

Completing the EMF Form for New Students

TIP: The parent portal can be created and completed on your cellphone, PC or MAC

STEP 1: Go to Student/Parent forms on the Apollo high school site or scan this QR code, or click this link <https://bit.ly/45B4gfg>



STEP 2: Click Register (NEW USER)

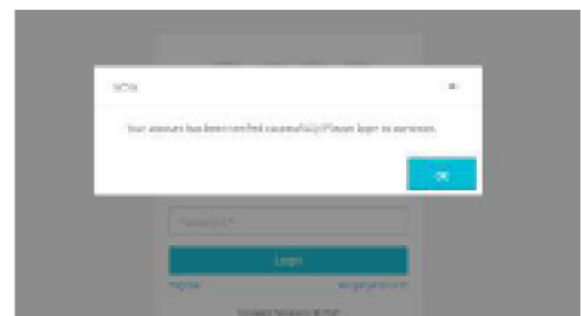
- Please use the parent/guardian information to register
- Use a current email that you can access immediately. After successfully completing the parent portal you will be sent a verification email to continue form completion.

A screenshot of the Apollo Career Center login and registration page. The page features the Apollo Career Center logo at the top, followed by the text "Welcome to APOLLOCC". Below this are two input fields for "Email *" and "Password *". There are three buttons: "Login", "Register (New User)", and "Forgot password?". A red arrow points to the "Register (New User)" button. At the bottom, it says "Strategic Solutions © 2022".

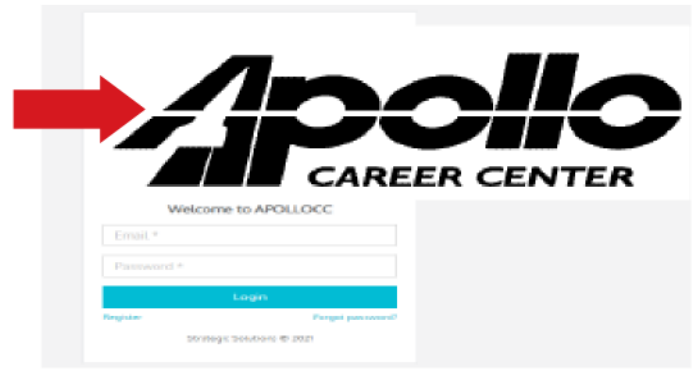
STEP 3: Log into the email account you used to create the Parent Portal and verify your email. (This may take a few seconds)



STEP 4: Once your email has been verified, you will see this picture pop up. Click 'OK' and close this tab down.



STEP 5: Go Back to the Log-in Screen, and it MUST look like this (Apollo Logo) *If you don't see the Apollo logo, repeat the Parent Portal process.*



STEP 6: 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

Emergency Medical Authorization
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STEP 7: Fill out the forms completely and click submit. Please be sure your **student's name** is used for the student portion of the form.

TIP: You may need to delete your name that may have auto-filled into the student portion of the forms.

TIP: If you have done it correctly, the part under the "Student Enrollment" will change from Not Started to Completed.