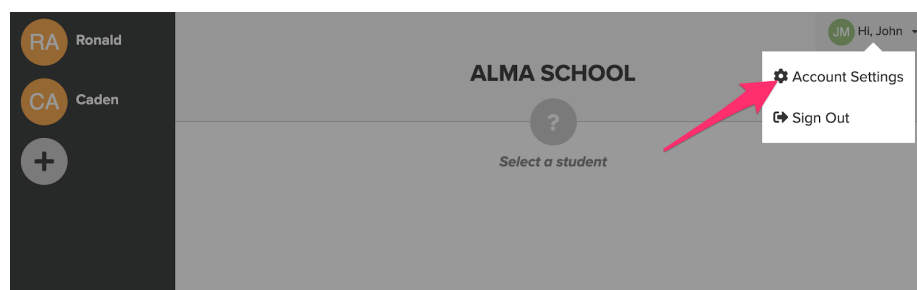
If you are ever locked out of your account or if you forget your password, don't worry! Navigate to the Alma Start login screen and click "trouble logging in?". You'll be prompted to enter your username (email address/phone number) that is associated with the Alma Start account.



Once you've entered that information, look for an email containing a "password recovery" link.

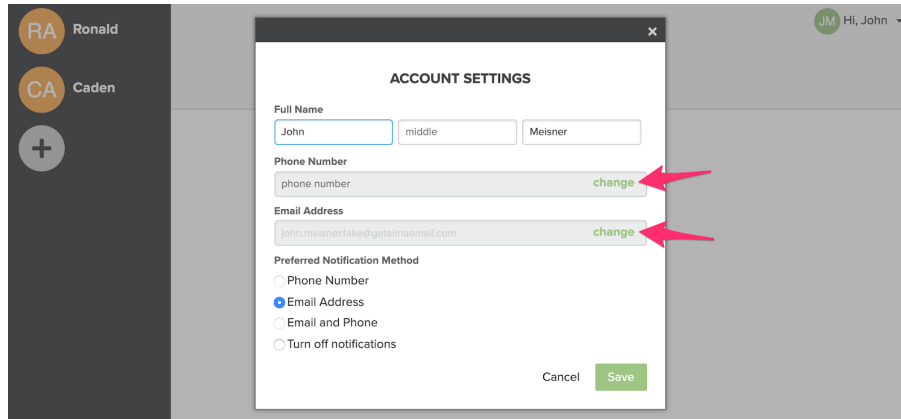
## Alma Start: Account Settings

Once you have created a new Alma Start account, you are able to update your settings at any time. To update your account settings, click on your profile in the top right corner and then select "account settings".

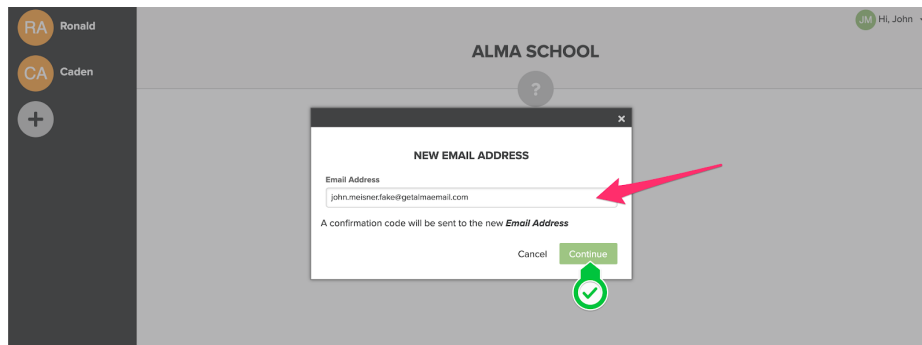


## Update Phone/Email Address

Update your phone number or email address by clicking on the green “change”.



After clicking change you will be sent to a screen where you can enter the updated email or phone number.



A verification link will be sent to the new email address/cell phone. You will also receive an email or text to the old contact information (and other) to alert you. For example, you only have your email address in Alma Start. You “change” your phone number and input your cell. You will receive a confirmation link on your cell and an email letting you know that a change was made to your profile.

