



KIDS' INVOLVEMENT NETWORK

North East Independent School District • Community Education

8750 Tesoro Drive, San Antonio, Texas 78217

(210) 407-0140 – Fax (210) 657-8612

How to Register

1. Go to www.neisd.net
 - If you do not have access to a computer, you may visit our office located at 8750 Tesoro Drive, San Antonio, TX 78217. Office Hours are Monday - Friday 8:00 am to 4:45 pm.
2. Select PARENT PORTAL.
3. Click LOG IN located on the right side of the red banner at the top of the page. Log in with your username and password.
 - If you *forgot your username* contact the NEISD Help Desk at (210) 356-4357 for assistance.
 - 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 REGISTER located on the right side of the red banner at the top of the page and complete the Parent Portal registration process. You will need your child's birth date and social security number to complete the registration process. **All children must be registered with NEISD and have an active Parent Portal account before a KIN account can be created.**
4. Once signed-in to the Parent Portal, click on STUDENT INFORMATION located on the red banner at the top of the page. Next, click on the link on the left side of the page that says KIDS' INVOLVEMENT NETWORK and then click the red LOGIN button to enter the KIN website.
5. **If you already have a KIN account** click on ENROLL next to your child's name and proceed to Step 6. **If your child's name is not displayed**, click ADD NEW STUDENT. *(If done correctly, your child will be listed. If not, go back to your Parent Portal account and click ADD STUDENT under the MY STUDENT section.)*
6. **Please be sure to verify the contact and pick-up information for each of your children is current.** Click on EDIT to review/update contact and pick-up information—you must complete this process for each registered student listed within your KIN account. Also, it is important to add both parents/guardians as contacts.
7. To verify your child's registration is complete, click on the STATEMENT HISTORY tab. The most recent statement will be at the top of the list. Select the most recent statement and ensure the registration fee assessed for each student enrolled is for the correct school year. **PLEASE NOTE: Registration fees must be paid at the time of registration or prior to the child's start date, whichever is sooner. If payment is not received, your child may be withdrawn from the Program due to incomplete registration. Registration fees must be paid in full prior to the child's start date in the Program.**
8. To make a payment, click on MAKE PAYMENT from the tool bar. You may also contact a KIN Specialist at (210) 407-0140 to make a payment over the phone using a Credit or Debit card. Payments may also be made in person at the KIN office located at 8750 Tesoro Dr. San Antonio, TX 78217.

Please do not hesitate to contact our office should you have any questions or if we may be of assistance.