



FIVESTAR

REGISTRATION SYSTEM

Parent Invite Registration

HOW DO I BEGIN?

1. Receive the invitation email from Five Star Registration System.
2. Click on the **HYPERLINK** in the body of email
3. Set your password
4. Enter all fields on the **My Profile** tab then click on the **Update Profile** button.

HOW DO I ENROLL MY CHILD(REN)?

1. Begin the process by completing **MY PROFILE** at the top right and complete any empty field. Click **Update Profile** when complete.
2. Select the **HOME** menu and click **ADD CHILD** to add your child(ren).
3. Enter your child's name and birth date and click **SAVE**.
4. Click the **ENROLL** button for that child.
5. Select the **PENCIL ICON** to complete each of your child's required forms.
 - Use the **FILL FROM ACCOUNT** button to expedite form completion by prepopulating common information.
 - You will be required to electronically sign and date each form.
6. Complete step 2 through 5 for each child you wish to enroll.
7. Complete the registration process by selecting **MY CART** to pay the Child Care Provider's registration fee. (**ONLY if your center is using Five Star to collect tuition payment**)

HOW DO I ACCESS FIVE STAR REGISTRATION SYSTEM?

1. After your initial set up, you will use the following link to access your enrollment forms:
<https://nwccc.app.gofivestar.org/>