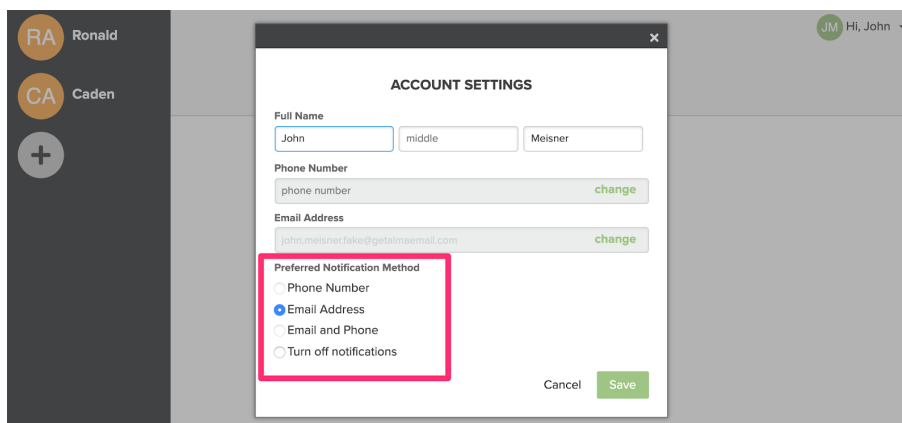
PRO Tip: Check your spam folder if you cannot find the verification link via email. Emails will be sent by [notifications@getalma.com](mailto:notifications@getalma.com).

## Notifications in Alma Start

By default, notification messages will be sent to either phone or email depending on your username. At any time, you can change how you would like to receive

notifications from your phone, email, or both phone and email. If you would like to opt-out of notifications completely select “Turn off notifications”. Even if notifications are turned off, password reset messages will still be sent.

Note: If you have not entered a phone/email, the applicable notification method will be unavailable.



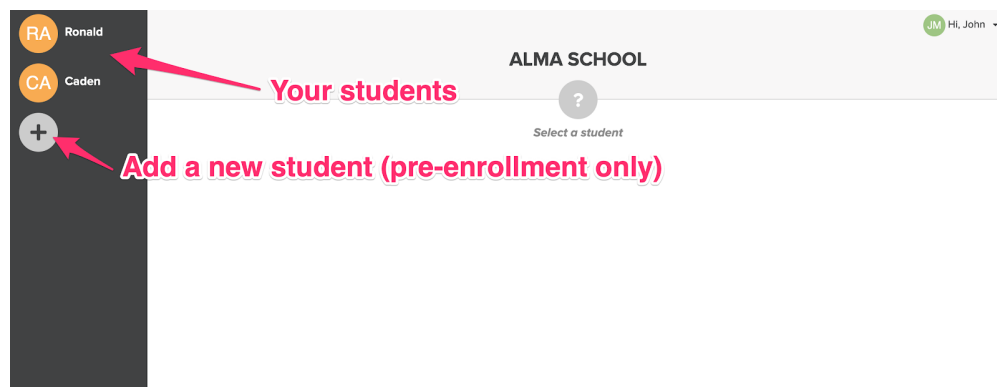
What type of notifications will I receive from Alma Start and how frequently?

Each time you complete a stage of the process, you'll receive a single notification to your phone, email, or both letting you know that step was completed successfully.

## Part 2: Add a Student

### Alma Start Home Page

Any students you are linked to within Alma or who you have added (see Ronald and Caden in the image below) will be listed on the left-hand side when you log in to Alma Start.

