

Registering a district on the eResources Portal

The first thing an interested district will need to do is request a registrar account. To do this they will click on the “enrollment” tab on the left side of the eResources home page.



Click “Request New Account”, to request an account for the district.



Users will need to select Arkansas for their state; this automatically brings up the Cooperatives and School Districts for Arkansas. Once the whole page is filled out, press submit. An email with the username and password will be sent within **24 hours**. **This is not an automatic process; multiple requests will create multiple accounts. Please wait 24 hours before requesting another account or further assistance.**

https://apsrc.gennet.us/reg/create_myacct.asp
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Create My Account

INSTRUCTIONS: Use the fields below to update your personal information.

All Fields Required

State:

Co-op:

School District:

Building:

First Name:

Last Name:

Position:

Email Address:

Confirm Email Address:

Phone Number:

Fax Number:

Address:

City:

State:

Zip Code:


Once a district has received their username and password, please return to the enrollment page and sign-in.

Adding a student

Below is the front page of a district account. To add a student, click the blue student button.

https://apsrc.gennet.us/reg/main_enroll.asp


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Online Student Enrollment

Instructions: Below is a list of students in your district actively enrolled in online courses. Existing students can be **modified** and/or **new courses added** by selecting the corresponding links related to a student. **Add new students** by clicking on the icon below.





 = Select for more information





You are logged in as **Sample User**
[My Account](#) | [Log Off](#)
[Display Summary Report](#)
[Inactive Students](#)

Listing of Actively Enrolled Students


Student Name 	School Building	Student's Email	List Course(s) 	Course Counts (Pend/Enr) 	Add Course 
Knapp, Brook	zz_Training School	BROOK.SING2010@GMAIL.COM	List Course(s)	0 / 0	Add Course
Medling, Robin	zz_Training School	rmedling@geneseeisd.org	List Course(s)	0 / 0	Add Course
Smith, John	zz_Training School	student@beebe.k12.ar.us	List Course(s)	0 / 0	Add Course

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Please complete all fields for the student and registrar.

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Add New Student Record

INSTRUCTIONS: Use the fields below to create a new student record.

***Required Fields**

Section 1 District Information

*Co-op: [Select...] ▼
*School District: [Select...] ▼
*Building: [Select...] ▼

Section 2 Student Information

*Student School ID:
*First Name:
Middle Name:
*Last Name:
*Gender: [Select...] ▼
*Birthdate: mm/dd/yyyy
*Ethnicity: [Select...] ▼
*Home Address1:
Home Address2:
*City:
*State:
*Zip Code:
*Phone Number: xxx-xxx-xxxx
*Email Address:
*Confirm Email Address:
*Current Grade Level: [Select...] ▼
*Current GPA:
*Current Number of Credits:
*Year of Graduation: [Select...] ▼

Section 3 Registrar Information

*Student's Registrar Name:
*Registrar Position:
*Registrar Email Address:
*Registrar Phone Number: xxx-xxx-xxxx

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****Special Note:** The “registrar” on this page is the mentor teacher that will receive all information regarding student progress in this course. This can be the person registering the student OR a different teacher who will be active in the day to day mentoring of the student.