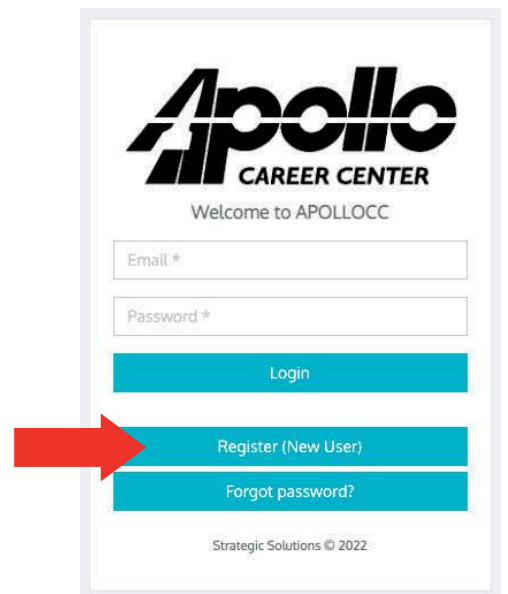# Completing the EMF Form for New Students

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
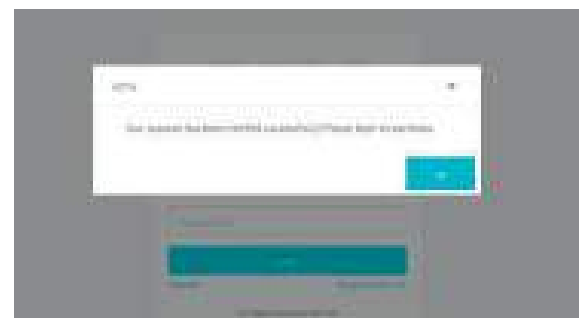
STEP 2: Click Register (NEW USER)
- Please use the parent/guardian information to register
- Use a current email that you can access immediately. After successfully completing the parent portal you will be sent a verification email to continue form completion.
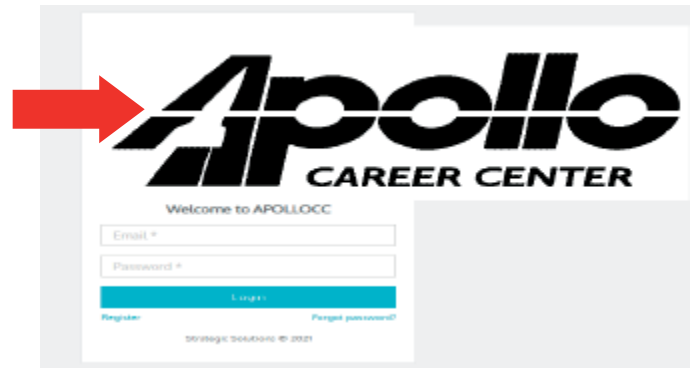
STEP 3: Log into the email account you used to create the Parent Portal and verify your email. (This may take a few seconds)

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.*

Welcome to APOLLOCC

Email *

Password *

Login

Register   Forgot password?

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STEP 6: Once logged in you must click **Add Student Enrollment** and the forms should appear for you to complete.

APOLLOCC   Student Enrollment   Add Student Enrollment ▸

If done correctly, your screen will look like this

Emergency Medical Authorization
2023-2024

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.*