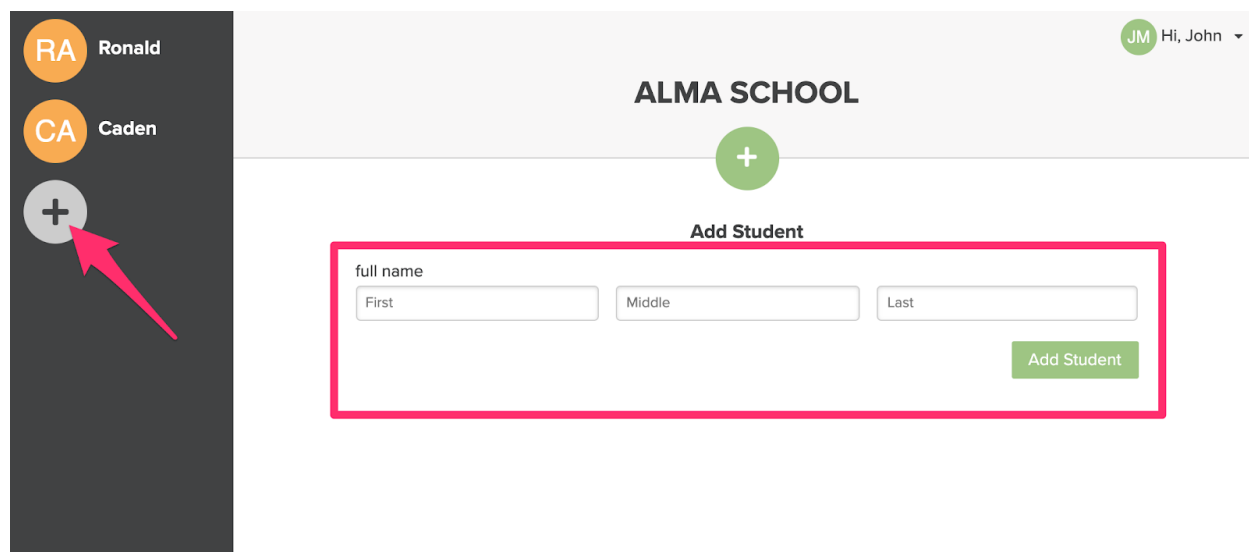


You have the option of selecting a student to work on or clicking on the grey “+” to add another student. If you are applying to Park Academy for the first time, you will not have any student listed there. You will need to add your student. This is called “pre-enrollment.”

## Add a New Student

To add a new student, click the grey “+” on the left side of the screen (if you already have students created the “+” will be listed underneath their names).

From there, you will enter the student’s first, middle, and last name. (Note: Middle names are optional.)



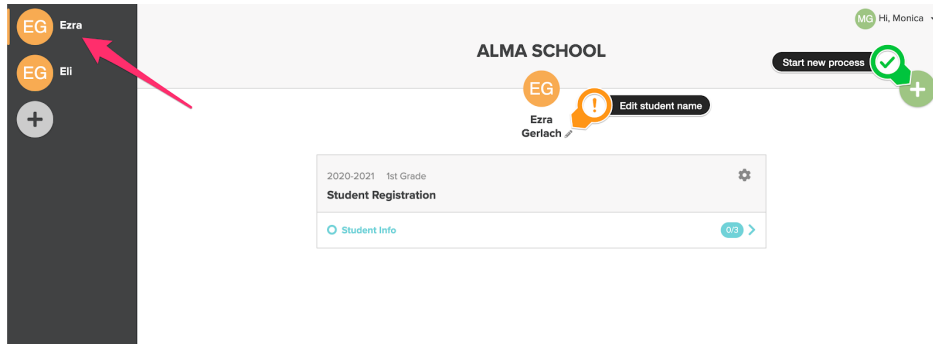
The screenshot displays the ALMA SCHOOL user interface. On the left, a dark sidebar contains three circular icons: an orange one with 'RA' for 'Ronald', another orange one with 'CA' for 'Caden', and a grey one with a white '+' sign. A red arrow points to the '+' icon. The main area has a light grey header with 'ALMA SCHOOL' in the center and a green circle with a white '+' sign below it. In the top right corner, there is a user profile for 'JM Hi, John'. Below the header, the 'Add Student' form is highlighted with a red border. The form includes three input fields for 'First', 'Middle', and 'Last' names, and a green 'Add Student' button.

