

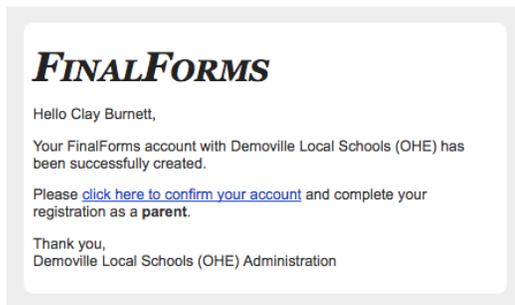


FinalForms

Parent registration

How do I get started?

1. Check your email for an **ACCOUNT CONFIRMATION EMAIL** from the FinalForms Mailman. Once received and opened, click **CONFIRM YOUR ACCOUNT** in the email text.



2. Create your new FinalForms password. Next, click **CONFIRM ACCOUNT**.
3. Your account will be confirmed and you will be logged in.

Please proceed to the next page!

If you have not received an account confirmation email, please contact Student Services at 419-238-5411 ext 2126 or email yearling.l@vantagecareercenter.com. We may have an incorrect email or no email at all. We can also resend the invite email for you.

IMPORTANT NOTE: If your home district uses Final Forms for sports or other activities, you must create a separate Final Forms account for Vantage and complete our forms as well.



FinalForms

Registering a student

What information will I need?

Basic medical history and health information. Insurance company and policy number. Doctor, dentist, and medical specialist contact information. Hospital preference and contact information.

How do I register my first student?

IMPORTANT: If you followed the steps on the previous page, you may Jump to Step number 3.

1. Go to: <https://vantagecc-oh.finalforms.com>
2. Click **LOGIN** under the Parent Icon, and login.



3. Locate and click the **INCOMPLETE FORMS** button for the student you wish to register.
4. Complete each form and sign your full name (*i.e.* 'Jonathan Smith') in the parent signature field on each page. After signing each, click **SUBMIT FORM** and move on to the next form.

5. When all forms are complete, you will see a 'Forms Finished' message.

IMPORTANT: Students have required forms that they must sign once the parent forms are completed. You will be prompted to have the student check their email. **THIS EMAIL WILL BE THEIR VANTAGE EMAIL. New students will not be able to access their email until they arrive at Vantage.** Instructors will assist students with accessing their accounts either during orientation or on the first days of school. Returning students may complete their forms at any time.

How do I register additional students?

Click **MY STUDENTS**. Then, repeat steps number 3 through number 7 for each additional student.

How do I update information?

Login at any time and click **UPDATE FORMS** to update information for any student.