**Freedom Christian Learning Center**

**Enrollment Process on Brightwheel**

1. **Create An account.**

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*Click “Don’t have an account?”*

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*Create your sign up by filling out all fields. Don’t’ forget to write down your user name and password as you will need it later.*

*When finished, click on “Get Started”.*

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*You will be prompted to “Verify Email Address”. For this you will need to go into the email account you used to sign up for Brightwheel.*

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*You should see an email from “brightwheel team” in your inbox. If you don’t see it, please check your “junk” file.*

*Your verification code will be provided in the subject line and body of the email.*

*You will want to do this quickly, as you have 10 minutes before this expires. If expiration occurs, please restart the process.*

1. **Registration**

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*Once you have verified your email address, the screen will send you to the registration page that looks like this.*

*Don’t worry, your information will be sent to us even though you aren’t seeing our name anywhere. Because you used the direct link provided on our website, you are loading into our brightwheel account.*

*Enter the students name and click continue.*

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*Because we will be using brightwheel, the online service, we will need to collect your consent to process forms online.*

*Please click “I Agree” to continue.*

*Please fill out the registration form completely. Use the scroll bar at the right to move down through the various sections.*

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*The form can be a little finicky. If any fields are left blank, it may require you to add something. Feel free to list “none” or “n/a” in any fields that do not apply to help you move to the next step.*

*Once complete, click “Submit”.*

*The form will submit and it will send you to the brightwheel portal under “forms & requests”.*

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*A confirmation email will be sent to you to confirm registration receipt.*

*Please don’t hesitate to reach out should you have any questions.*

**Your Brightwheel Dashboard**

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*From your dashboard, you can navigate to various tasks.*

*Under “my children”, you will see that Freedom Early Learning Center is listed as your school. This will confirm your registration is received.*