Activating an Application Account

August 2018
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What Is GoCPS?

Streamlining the application process for Chicago Public Schools
GoCPS is the platform that allows families to apply to every CPS managed school and program using one site, one application and one deadline.
Between October 1 and December 14, families can apply to:

- All District High Schools
- All Charter High Schools
- All District Elementary Schools
- Four Magnet Pre-K Programs

Charter elementary schools will continue to manage their own process.

Chicago Early Learning, the city of Chicago’s pre-school application site, will manage all other pre-k programs.
The application process is divided into five phases.

- **Learn** about all our application processes
- **Research** our schools and get detailed information on programs
- **Explore** which programs are the best fit for your student
- **Apply** to programs and receive school offers
- **Selection** issues results for the schools/programs to which you applied
While the application period itself takes place over a few short months in the fall, families will spend much of the next year preparing and making decisions about where to apply and what offers to accept.

**Application Timeline**

Learn
May – Oct 2018

Research
June – Oct 2018

Explore
Aug – Oct 2018

Apply
Oct – Dec 2018: R1

Selection
Mar – June 2019
Activating an Account

Instructions for families and students
Activate Account

Account Activation for 8th grade families applying to attend a CPS high school in the 2019-20 school year will open on August 1, 2018.
Activate Account

What You Can Do

• Create a username and password
• Create your primary parent/guardian profile
• Create profiles for each high school applicant in your family
• Add additional students to your account
• Link student data records for current CPS students to the profile
• View the programs to which your student(s) are eligible to apply
• “Favorite” top programs where you may want to apply

Why It’s Important

• Verify that student records are accurate
• Use eligibility information to guide research
Creating a User Name and Password
Creating a Username and Password

In order to create an account, visit the GoCPS website.

**go.cps.edu**

**Important Notes & Tips**

- Whether the account is created by the parent/guardian, the student, or the counselor, please use the email of the primary parent/guardian to create the username.

- Please save the username and password in a safe place for future reference.
Creating a Username and Password

If you already created a GoCPS account during a previous application cycle, you can use that same account again this year. Just sign in and add the new student you are applying for.
Creating a Username and Password

If this is your first time creating a GoCPS account, click on the ‘Activate’ button in the top right hand corner of the screen.
Creating a Username and Password

This will take you to the Activation Overview page where we have provided detailed instructions and background information to guide families through the activation process. Once you have reviewed this information, you can proceed to the account creation page.
Creating a Username and Password

This will open a new web browser tab to the GoCPS online application site.
Creating a Username and Password

Complete the form with the requested information and click ‘Continue’.
Creating a Parent/Guardian Profile
Creating a Parent/Guardian Profile

Complete the form with the requested information and click ‘Next’.

Important Notes & Tips

• Before adding a parent/guardian, please note: the first parent/guardian added to the Family Profile must be the parent/guardian with whom the student resides. This is the PRIMARY PARENT/GUARDIAN. The address for the PRIMARY PARENT/GUARDIAN is the address that is used for determining tiers, proximity boundaries, and attendance and overlay boundaries. The primary guardian will be indicated by a green button, labeled “PRIMARY”.

• You can only enter the name of one parent as the primary parent/guardian. There will be an option on a later screen to provide the names of additional parents/guardians or others that you want included as contacts.

• Homeless students can enter the address where they sleep at night or the address of their current school.
Creating a Parent/Guardian Profile

The address function matches data with Google Maps. In some instances, you may be asked to confirm or fix an address that you manually entered. After the address information is confirmed, you have successfully created your Primary Guardian account.

Invalid Address

The address number in the input address is not valid

456 North Clark Street
Mayville WI 53050

Please select the “Fix Address” button to update your address.

If you are certain your address is correct, select the “Keep Original Address” button.

Keep Original Address  Fix Address
Connecting Current CPS Students to the Family Profile
Connecting Students to the Family Profile

In order to add a student, you will start the process from the Family Profile page.

Click to ‘Add Student’ button to get started.
Connecting Students to the Family Profile

Next, you will be asked if your child is new to the Chicago Public Schools system.

Click 'No' if your student did attend a Chicago public school in the 2017-18 school year.
Connecting Students to the Family Profile

If you are applying for a current CPS student and selected ‘No’ on the previous screen, you will next be asked if your student is applying to 9th grade.

Is your child applying to 9th grade for fall 2019?

