



Student Enrollment

Parent's "How To" Guide

Registration

The first step to enrollment is registering with Horizons National through their online Horizons Community Portal.

1. Type or copy and paste **https://horizons.force.com** into your web-browser
*(The enrollment experience works best on an up-to-date version of **Firefox** or **Google Chrome** web-browser!)*
2. Once the above URL is entered, you will arrive at the **Horizons Community Login** screen - powered by Salesforce
3. Look for a link to 'Sign Up' in the lower right corner of the login box - **click 'Sign Up'**
4. At this point you should be viewing the **Horizons Student Registration** page
5. The registration form will require some basic contact information such as name, email, student's name, student's date-of-birth, phone, and the affiliate they would be attending
The affiliate is selected by first selecting the appropriate State, and then the various affiliates from that state will be available as options

(If you are already in the system from a previous enrollment, begin to fill out the registration page and the system will guide you to reset your password)
6. If you are seeking to **register multiple students**, simply pick one to start with for the student fields on this registration page - you will have the ability to add more students after you log-in.
7. Check the inbox of the email which was used for the registration and you will receive a message containing the **link to the login page**, your login **username**.
8. When you click the link within the Welcome Email, you will be prompted to create a **new password** - please be sure to select a password that you will remember but will keep your information secure. Password requirements will be cited on the password creation page (8 characters, 1 letter, 1 number)
9. Upon filling out the password, and clicking **Change Password**, the user will automatically be logged into the community and be viewing their dashboard. From in the community, you will be able to complete your form for the first student and add other students.



10. To come back to the enrollment community in the future, type **Horizons.force.com** into your web browser. This will take you to your login screen. From there you type in your **username** and **password** and enter the community to continue with student enrollment.

Enrollment

Once you have registered and are logged into the Horizons Community, the next step is to enroll your students using the online application form.

1. Upon log-in you will see the **Enrollment Dashboard** which will allow you to start the Horizons application as well as view your enrollment submissions
2. As you first log-in you will see the student that was listed during your registration and a button that says **"Continue Student Application"**. Click that button to continue registering your first student
3. The application form consists of seven sections, each of which will allow you to save your progress and return to complete the form later if necessary.
4. When you reach the section asking about the student's siblings, you can select the number of siblings, however the maximum that can be entered is four

Horizons would suggest, if there are more than four siblings to the student enrolling, for you to only enter the four siblings with the most potential to be involved with Horizons; i.e. those siblings that will be enrolling as a student, future student, former student, or function as a current student's emergency contact.

5. Once you have finished registering your first student (or at any point in time) you can click the **"Add Another Student"** button to create an application for another student. This form is identical to the first and can be used as many times as necessary until all students' applications have been submitted

Important! If you add a sibling, and their age is of a qualifying age to participate in the Horizons program, they will automatically have an application widget created on your dashboard. If you finish the first application, or click 'Home' navigation link, you will be able to start the sibling application immediately.

6. Upon submission of an application form, you will receive a brief **confirmation email** informing you that the application was successfully submitted (to the email address used during the registration process)



Documents Required to Upload

- *report card of final marking period*
- *a current annual (no more than 1 year from the date done) medical examination by your child's medical provider*
- updated immunization record*
- must qualify for the Federal Free or Reduced Free Lunch and provide a copy of one of the following:*
 - Copy of Income*
 - W2 Paystub*
 - Free/Reduced Eligible Form from Public School*
 - TANF (Temp Assist for Needy Families)*
 - WIC*
 - SNAP*

Contact your Affiliate

If you are having difficulty with the registration process, login process, or questions filling out the enrollment application, please first reach out to your local affiliate for assistance.

Horizons at The Episcopal Academy

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Frequently Asked Questions

I have already submitted an application - can I go back and edit some details on the form?

No, once the form is submitted, you would have to contact your affiliate to see if information could be changed/updated. You can always upload new documents and view your submitted form, but that is the limit of access for users after submitting.

Can I upload a document after I have already submitted my enrollment application form?

Yes! You can login to the Horizons Community to check on enrollment status as well as submit new documents.



Am I able to complete part of the application form, and come back to it at a later date?

Yes, this form has the ability to save your progress as you progress through the form pages. You can return to the login page, login, and continue working on the application form at a later date.

Why do I keep getting an error when I try to put in a phone number on the application form?

To ensure better data from users, Horizons requires specific formatting for all phone numbers. In order to save the page and move through, the form, the phone number must be formatted like (999) 999-9999 or +1 (999) 999-9999