

# SPANISH FORK HIGH SCHOOL

## ONLINE REGISTRATION INSTRUCTIONS

- Go to the Spanish Fork High School Website:  
sfhs.nebo.edu
- Click on **Registration** on the left side
- Click on Step 1 **Complete Online - Portion**

Under **Current Student Registration** do one of the following:

### Login and Register Student

Put in username and password

or

### Request a Username

Enter you student's ID # & Birthdate

Click on your student

Follow the prompts and create a username and password

Return to Login

Enter your new user name and password

- **Click Can Register for Grade \_\_\_\_\_**

Verify enrollment information, make corrections, SAVE

Go through all documents and sign that you have received them.

Note: It takes a little time to load the signature lines

The policy will show complete as each document is signed.

- Pay school fees: Click on **"My School Fees"** and follow the prompts or **"Decline"** and then pay fees at the SFHS Finance Window.

**Note:** If you don't get an email confirmation. Go back and make sure all documents are signed.

After all documents are signed and fees are paid, please allow 48 hours for the scheduling window to open. Students will then be able to view and edit their own schedule. After school begins there will be a \$10.00 charge to make any schedule changes.