Sign up for [ZippSlip](#) and you won't have to complete paper forms!

Some things you can do and see in ZippSlip:

- Complete "Back to School" forms
- Obtain school bus information

Registering for ZippSlip

- Go to the **[New Kent County ZippSlip](#)** page by clicking the link or pasting it into your browser address bar - http://bit.ly/nkzippslip
- Click the green button "Not a User?" located beneath the login section.
- Complete the parent registration form.
- Add students to your account using their 5 digit Student ID number and Date of Birth (mm/dd/yyyy).
- The dashboard screen should display with the latest packets available to your student(s).
- Select the Required Forms packet to begin updating information.
- Some forms may require an electronic signature. At the bottom of each form, there is a link to create a pin. Note: If you need to reset your pin, just click on "Forgot My Pin" and it will take you to another screen to reset it.

Some frequently asked questions:

- What do I need to register?
  - My student's 5 digit student id number and birthdate.
- Where can I locate my student's 5 digit id number?
  - On a confidential document such as a MS or HS report card or PowerSchool. The 5 digit number is your child's lunch and library number. The number will also be provided to you during Open House.
- How easy is it to get started?
  - Simply follow the directions below to get registered.
- How will I sign my forms online?
  - Each account is setup with a 4-6 digit pin number. The pin number is tied to your profile and represents your signature.

- My ex-spouse and I each need access to ZippSlip, but we are having trouble connecting the student to more than one account.
  - A student can only be connected to one account. This means only one parent can update student information.
- I am already registered for ZippSlip, but I cannot remember how to access your account?
  - Simply follow the directions below to get registered.
- I am registered but cannot remember my password.
  - There are ways to obtain your password or reset your password, directions are listed below.
- I don't have a computer at home what are some other ways to fill out online forms?
  - The public library offers access to computers. There is an app available on Google Play for Android phones and the App store for the iPhone/iPad. Another option is to access the site through Safari and complete forms. We will also be available at Open House to give you access to computers and technical support.

I am new to ZippSlip:

- How to access the website: Please enter or paste the following URL into your browser:
  - **New Kent County ZippSlip**
- If you are not yet a user, click the green button "Not a User?" located beneath the login section.
- The first screen is the parent registration screen. Please populate all fields as they are required.
- The second screen allows you to add a student or more than one student to your account.
- As a part of the account setup process, you will need to enter the 5 digit Student ID # and Date of Birth (mm/dd/yyyy) for each child that attends New Kent County Public Schools. See note below: How to obtain the student id number?
- The dashboard screen should display with the latest packets available to your student(s).
- If you need to **update your demographics, setup a pin number or add students**, you can do so via the **Parent Profile**. Note: Just click on your name at the top of the screen (blue hyperlink). This will take you to the profile screen and you can make changes and save them there.
- Select the first packet to begin updating information.
- Some forms may require an electronic signature. At the bottom of each form, there is a link to create a pin. Note: If you need to reset your pin, just click on "Forgot My Pin" and it will take you to another screen to reset it.

I am already registered for ZippSlip:

- How to access the website: Please enter or paste the following URL into your browser:
  - **[New Kent ZippSlip](#)**
- Enter **email address** you used for registration. This is your **login**.
- Enter **password** you created when you registered. Note: If you have forgotten your password, you can utilize the self-help options such as "Having trouble logging in?" or Forgot your Password?" to further assist you.
- Review the items on parent dashboard that need your response.
- If you need to **update your demographics reset your pin number or add students**, you can do so via the **Parent Profile**. Note: Just click on your name at the top of the screen (blue hyperlink). This will take you to the profile screen and you can make changes and save them there.
- If you need to **reset your electronic pin number** (used for electronic signatures of forms), you can do so at the **bottom of a form within a packet**. Note: Just click on "Forgot My Pin" and it will take you to another screen to reset it.

Troubleshooting Tips:

- During registration when I try to add a student to my account, I receive a message "the student cannot be found".
  - This message indicates the student is already registered to a parent within the system. Is it possible that you already have an account?
  - Please remember that only one account can have ownership of the student data in ZippSlip.
- I am registered but I cannot remember my password.
  - On the ZippSlip home page, there is an automatic password reset option that you can select should you forget your password.
  - Please note: if you have forgotten your password and your email address has changed, you will need to contact your child's school for assistance.
- I am registered but need to add a student to my account.
  - If you need to **update your demographics, reset your pin number or add students**, you can do so via the **Parent Profile**. Note: Just click on your name at the top of the screen (blue hyperlink). This will take you to the profile screen and you can make changes and save them there.
- I need to set up or reset my electronic pin number which is used for a signature on the forms.
  - If you need to **update your demographics, reset your pin number or add students**, you can do so via the **Parent Profile**. Note: Just click on your name at the top of the screen (blue hyperlink). This will take you to the profile screen and you can make changes and save them there.
  - This can also be done at the bottom of each form if needed.