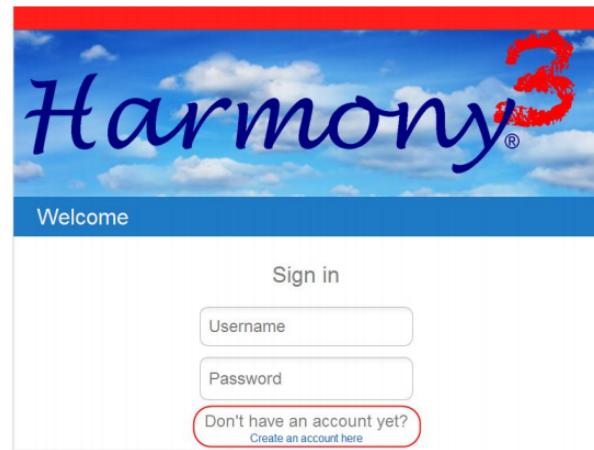


## Harmony Family Access - Online KG Roundup Instructions

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 or cannot remember your existing account, following the instructions below. If you have skips 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**.

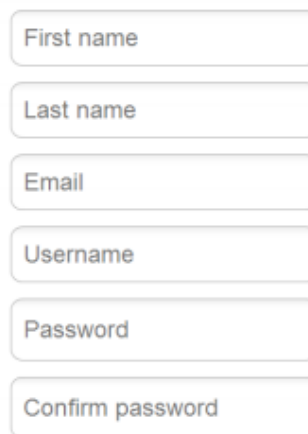
***\*\*Please click the school you reside. If you will be requesting a transfer, your student will be moved to the correct buildings after the transfer is approved. If you have a question about this please email [leapm@rushville.k12.in](mailto:leapm@rushville.k12.in) before proceeding with KG Roundup.***

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

10. You will receive an email within 24 hours confirming the completion of the KG Roundup Process.

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

### Create my account



### 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.***