If you are accessing Alma Start from your mobile phone, add a student or switch to another one of your students by clicking on the 3 lines at the top (also called a hamburger menu). To start on any applications or forms for a student, click on their name and then click “get started”. After that click on the “+” button to add a student.

## Part 3: Complete an Application

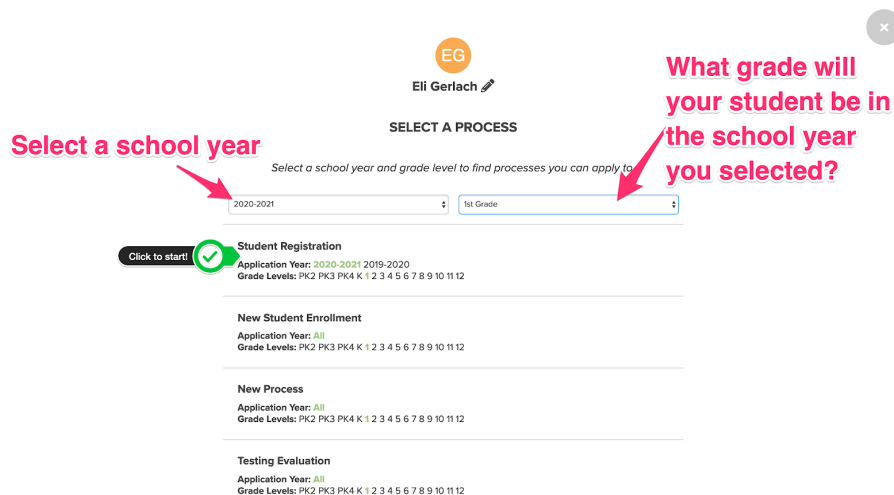
### Apply

To add an application, once you have selected a student there is a “get started!” +” in the top right corner (or bottom right corner of the screen on mobile).



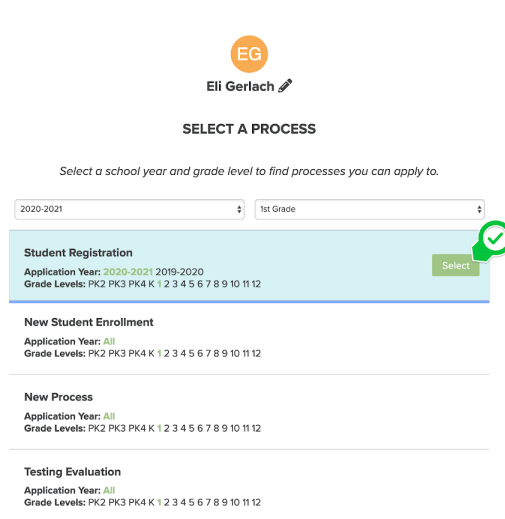
You must select the school year and grade level for your student (that way you'll see appropriate forms and tasks).

Once you select an applicable school year and grade level, you'll see a list of the available processes. If you do not see the processes you were expecting, please reach out to your school administrator for help.



Select the process you'd like to complete and then click “Select”.

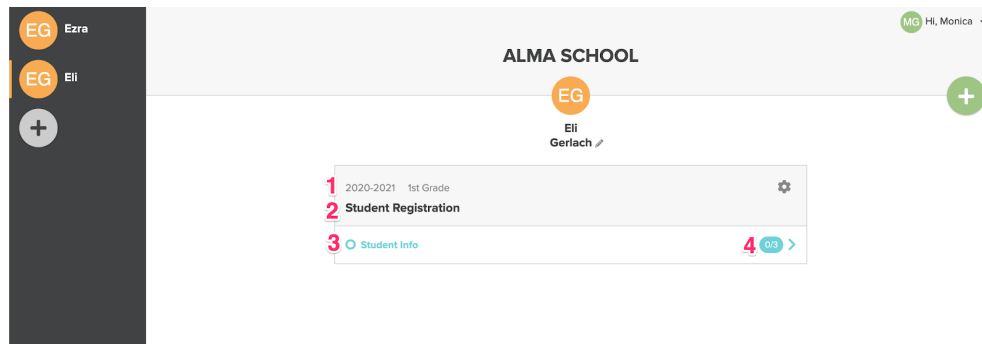




## Process Overview

For each process (in this case, your application), you will be able to see the following information:

