

Harmony Family Access - Online KG Roundup Instructions

1. Go to the Harmony Family Access website at <https://harmony.rushville.k12.in.us/familyaccess.nsf/hello.xsp>

2. If you already have a student in RCS, sign in with your existing Harmony 3 account. If you do not, click on the blue link at the bottom of the sign in page that says **Create an account here**.

If you do not have an existing account, follow the instructions below. If you have an account, skip to Step #7.

3. Create an account by entering your **First name**, **Last name**, and **Email**.

4. Next create a **Username** (this can be, but does not have to be, your email address).

5. Type in the **Password**, then type it again in **Confirm Password**.

6. Click **register**.

7. On the Manage Account page, click on the link that says **I need to enroll a new student**.

8. Select the school and click **enroll**.

*****Please click the school you reside, unless a transfer request has already been approved. If you will be requesting a transfer, your student will be moved to the correct buildings after the transfer is approved. If you have a question about this please contact the school before proceeding with KG Roundup.***

9. Enter the demographic information and click **Submit**.

10. You will receive an email within 2 school days confirming the completion of the KG Roundup Process.

Once you have an account, you can add students with a registration code.

Create my account

Already have an account? [Sign in](#)

I need to enroll a new student

Do you have a student that is new to this school? Touch here to enroll them.

- Choose a school - ▾

Select either **Arlington Elementary, Milroy Elementary, or Rushville Elementary School East**.

****All Rushville Elementary students must select Rushville Elementary School East and students will be separated at a later date.***