Student Enrollment

"How To" Guide

❖ REGISTRATION: Create an account

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

1. Click, type or copy and paste
   https://horizons.force.com/yc_Community_Registration_Page?locale=us into your web-browser
   *(The enrollment experience works best on an up-to-date version of **Firefox** or **Google Chrome** web-browser!)*

2. At this point you should be viewing the **Horizons Student Registration** page.
   - You will have the option to select a language between English and Spanish

3. The registration form will require some basic contact information such as parent/guardian's first and last name, email (make sure to enter the correct email as you will receive link to create a password) student's full name, student's date-of-birth, phone, and the affiliate they would like to apply for.
   - **Email:** Please make sure to enter the correct email address as this will be your username and it is where you will receive a welcome email that will allow you to create a password. Make sure to check in the Junk/Spam folder if you do not receive it in your Inbox.
   - **State/Affiliate:** CT – Horizons at CT State Norwalk

4. 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.

5. Check the inbox of the email address that was used for the registration and you will receive Welcome Email containing your username and a link to create a password.

   - Make sure to check the Junk/Spam folder if you do not receive it in your Inbox.

6. 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 should be a minimum of 8 characters which contain at least 1 letter and 1 number.

7. Upon filling out the password, and clicking **Change Password**, this will automatically take you to your account. Once you are on the dashboard (**Horizons Application and Enrollment Dashboard**), you will be able to start the application for the first student and add other students.

8. 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 the enrollment application.

- Username: Listed on the Welcome Email. This is the email address you used to create your account. If you are having trouble accessing this information, please email us at kmarin@horizonsncc.org
- Password: If you have forgotten your password please click on the "Forgot Your Password" link and follow the prompts to reset it.
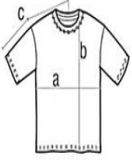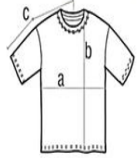
❖ ENROLLMENT

Once you have registered your account with Horizons National (Salesforce) and are logged into the Horizons Community, the next step is to complete the online application form.

1. Upon logging in you will see the **Horizons Application and 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 which was listed during your registration and a button that says **"Continue Student Application" or "Begin Student Application".** Click that button to continue applying for 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 will be able to select a maximum of 4 siblings. If there are more than 4 siblings, please add only those who will potentially apply to Horizons.

5. Once you have finished applying for 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

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)

- Reminder: Submitting the online application form DOES NOT finalize the application process to Horizons. There is certain REQUIRED documentation needed in order to continue in the applicant pool. Details about the SUPPORTING DOCUMENTS can be found at our website under the Apply Button and then the tab that says New Students.

❖ IMPORTANT NOTES:

- **REQUIRED FIELDS:** Please be sure to complete all the required fields, which are marked with a red asterisk (*)

- **FAMILY MODULE:**

  o **Parent/Guardian 1 &2 Phone Number:** Please be sure to follow the required format for the phone number (999) 999-9999 or +1(999) 999-9999
  o **Parent/Guardian 2:** While a parent/guardian 2 is not required in order to proceed to the next module, we highly encourage you to add as much information as possible so that we are able to have an additional point of contact particularly if or when highly important matters come up.
  o **Number of Siblings:** If there are more than 4 siblings, only enter information for the 4 siblings most likely to apply to Horizons.

- **EMERGENCY INFORMATION MODULE:**

  o **Emergency Contact 1:** Please include someone other than yourself or Parent/Guardian 2, otherwise the system will not let you proceed.
  o **Emergency Contact 2:** Please include someone other than yourself or Parent/Guardian 2 (if applicable). The system will **not** let you proceed without including a 2ⁿᵈ Emergency Contact. If this field is not applicable to you, please proceed by adding the following information:
    - First Name: Any Name
    - Last Name: Any Last Name
    - Phone #: (000) 000-0000 It must follow this format in order to proceed.

- **MEDICAL & ADDITIONAL INFO MODULE:**

  o **Additional Information:** Please be sure to select the appropriate shirt size as this will be important when receiving their Horizons Summer Program Shirt.

		YOUTH SHIRT CHART SIZE					
		Width (a)		**Length (b)**		**CB Sleeve (c)**	
	Size	(inches)	(cm)	(inches)	(cm)	(inches)	(cm)
	XS	15.4	39	18.9	48	13.4	34
	S	16.9	43	20.3	53	15.0	38
	M	18.1	46	22.4	57	16.1	41
	L	18.9	48	24.4	62	16.9	43
	XL	20.1	51	26.0	66	18.1	46

ADULT SHIRT CHART SIZE						
	Width (a)		**Length (b)**		**CB Sleeve (c)**	
Size	(inches)	(cm)	(inches)	(cm)	(inches)	(cm)
S	18.1	46	27.6	70	16.5	42
M	20.1	51	28.3	72	18.1	46
L	22.0	56	29.5	75	19.7	50
XL	24.0	61	30.3	77	20.9	53
XXL	26.0	66	31.5	80	22.4	57

- o **Additional Questions:** The system will **not** let you proceed without a response. If a field is not applicable to you, please type "N/A"

- **ATTACHMENTS MODULE:**

  - o **Upload Files:** They **do not** necessarily have to submitted along with your application; you can proceed to submit your application alone. Supporting Documents can be submitted separately prior to the deadline by email or mail. The email is kmarin@horizonsncc.org. The mailing address is Horizons at CT State Norwalk, PO Box 244, Norwalk, CT 06853. For a full list of the attachments go to our website, click Apply, then go to the New Students tab on the left.

- **AGREEMENTS MODULE:**

  - o **Agreements and Permissions:** There are a total of 9 agreements that you must review and respond to. The system will **not** let you proceed without a response.
  - o **Save and Submit:** Please be sure you click on **SAVE AND SUBMIT** in order submit your online application form.

For your application to be complete, you must have everything on the below checklist submitted.

APPLICATION CHECKLIST

☐ Online Application (www.horizonsctsn.org/apply-1/new-students/)

☐ Copy of 2022 Tax Return

☐ Teacher Assessment Form (found on our website)

☐ Report Card (K-8th applicants only)

☐ Copy of IEP or 504 Plan, If Applicable