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CAUTION: PARENT PORTAL CAN BE COMPLETED ON CELLPHONE; HOWEVER, THE FORM MUST BE SUBMITTED & COMPLETED ON A DESKTOP, LAPTOP, OR MAC.

How to create a Parent Portal to complete required forms

(*Returning Students see Step 5)

STEP 1: Go to Student/Parent forms on the Apollo high school site or copy this URL into your web browser
<https://portal.myscview.com/form/abd7333f-10bb-4ea5-bf03-36a484aeefbd>

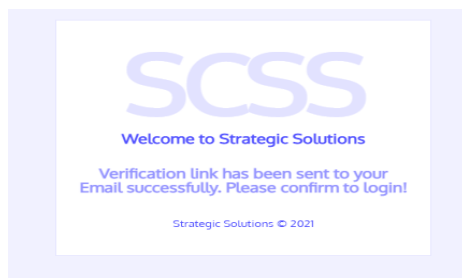
☐ Create a Parent Portal Account by clicking on 'Register'

A screenshot of the Apollo Career Center login page. The page has a white background with the text "Welcome to APOLLOCC" at the top. Below this are two input fields: "Email *" and "Password *". A blue "Login" button is positioned below the password field. To the left of the "Login" button is a red circle around the "Register" link. To the right of the "Login" button is a "Forgot password?" link. At the bottom, it says "Strategic Solutions © 2022 (w201)".

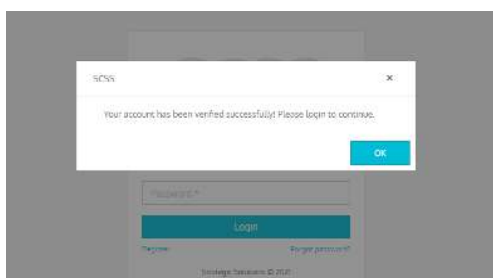
☐ Please use Parent information to register

(Use an email address that you can access immediately. After creating the parent portal successfully, you will be sent a verification email to continue form completion)

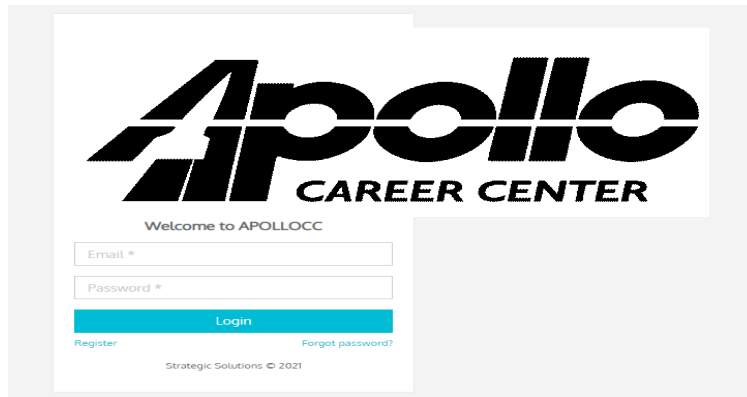
STEP 2: Log into the email account that you used to create your portal and verify your email. (This email may take a few moments to receive)



☐ Once your email has been verified, you will see this picture pop up. Click 'OK' and close this tab down.



STEP 3: Go Back to the Log-in Screen, and it MUST look like this (Apollo Logo):



(If it doesn't have the Apollo Logo, repeat the Parent Portal process)

APOLLOCC

Student Enrollment

Add Student Enrollment ▾

STEP 4: Once logged in you must click **Add Student Enrollment** and the forms should appear for you to complete

If done correctly, your screen will look like this

- ☐ **Fill out the forms completely and click submit.** Please be sure your student's name is used for the student portion of the form. You may need to delete your name that may have auto-filled into the student portion of the forms.
- ☐ **If you have done it correctly, the part under the "Student Enrollment" will change from "Not Started" to "Completed"**
- ☐ **Returning Students - Parents/Guardians Upon Completion Refresh Screen to Verify the Current 2022-2023 Current School Year form shows.**

STEP 5: **ATTENTION RETURNING STUDENTS: Click on Add Student Enrollment and the forms should appear for you to complete.

- **Returning Students - Parents/Guardians Upon Completion Refresh Screen to Verify the Current 2022-2023 Current School Year form shows.**

If you need assistance, please contact:

Jennifer.Swanger@apollocc.org or Mallory.Cox@apollocc.org or call 419.998.2908