- School Year and Grade Level (1)
- Name of the process (2)
- Current stage (3) with the number of completed and total tasks (4)
- Any previous stage



## Checklist Home Page

On the homepage, you get a high-level overview of everything that you need to complete the stage. To get to your checklist, click on the tasks (#4 in the image above).

You'll be taken to forms and tasks required for this process (in our example, Data Collection); see the image below. Under “Forms” (#1) you will see all of the forms that need to be completed along with a count of how many forms are complete and how many total need to be completed (#2). At any time, you can see the status of a form (#3). To edit the form, click anywhere on the form name.

“Tasks” (#4) are items that you need to complete that the school staff will confirm have occurred. Similar to forms, you can see a count of tasks completed and the total number required (#5). Each task has specific instructions from the school that can be viewed by clicking on the task name.

Once all forms are completed, even if all of the tasks are not completed, you can select submit (#6).

The screenshot shows the ALMA SCHOOL interface for Student Registration. At the top, it says "ALMA SCHOOL" and "Hi, Monica". Below that is a navigation bar with a back arrow and a user profile icon. The main content area is titled "Student Registration" and "Student Info". There are two main sections: "Forms" and "Tasks verified by staff".

- Forms:** Labeled with a red "1" on the left and a green "6" on the right. It contains two items:
  - Student Information New:** Labeled with a red "3" on the right. It has a checkmark icon and a right arrow.
  - Birth Certificate:** Labeled with a red "3" on the right. It has a warning icon and a right arrow.
- Tasks verified by staff:** Labeled with a red "4" on the left and a green "5" on the right. It contains one item:
  - Bring Your Proof of Residency:** Labeled with a red "5" on the right. It has a checkmark icon and a right arrow.

At the top right of the forms section, there is a "Submit" button with a green "6" next to it.

## Completing a Form

To start a form, click anywhere on the form name. At any time while completing a form, you may save your progress by clicking “Save” in the top left corner.

The screenshot shows the ALMA SCHOOL interface for "STUDENT INFORMATION NEW". At the top, it says "ALMA SCHOOL" and "Hi, Monica". Below that is a navigation bar with a "Close" button and a "Save" button. The main content area is titled "STUDENT INFORMATION NEW" and "EXTRA STUFFS".

There is a form titled "EXTRA STUFFS" with the following content:

- Last day in school:** Let us know when your student was last in school. The date "09/01/2018" is entered in a text field.
- Buttons:** "Back", "Complete" (with a green checkmark icon), and "Mark as complete" (with a green checkmark icon).

At the top right of the form, there is a "Save progress & exit" button with a warning icon.

When you move between sections of a form by selecting the “Next” button or attempt to complete a form, the form will validate. If any required fields are missing OR if you entered invalid information an error message will show at the top of the screen along with field-specific warning labels and what needs to be done.

Don't worry if you can't complete the form in one sitting. You can finish one page, click next, and stop there; your progress on the form will be saved automatically.

After completing all of the fields in a form and making it to the last section, you will see a “Complete” button in the bottom right of the form.

After you “Complete” the form, the form status will update on the Process checklist.

## Tasks

You can click on a task to get more information on how to complete the task. If you have additional questions, please reach out to the admissions coordinator at Park Academy.

## Submitting an Application

After all required forms have been completed, the “Submit” button will be available. Similar to mailing in paper forms, when you select “Submit” you are telling the school that you are done and ready for them to review the forms.

Pro Tip: Double check all of your forms prior to hitting submit.

ALMA SCHOOL

Student Registration  
Student Info

Forms

Student Information New completed - tap to review

Optional form Birth Certificate optional - tap to begin

Tasks verified by staff

Bring Your Proof of Residency tap for more information

Submit

Submit is only for the forms, there is still a task to complete!

