



## How to Complete Online Forms

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

- Screen should read “Welcome to the Parent Portal!”
- After reviewing the instructions click one of the two buttons on the page

Click Here

Proceed To Online Forms

- If CISD Rank One account exists **LOGIN** or select “Click Here” next to “Forgot Your Password?” if you cannot remember your login information.

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:

- Input fields for Email and Password.
- Buttons for Login, Continue as a guest, and Forgot your password? Click here.
- Social login buttons for Facebook and Google.
- A prominent blue button: "New to Rank One? Create New Account". A red callout box points to it with the text "If you need to open a new account".
- A button below it: "Search for your account".
- A red callout box points to the "Forgot your password? Click here" link with the text "If you forgot your password".



#### GET THE APP!

Parents, get all your favorite features on your phone or tablet!

- ✓ Online Forms
- ✓ Team Schedules
- ✓ Manage Students
- ✓ Get Push Notifications
- ✓ HIPAA and FERPA Compliant

Get it today on iOS and Android



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" section with the following elements:

- Text: "Please search below to find the student(s) you are completing forms for"
- Input field for "Last Name"
- Input field for "Student ID Number". A red arrow points to this field.
- Blue 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

Student, Example	Out of compliance	⚠	View
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- Inbox
- Download and Print
- Manage Account
- Tutorials
- 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

Student, Example	Out of compliance	⚠	Close
<b>Paper Documents to be submitted</b>			
Physical	Incomplete		
<b>Electronic Documents to be submitted by the parent</b>			
Example Forms Signature Page	Approved		Not available for download
Example Eligibility Form	Approved		Not available for download
Example Insurance Card Upload Form	Incomplete		

- Inbox
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- FAQ
- Find Other Districts
- Logout

Thank you so much for taking the time to complete the Conroe ISD Rank One forms. If you have any questions, please contact one of the Athletic Trainers at Conroe High School listed below.

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