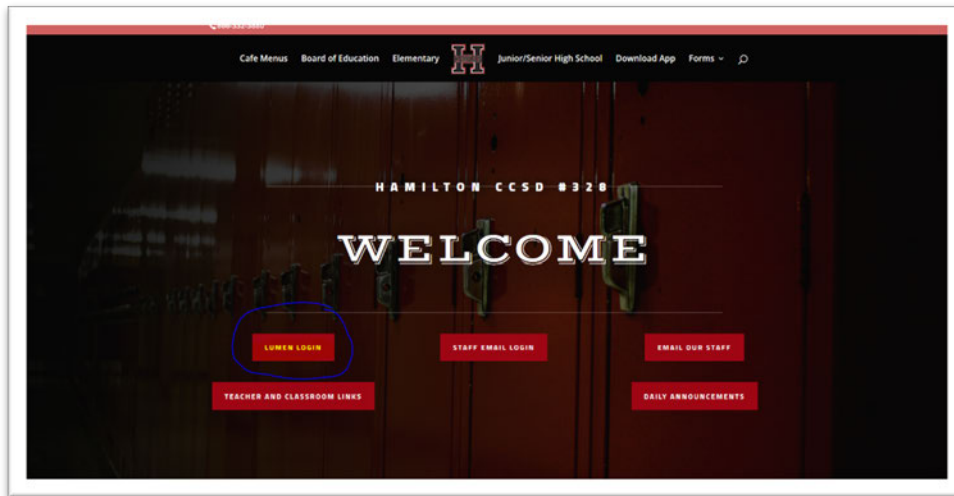


<https://hhs328.com/>

Select Lumen Login

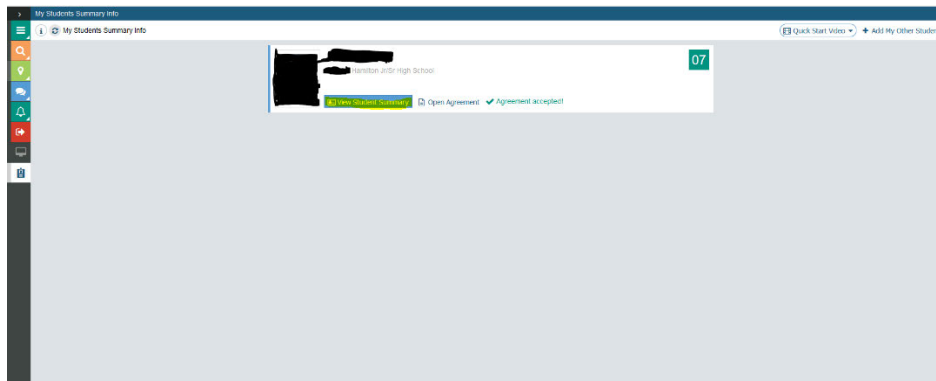


Enter Login information (**3** for Elementary location, **4** for Jr./Sr. High,)

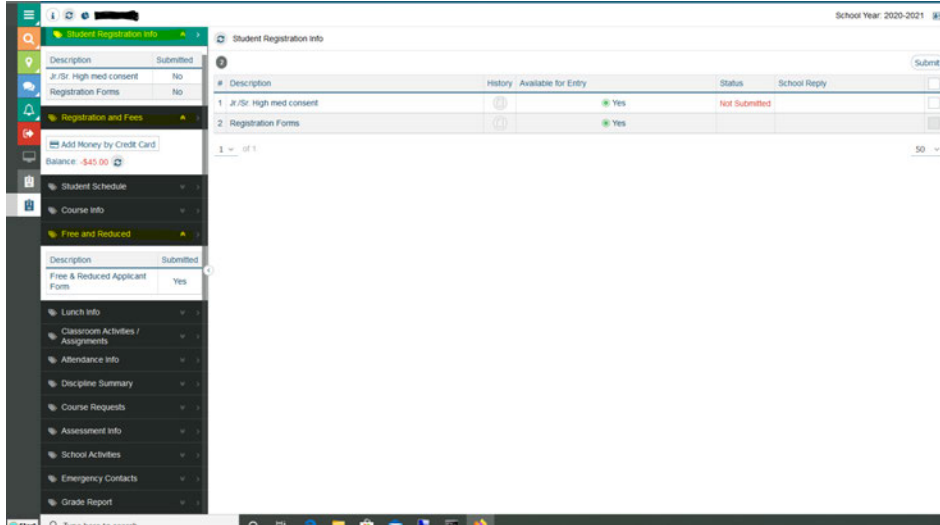
*If you need your login information please call 866-332-3880 Ext 310