Before you are able to submit you will receive one confirmation screen letting you know forms will no longer be editable after submission.

ALMA SCHOOL

Student Registration  
Student Info

Forms

Student Information New completed - tap to review

Birth Certificate optional - tap to begin

Tasks verified by staff

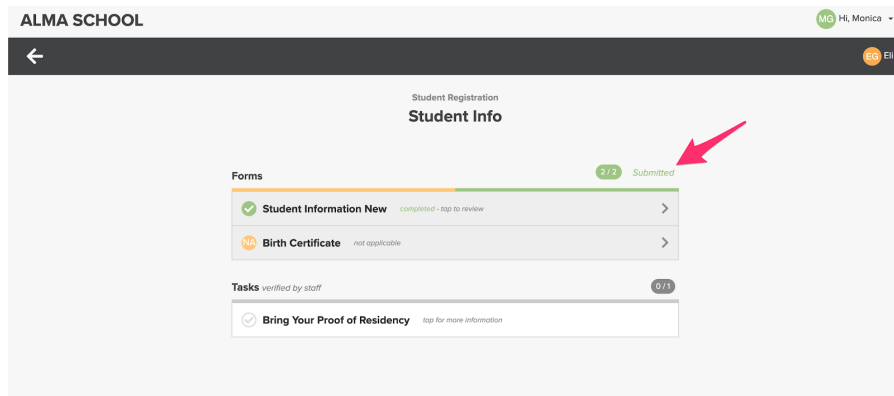
Bring Your Proof of Residency tap for more information

Submit

Are you sure you want to submit?

Cancel Yes, submit

Once forms are submitted you will notice that the “Submit” button has been replaced by a status of “Submitted”.

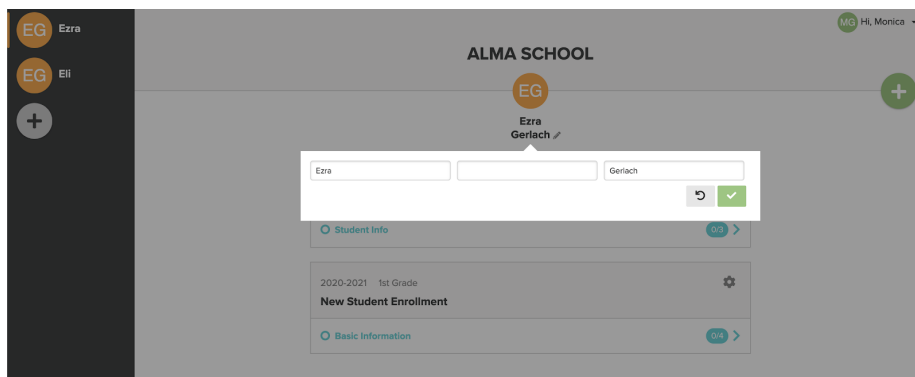


Once you have submitted the forms, they become read-only and cannot be edited. If you need to make a change, reach out to your school and they can either make the change or re-open the form.

## Edit Student Name

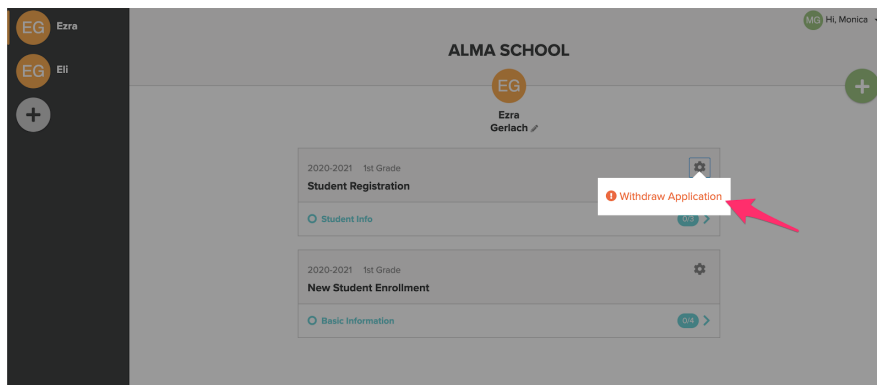
At any time, you can change your student's name by clicking on the pencil icon next to the student's name.

