

Walden Re-Registration Instructions

Follow the steps below to re-register your returning Walden student.

To begin the re-registration process, you will need to go to <https://walden.usoe-dcs.org/Students/Register/Start>. Click the green button on the right side of the screen that says "Login and register student".

The screenshot shows a web interface titled "Register Your Student(s)". It is divided into two main sections: "New Student Registration" and "Current Student Registration".

- New Student Registration:** The text states "Student has NEVER attended a school at Walden School of Liberal Arts". A note says "Please, DO NOT select this option if your student has EVER attended this school or another school at this district. Duplicate records will be created." There are two options: "I already have an Aspire account." with a green "Login and register student" button, and "I do not have an Aspire account." with a blue "Register new student(s)" button.
- Current Student Registration:** The text states "Student is CURRENTLY ATTENDING or has PREVIOUSLY ATTENDED a school at Walden School of Liberal Arts". There are two options: "I already have an Aspire account." with a green "Login and register student" button (highlighted by a yellow arrow and a black box), and "I do not have an Aspire account." with an orange "Request a Username" button.

If you can't remember your login info or have not requested a username contact Ashlee at registrar@waldenschool.us.

After you have logged in, click the button that says "Edit Registration". As you are going through the student info, make sure to double check all personal information is correct. Check address, phone number, and contact info to make sure they are as up-to-date as possible.

There is critical information in the "student agreements" portion of the re-registration, please read carefully through each one.

After you have completed the re-registration for your student, you should receive an email confirming that it has been completed.

Please do not hesitate to contact the school if you are having trouble with this process. You can call the elementary/middle school front office at 801-374-1545, the high school front office at 801-655-5889 or email Ashlee at registrar@waldenschool.us.