Family Account in InfoSnap

An active Family Account in InfoSnap is required to complete and submit the online registration application. Please visit https://prekdallas.org to create a Family Account or to log into an existing Family Account. Once you have created an account, or signed into an existing account, you can complete and submit the online application. All registration documents will be uploaded as part of the online application. This process can be done on a desktop, laptop, or mobile device.

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*clicking on a section above will take you directly to the page*
Accessing InfoSnap and Creating a Family Account

1. Go to [https://prekdallas.org](https://prekdallas.org)
2. On the top right, click *En español* to view the site in Spanish if preferred

3. Click on the link at the bottom for **2020-2021 PreK Registration**. This will direct you to InfoSnap to create a Family Account.

4. On the top right, click the *Español (Spanish)* icon and select *Español (Spanish)* to view the site in Spanish if preferred.
5. Click **Create Account**

6. Complete the following fields:
   a. Parent First name
   b. Parent Last name
   c. Daytime Phone
   d. Email address
7. Continue to complete the Security section. Complete the following fields:
   a. Create a password
   b. Select and answer both security questions
   c. Check the box to indicate that you are older than 13 years old
   d. Click **Create Account**

   **Security**
   - **Password**
     - Must be at least 6 characters.
     - [Password Input Field]
   - **Re-Type Password**
     - [Password Input Field]
   - **Security Question 1**
     - City or town in which you were born
     - [Dropdown]
   - **Security Answer 1**
     - [Input Field]
   - **Security Question 2**
     - Model of your first car
     - [Dropdown]
   - **Security Answer 2**
     - [Input Field]
   - **To comply with COPPA, I affirm that I am 13 years or older.**
     - [Checkbox]
   - **Create Account**
     - [Button]
   - **Back to Sign-In**

**NOTE:** To change the language, click the globe icon to switch to Spanish
8. Enter your student’s **first name**, **last name** and **date of birth**. Type it exactly as it appears on your student’s birth certificate.

9. Click **Add Student**

10. You will receive an email confirmation that your account has been created.

11. You can now complete the online application and upload your registration documents.

12. Once you have **submitted** the application, click your initials in the top right corner to **Save & Sign Out**.
Uploading Documents (Desktop/Laptop)

All registration documents will be uploaded as part of the online application. This process can be done on a desktop or laptop.

1. Scan or take a picture of the document you want to upload. Save the document to your desktop or folder.
3. Click Choose file. Select the file you have saved to your desktop or folder.
4. A folder will open for you to select your file.
5. Once you select your file, click **Upload**

6. Continue this process until you have uploaded all your files

**NOTE:** If you upload the wrong file, click the **trash can** next to the file to delete it.
Uploading Documents (Mobile device)

All registration documents will be uploaded as part of the online application. This process can be done on a mobile device.

1. Take a picture of the document you want to upload
2. On the Document Upload screen, click Upload for the document you want to upload
3. Click **Choose file**. Select the file from your photo library on your phone.

4. Once you select your file, click **Upload**

5. Continue this process until you have uploaded all your files

**NOTE:** If you upload the wrong file, click the trash can next to the file to delete it.
Accessing InfoSnap and Logging into an Existing Account

If the parent already has an InfoSnap account, the parent can log into their existing account.

1. Go to https://prekdallas.org
2. On the top right, click En español to view the site in Spanish if preferred
3. Click on the link at the bottom for 2020-2021 PreK Registration. This will direct you to InfoSnap to log into an existing account.
4. On the top right, click the icon and select Español (Spanish) to view the site in Spanish if preferred.

5. Below “Sign In” enter your email address and password, then click Sign In.

If you do not know the password, select Forgot Password. A link will be sent to your email with instructions on how to reset your password.

Using a cell phone number to create/sign into an account is not enabled.
6. Once you are signed in, you will see your Dashboard. Under Start a New Form, select the link PreK Registration 2020-2021.

Choose PreK Registration 2020-2021 for all PreK students, whether they are “new” or “returning.”

7. You can now complete the online application and upload your registration documents

8. Once you have submitted the application, click your initials in the top right corner to Save & Sign Out
Uploading Documents (Desktop/Laptop)

All registration documents will be uploaded as part of the online application. This process can be done on a desktop or laptop.

7. Scan or take a picture of the document you want to upload. Save the document to your desktop or folder.
8. On the **Document Upload** screen, click **Upload** for the document you want to upload.

9. Click **Choose file**. Select the file you have saved to your desktop or folder.

10. A folder will open for you to select your file.
11. Once you select your file, click **Upload**

![Birth Certificate/Age Verification](image)

(acceptable documents include official birth certificate, adoption record, hospital birth record, baptism record, passport or other legal document that establishes student's age and identity)

Choose File  Mac _00000000.docx

[Upload]

12. Continue this process until you have uploaded all your files

**NOTE:** If you upload the wrong file, click the **trash can** next to the file to delete it.
Uploading Documents (Mobile device)

All registration documents will be uploaded as part of the online application. This process can be done on a mobile device.

6. Take a picture of the document you want to upload
7. On the Document Upload screen, click Upload for the document you want to upload
8. Click **Choose file**. Select the file from your photo library on your phone.

![iPhone]

![Android]

9. Once you select your file, click **Upload**
10. Continue this process until you have uploaded all your files

**NOTE:** If you upload the wrong file, click the **trash can** next to the file to delete it.