

Parents With a Gradebook\Guardian Account Call 405-347-2100 (M-F 8-2) for assistance

1. Go to the parent Portal at <https://ok.wengage.com/harrah> and login
2. Click on Student Records Portal
3. Click on the student you wish to enroll
4. Click on Training Videos, if needed

Training | Logged in as **test.test**

[Resources](#) / [Wen-GAGE i-Student Information](#) / [i-Student Records Portal](#)

Select the resource below.

Webinars

Webinars are used to supplement the training videos and cover specific topics and time sensitive tasks.

- [Register to attend a webinar](#)

Videos

Student Records Portal

- [How to Enroll an Existing Student](#)
- [How to Add and Enroll a New Student](#)

5. Click on the appropriate video
6. When finished click on the word Applications in the top right of the page

[Applications](#) [Account](#) [Support](#) [Sign Out](#)

My Applications

Wen-GAGE® i-Student Information

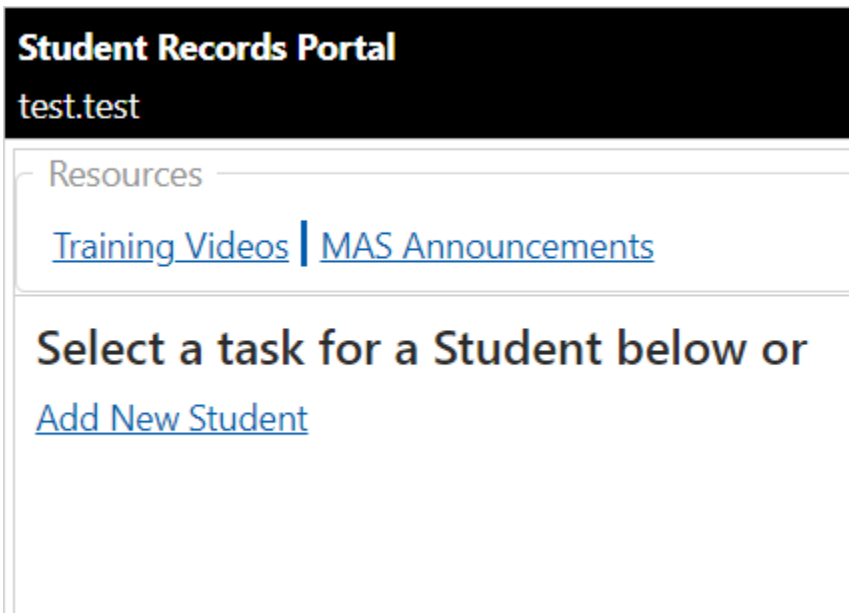


Guardian Portal

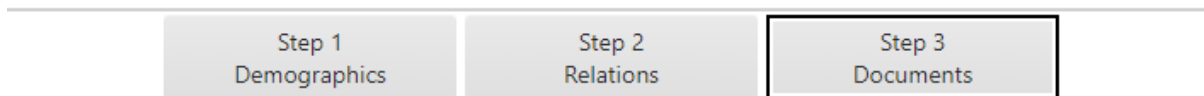


Student
Records Portal

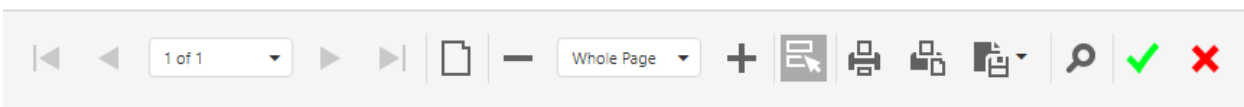
7. Click on the **Student Records Portal** to begin enrollment



8. Click Add new Student for a new student to the district or Enroll Existing Student for 2020 -2021
9. Enter School Year
10. Choose the Site
11. Choose Grade
12. Click Continue
13. Complete the demographic information for the student
14. Click Save and Continue to Step 2
15. Add Relations (Parents\Guardians\People who can Pick Up the Student)
16. Click Step 3

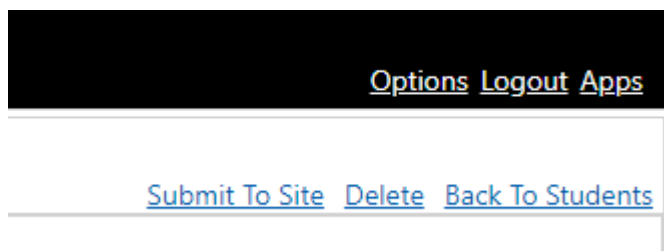


17. Complete each of the required documents and any optional documents that apply to your student.
18. Click Upload Document (Required) and the document will open so that you can complete the information online.



19. There will be a toolbar at the top of each document. Once you have finished the document click the Green check mark to save the information.
20. Click the red X to exit the page and continue with the next document.

21. When all documents have been completed click Submit to Site.



22. You may exit and return as many times as you need to in order to complete the enrollment information. Complete this process for each of your students.

23. If you have more than one student in the district, the guardian information and sequencing must be the same for all children. This will prevent errors and having to re-enter information.