2020-2021 Project Link Enrollment

for families with existing parent portal accounts

Enrollment in 2020-2021 Project Link is completed through your parent portal account. Instructions on the online enrollment process follow and are contained in the following link:

http://www.cirrusgroup.com/help/Parent_Portal/Index.htm#How_to_Register_for_a_Classroom.html

Instructions for the online enrollment process follow:

1. **Log in to your parent portal**
2. **Click the registration button and in the drop down field select the school.**
3. **Select Enroll in Project Link under the correct school.**
4. **Select the child(ren) you are enrolling and click submit**
5. **Indicate Start Date (9/08/20 is the 1st day of school)**
6. **Complete all required fields**
7. **When enrollment is complete click Add to Cart**
8. **If enrolling additional children select Add More Programs and repeat steps 3-6**
9. **Click complete registration and acknowledge the confirmation questions then click complete registration steps again**
10. **Check your email to review confirmation**

Your account will be debited for the enrollment fees at the time of enrollment and you will receive an email confirmation. If your account is not charged and you do not receive confirmation then the enrollment process has not been successfully completed. You may also check your enrollment status by clicking the attendance button on the home screen of the parent portal and ensuring the session is listed under program assignments

Please contact us with any questions or if you need assistance.

projectlink@wlake.org **440-835-6306**

https://family.daycareworks.com/login.jsp **- Parent Portal Log In**

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