



KIDS' INVOLVEMENT NETWORK
North East Independent School District • Community Education
8750 Tesoro Drive, San Antonio, Texas 78217 (210) 657-8866
e-mail: kin@neisd.net

To Register for the KIN Program

1. Go to www.neisd.net
2. Select Parent Portal. Log in with your username and password.
 - If you **forgot your username** call us at 657-8866 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. Once your child is added click on the KIN tab. *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
5. If you are new to KIN start the registration procedure. (You will need to repeat this process for each child.)
6. If you already have a KIN account click on *edit* next to your child's name. Then click on Enroll in Program. (You will need to repeat this process for each child.)
- 7. Please be sure to verify your contact and pick-up information. Also it is important to add both parents/guardians as contacts. Make sure you add yourself as a contact and pick-up person.**
8. To verify registration is complete click on home. On the right 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 **Reminder: Registration fee must be paid within 7 day from the date of registration, otherwise your child will be withdrawn.**
9. To make a payment click on [make a payment](#) underneath the statements. 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
10. For all full-time NEISD employees KIN offers a 20% discount.
 - 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.
11. If you have any questions please contact the KIN office at 657-8866.