

# New to Fort Bend ISD Family

## Obtaining a Portal Account - Student Registration Part 1 of 2

### Introduction

**Audience:** Parent/Guardians of New to FBISD Students.

**Purpose:** To obtain a portal account for enrolling new to district students online.

### Step 1

Parents will access the FBISD Website to begin the process. A link to the New Student Online Registration page is located on the FBISD Home page.

Additional registration information can also be found:

- Under the **Parent Tab** on the Home Page.
- Under **Student Affairs/ Enrollment** inside the **Departments and Services** category found on the main menu bar.

To access New Student Online Registration:

- A. Locate and click the **New Student Online Registration** link on the home page.



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### Step 2

You will be directed to the following screen:

Select the appropriate option and click the **Begin Here** link.

- A. Option 1 is for families new to FBISD or returning families who do not have a current Family Access account.
- B. Option 2 is for families with an active Family Access account.

**Fort Bend ISD**  
**New Student Online Registration**

For students who are:  
New to FBISD Or Returning to FBISD from another school district

Students who are new to Fort Bend ISD, or are returning to Fort Bend ISD from another school district, will use the New Student Online Registration process prior to going to the campus. For more information regarding Fort Bend ISD enrollment, please visit the [Enrollment at Fort Bend ISD](#) page. This page contains information regarding age requirements, [Student Transfers](#), [Bus Routes](#), [Attendance Zones](#) and much more.

**HOW-TO GUIDES**

- [New to Fort Bend ISD Family Part 1](#)
- [New to Fort Bend ISD Family Part 2](#)
- [Family with Existing FBISD Family Access Registering a New Student](#)

**ONLINE REGISTRATION PROCESS**

1. Complete the online registration. Choose your option below.
2. Contact the [zoned campus](#) to schedule an appointment.
3. Bring your documentation to the school at your scheduled appointment time. See list below.

Please choose the appropriate option below to begin the new student registration process.

**OPTION 1: NEW FORT BEND ISD FAMILY**

- Use this option when your family is new to the District and does not have a Family Access login.
- The first step is to request a login account using a valid email address. You may obtain a free email account through services such as Hotmail, Yahoo or Google.
- Your login and password will be sent to this email address.
- Use the link in the email to log in and begin the process.
- The email will be sent from [do.not.reply@fortbendisd.com](mailto:do.not.reply@fortbendisd.com). Be sure to add this email address to your valid email recipients to avoid it being affected by your spam filter.

[Begin here.](#)

**OPTION 2: EXISTING FAMILY ACCESS USER**

- After logging into Family Access, choose "New Student Online Enrollment".

[Begin here.](#)

**TECHNICAL ASSISTANCE**

For technical assistance you may call the FBISD Customer Service Center between 8:00 a.m. - 4:30 p.m. weekdays at (281) 634-1300 or email us at [csc@fortbendisd.com](mailto:csc@fortbendisd.com).

[Minimum browser requirements](#)  
Note: Internet Explorer 8 and below are not supported.

[School Contact Info](#)

### Step 3

- A. Use this online form to request an account to enroll your student in FBISD. Enter the name of the legal parent/guardian of the student to enroll.
- B. Enter contact information for the parent/guardian.
- C. Click the orange **Click here to submit Online Enrollment Account Request** button.

#### FORT BEND INDEPENDENT SCHOOL DISTRICT

##### New Student Enrollment: Account Request

This form is the first step to enrolling your new student online. Complete it to request an account to enroll your students.

**B** Enter the name of the legal parent/guardian of the student you want to enroll

\* Enter Legal First Name:

\* Enter Legal Last Name:

Enter Legal Middle Name:

Enter Legal Name Prefix:  Enter Legal Name Suffix:

**C** Enter contact information

\* Enter Email Address:

\* Re-type Email Address:

\* Enter Primary Phone Number: (281)

**D** Risk (\*) denotes a required field

[Click here to submit Online Enrollment Account Request](#)

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### Step 4

- D.** You will receive an Online Enrollment Account Request Confirmation prompt. Confirm the email listed on the prompt that will be used for sending account information and directions. Click **OK** to continue or click **Back** to update information on the request.

**Online Enrollment Account Request Confirmation** ✕

Submitting this request initiates an email to the account entered with directions on how to access FORT BEND INDEPENDENT SCHOOL DISTRICT - TRAIN's Online Enrollment process. The email will be sent to: parent.FBISD@gmail.com

Click OK to continue or Back to correct any information or cancel this request.

**E**

### Step 5

- E.** You will receive an email with the link to use to begin to enroll your student and your login and password information. The email should be received quickly, check your spam or junk email folders for emails from [DoNotReply@Fortbendisd.com](mailto:DoNotReply@Fortbendisd.com)
- F.** Contact FBISD Student Information Services Customer Service at 281.634.1300 if you need assistance.

**To**  
parent.FBISD@gmail.com (Parent FBISD)

**Cc**

**Bcc**

**From**  
DoNotReply@Fortbendisd.com

**Subject**  
Complete Student Enrollment

**Body**  
Dear Parent FBISD,  
  
Thank you for the request to enroll your student. You must now  
  
Please note - you must complete this last step to complete the er  
  
To complete the enrollment, please visit this url: <https://skyward->  
  
Your login is: parent.FBISD@gmail.com **F**  
  
Your password is:

**Note:** Continue to use the URL link in this email any time you wish to access an incomplete application or to complete an additional application.

### End Process