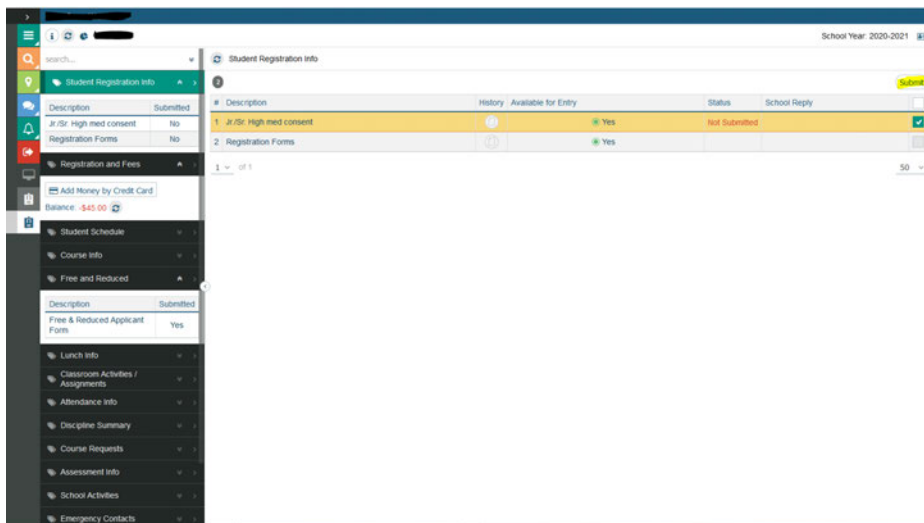
Now you are logged in, your screen should look like the one below. You are going to click on *view student summary*.



On the left side after hitting *view student summary*, a menu like the one below should appear. I have highlighted the tabs that you need to fill out. (This is a 7th grade student so the fees are \$45.00 vs \$35.00 and there is a medication consent form that will NOT show for an elementary student) You will then click on the blue wording under the header, fill out the information requested and hit save.

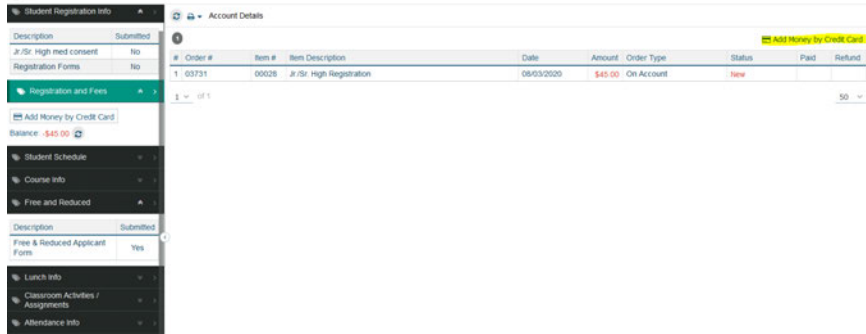


The screen will then look like the one below, they will check mark the box and click submit for each completed form. They then will move on to the next section, *Registration and Fees*.

