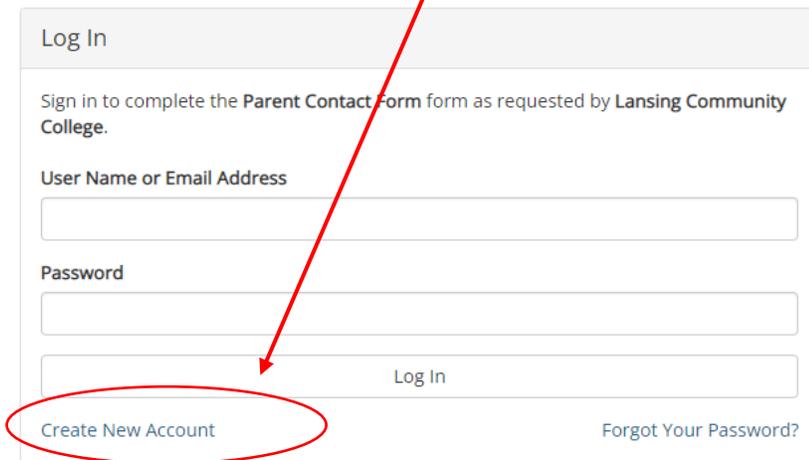


Parent Contact Form “How-To” Document
LCC Summer Youth Program

Hello parents/ guardians! We’re so excited to have your child in our classes this summer!

If you’re seeing this document, you’re in the right place to fill out the Parent Contact and Release form. We would like to give you a couple tips and tricks for filling out this form. **The Parent Contact Form uses a separate portal and is not the same one you used to register your child for classes.** To ensure this for gets completed, we ask you to follow the process described below. Thank you!

To fill out the form, click [here](#) to open up the dynamic form
It will take you to a page that has this Log In option:
Click on “Create New Account”



The image shows a login form titled "Log In". The form includes the following elements:

- A header "Log In" in a grey box.
- Text: "Sign in to complete the Parent Contact Form form as requested by Lansing Community College."
- Input field: "User Name or Email Address" with an empty text box below it.
- Input field: "Password" with an empty text box below it.
- Buttons: "Log In" and "Forgot Your Password?".
- Link: "Create New Account" (circled in red).

A red arrow points from the "Create New Account" link to the "Log In" button.

If you have more than one child attending our Summer Youth Program, you only need to make one account.

****If you made an account with us in the past and remember your information, you may use that account but will have to fill out a new form for each child this summer. You cannot make a new account with an email that has already been used.**

If you do not remember your password, then click “Forgot Password” and you will be instructed on how to reset your password. If you try to make a new account with an email you have used in the past, it will not work and your next course of action will be signing in – resetting your password if need be.



We use cookies on our website to give you the most relevant experience by remembering your

Create Account

Our enrollment process is fast, easy and secure. Once enrolled, you will immediately have convenient online access to complete required forms, view pending forms, and review your completed forms history.

————— Please complete all of the information below —————

Username *

Username restrictions:

- Must be at least 8 characters long
- Must contain at least one letter.

Password *

Confirm Password *

Password restrictions:

- Must be at least 8 characters long
- Must contain each of the character types below:
 - upper case letters
 - lower case letters
 - numbers
 - special characters: @ & \$

Choose a username and password that you will remember and fill in the rest of the required information accordingly.

****Pro tip: Our system works best with email servers such as "Gmail", "yahoo", and "outlook".**

Once you have filled in all appropriate information, hit the button that reads "Create Account". You will then be asked to verify your email.

Once your email has been verified, sign in using this [link](#) and complete the form accordingly. Thank you!

Feel free to call the Youth Program/Lifelong Learning Office at 517-483-1415 if you need help with this form.