



## How to Complete Online Forms

Visit [conroeisd.rankonesport.com](http://conroeisd.rankonesport.com)

If CISD Rank One account exists login or select "Click Here" next to Forgot Your Password?

If new to Rank One in CISD Select "Create New Account"

After entering your information and selecting Register, you will be sent a confirmation email.

If you do not receive a confirmation email, please check your junk/spam folders or email [support@rankonesport.com](mailto:support@rankonesport.com) to have your email address verified.

Click on the link in the email to continue.

The link will redirect your web browser. Click the link to sign into your parent account.

Enter your email address and Password and select Sign In.

### Welcome to the Parent Portal!

We recommend that all parents create an account. Without a parent account you will not be able to see your student's status or download the completed forms.

The screenshot shows the login interface with the following elements and annotations:

- Fields:** Email, Password, Login button, Forgot your password? Click here, Log in with Facebook, Log in with Google.
- Annotations:**
  - "For New Account" points to the "New to Rank One? Create New Account" button.
  - "If Forgot Password" points to the "Forgot your password? Click here" link.
- App Promotion:** "GET THE APP!" section with a list of features:
  - Parents, get all your favorite features on your phone or tablet!
  - Online Forms
  - Team Schedules
  - Manage Students
  - Get Push Notifications
  - HIPPA and FERPA Compliant
 It also says "Get it today on iOS and Android" and includes "Available on the App Store" and "Get it on Google play" logos.

Select "Proceed to Online Forms" or "Click Here" at the top of the page

You will then link your student to your account.

(If you have multiple children you will have the opportunity to link multiple students to your account)

\*Note: CISD requires students Last name used to register in CISD and Student ID number to claim your student.\*

\*If you do not know your student's ID number you will need to contact the school\*

Enter the information requested and select "Find Student"

The screenshot shows the "Find Students" form with the following elements:

- Section Header:** Find Students
- Instruction:** Please search below to find the student(s) you are completing forms for
- Fields:** Last Name, Student ID Number
- Annotation:** An arrow points to the Student ID Number field.
- Button:** Find Student

You will now see your student linked to your account.

To add another child to your account select "Find Another Student" and enter the requested information.

To start completing the forms select "Start Forms". All forms will need to be completed for each student in your account.

You will see your Student's Name and their Compliance status. Click "View" to complete the online forms and to see your student's status.

Manage Your Students  
Click here to add a new student or click on an existing student to view information

<input type="radio"/> Tester Test	Out of compliance	<b>View</b>
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- Home
- Download and Print
- Manage Account
- Forms
- FAQ
- Find Other Districts
- Logout

You will see 2 sections:

1. Paper Documents
  2. Electronic Documents
- To Print a blank Physical form or other printable documents, click on the "Download and Print" tab on the right side.
  - All Physicals should be turned into the school manually
  - To complete the electronic forms, click on the first blue link to open the form. The form status will show as "incomplete" until after the school has approved your student's forms. Note\*: CISD requires all 4 forms to be completed.

### Rank One Sport ISD Forms

Manage Your Students  
Click here to add a new student or click on an existing student to view information

<input type="radio"/> Michael Jordan	Out of compliance	<b>View</b>
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Paper Documents to be submitted

Physical	Incomplete	
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Electronic Documents to be submitted by the parent

Example Form: Signature Page	Approved	Not available for download
Example Sports Form	Approved	Not available for download
Example Insurance Card Update Form	Incomplete	

Advertisement

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If you have any questions, please contact an Athletic Trainer at Conroe High School listed below.

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