Note: If you were an Alma user prior to using Alma Start, you will NOT be able to edit your students' names. (You would need the school to change the student's name in Alma.)

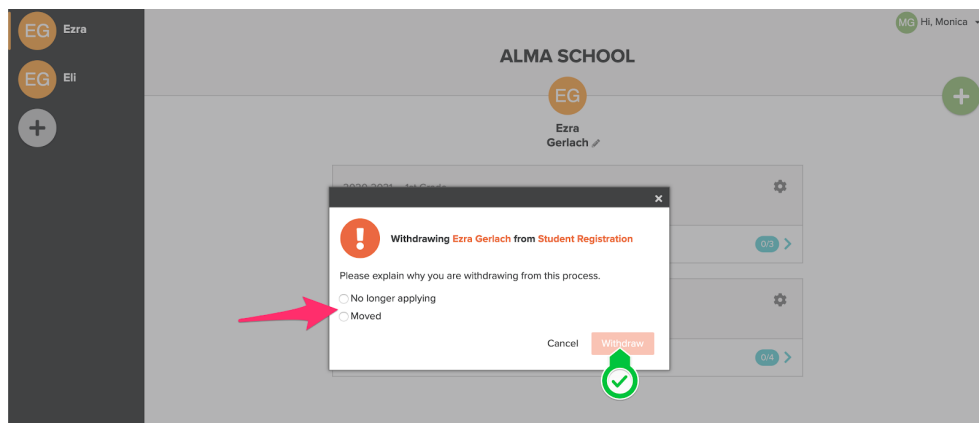


## Withdraw an Application

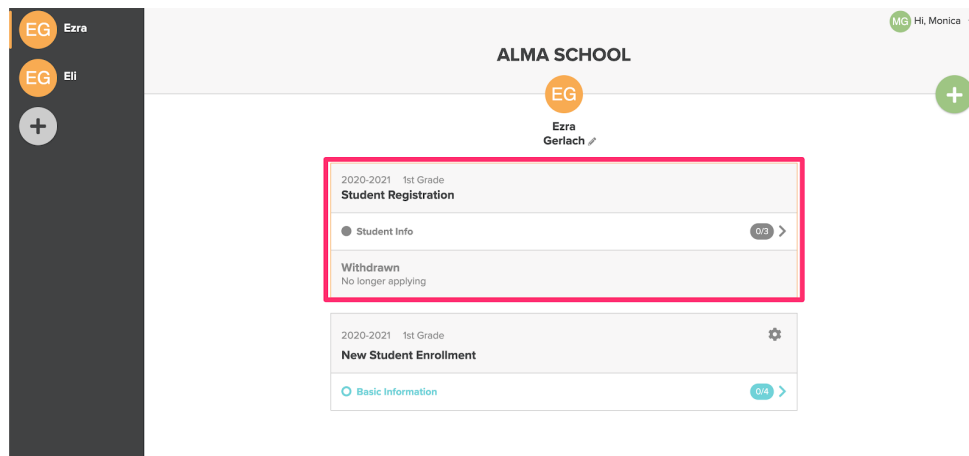
You can withdraw an application at any time by clicking the gear icon and "Withdraw Application." Please note the "withdraw application" option will only be available when the process is active.



After clicking “Withdraw”, you will select the reason for withdrawing, the options are set by your school. Note: You cannot “unwithdraw” so be 100% sure that you are no longer interested in completing the process prior to selecting withdraw.



Here’s an example of what you would see if you withdrew from an application process. You still have the ability to start another application, but you cannot go back to this one.



Once you have submitted your application, the school will be notified that it's complete and will be able to begin processing your application. You'll receive a notification once the next stage is complete and you have either been enrolled or removed from the application process.

---