



# KIDS' INVOLVEMENT NETWORK

*North East Independent School District • Community Education*

8750 Tesoro Drive, San Antonio, Texas 78217

(210) 407-0140 – Fax (210) 657-8612

1. Go to [www.neisd.net](http://www.neisd.net)
2. Select Parent Portal. Log in with your username and password.
  - If you ***forgot your username*** call us at 407-0140 or Helpdesk at 805-5315.
  - If you ***forgot your password*** click on *forgot password* to reset.
  - If you are ***new to NEISD*** or have not set-up your parent portal account click on *parent registration* and complete the registration process. You will need your child's birth date and social security number to complete registration on the parent portal. **All children must be registered with NEISD before registration on the parent portal or with KIN can be completed.** *Note: you do NOT need the access key code to proceed with the KIN registration. This is only for use on the parent portal.*
3. Once signed in click on the KIN tab in the upper right hand corner.
4. Enter Website. If you are new to KIN start the registration procedure.
5. If you already have a KIN account Click on ENROLL next to your child's name. If your child's name is not displayed click Add Student. *(If done correctly your child will be listed. If not go back to parent portal click on my account and add your child under "Students in my portal" )*
- 6. Please be sure to verify your contact and pick-up information by clicking on EDIT for each student. Also it is important to add both parents/guardians as contacts. Make sure you add yourself as a contact and pick-up person.**
7. To verify registration is complete click on the Statements tab. On the left side of the page click on the statement. The most recent will be on top. Once opened you will see a registration fee. **Reminder: Registration fee must be paid within 7 day from the date of registration, otherwise your child will be withdrawn.**
8. To make a payment click on [make a payment](#) from the tool bar. You can also make a payment over the phone with a credit card. Payments are also accepted at our office location at 8750 Tesoro Drive, San Antonio, TX 78217
9. For all full-time NEISD employees KIN offers a 20% discount. (Discount does not apply to children in middle schools or schools which are part of the Challenge Program).
  - To take advantage of the discount, the parent portal account must first be in the employee's name. *Note: the name on your account must match exactly to the name on your employee ID.*
  - In parent portal click on my account and then on change personal information. Add your 6 digit employee ID number. Click on submit at the bottom of the page.