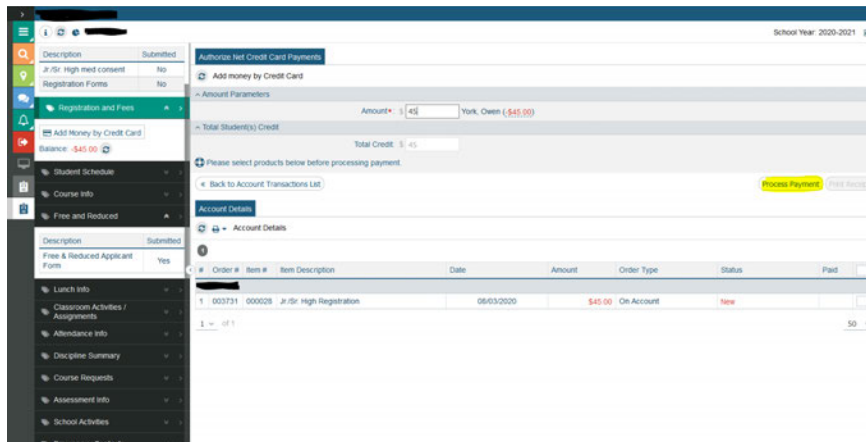


Registration and Fees

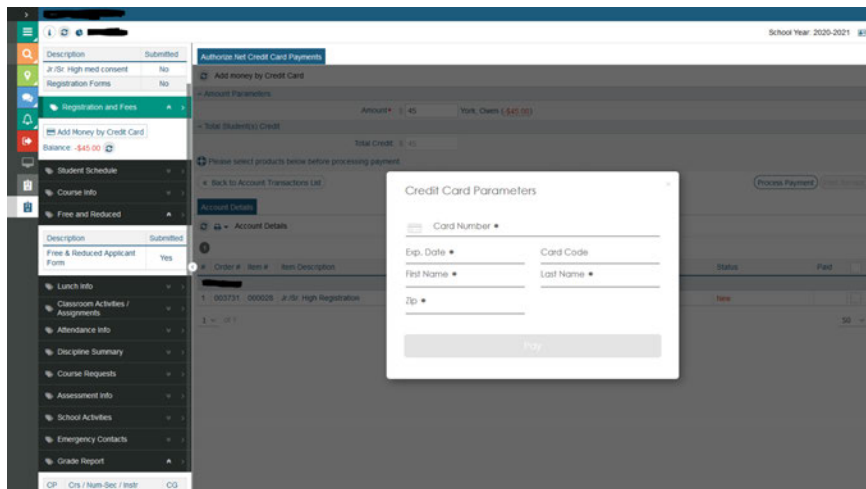
The picture below shows what a you should see next. The dollar amount in red, signifies what you owe for registration. You will then click the Add Money by Credit Card button highlighted below.



You will then enter the dollar amount and select the Process Payment key as shown below.

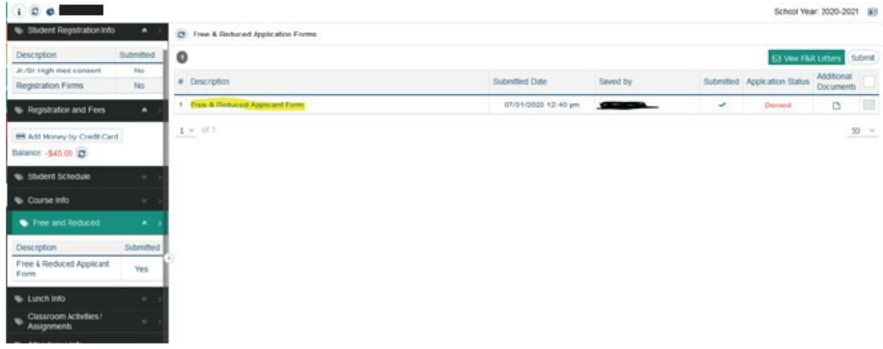


You will then be prompted to enter your card information and select pay.



Free and Reduced

Next choose the Free and reduced tab, select and fill out the application. Then select the box at the right and hit submit. You will be able to check the status of your application and stay in contact if there is more documentation needed at this tab, as well as print off your own copy.



If you need help with the registration process, are new to the district, or encounter technical difficulties, please do not hesitate to contact us at 866-332-3880 Ext 310.