If your student is applying to 9th grade for the 2019-20 school year, please select ‘Yes’ on this screen.
You will now be asked to enter your Activation Code. (If you misplaced or did not receive your code, contact your school counselor, OR call the Office of Access and Enrollment at 773-553-2060 from a number on your child’s CPS Student Information file. The Activation Code letter will be distributed to students again in September.)
Connecting Students to the Family Profile

This student will now appear in your Family Profile.
4.) Connecting Non-CPS Students to the Family Profile
Connecting Students to the Family Profile

In order to add a student, you will start the process from the Family Profile page.

Click to ‘Add Student’ button to get started.
Connecting Students to the Family Profile

Next, you will be asked if your student is new to the Chicago Public Schools.

Click ‘Yes’ if your student did not attend a Chicago public school in the 2016-17 school year.
Connecting Students to the Family Profile

Enter your student’s personal information. Click ‘Next’ when complete.
Connecting Students to the Family Profile

Your student will now appear in your Family Profile.
Viewing Program Eligibility
Viewing Program Eligibility

After students have been added to the Family Profile, you can view the programs to which they are eligible to apply. (Eligibility will not be displayed if the student’s NWEA MAP scores and/or grades are not yet available.)

Important Notes & Tips

• If the student currently attends a CPS school, check their information to make sure it is all accurate.

• Follow the link for instructions if your student has missing or incorrect information.

• The program eligibility page is not intended to be used as a search engine. Please go back to the GoCPS tab and click ‘Search’ to do this.
Viewing Program Eligibility

To view student's eligibility, go to your Family Profile and scroll to the end of the Student Information section.
Viewing Program Eligibility

At the top of the eligibility screen, you will see a map with your home address and nearby schools. The student’s eligibility data will be provided here as well.
Viewing Program Eligibility

Scroll down further to see your neighborhood school highlighted at the top of the eligibility list.

**PHILLIPS HS - General Education** is your designated neighborhood school based on the address you provided on your account. No application is needed in order to attend this school’s neighborhood program.

<table>
<thead>
<tr>
<th>Favorite</th>
<th>School</th>
<th>Eligible to Apply</th>
<th>Program Type</th>
<th>Grades</th>
<th>Distance</th>
<th>School Rating</th>
<th>School Culture &amp; Climate</th>
</tr>
</thead>
<tbody>
<tr>
<td>![Heart]</td>
<td>PHILLIPS HS - General Education</td>
<td>Yes</td>
<td>General Education</td>
<td>9 - 12</td>
<td>4 mi</td>
<td>Level 2</td>
<td>MODERATELY ORGANIZED</td>
</tr>
<tr>
<td>![Heart]</td>
<td>ALCOTT HS - General Education</td>
<td>Yes</td>
<td>General Education</td>
<td>9 - 12</td>
<td>4.5 mi</td>
<td>Level 1+</td>
<td>WELL ORGANIZED</td>
</tr>
<tr>
<td>![Heart]</td>
<td>ALCOTT HS - Pre-Engineering</td>
<td>Yes</td>
<td>Career &amp; Tech Ed, Manufacturing &amp; Engineering</td>
<td>9 - 12</td>
<td>4.5 mi</td>
<td>Level 1+</td>
<td>WELL ORGANIZED</td>
</tr>
<tr>
<td>![Heart]</td>
<td>AMUNDSEN HS - Game Programming &amp; Web Design</td>
<td>Yes</td>
<td>Career &amp; Tech Ed, Information Technology</td>
<td>9 - 12</td>
<td>7 mi</td>
<td>Level 1</td>
<td>WELL ORGANIZED</td>
</tr>
</tbody>
</table>
### Viewing Program Eligibility

If you scroll further, you will also see a column that indicates the programs for which your student is eligible to apply. Move your cursor over the ‘Yes’ icon for more information.

<table>
<thead>
<tr>
<th>Favorite</th>
<th>School</th>
<th>Eligible to Apply</th>
<th>Program Type</th>
<th>Program Application Type</th>
<th>Grades</th>
<th>Distance</th>
<th>School Rating</th>
<th>School Culture &amp; Climate</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>PHILLIP'S HS - General Education</td>
<td>Yes</td>
<td>General Education</td>
<td></td>
<td>9 - 12</td>
<td>4 mi</td>
<td>Level 2</td>
<td>MODERATELY ORGANIZED</td>
</tr>
<tr>
<td></td>
<td>AIR FORCE HS - Service Learning (Military)</td>
<td>Yes</td>
<td>Military &amp; Service Learning</td>
<td></td>
<td>9 - 12</td>
<td>3.8 mi</td>
<td>Level 1</td>
<td>ORGANIZED</td>
</tr>
<tr>
<td></td>
<td>AIR FORCE HS - Service Learning (Military)</td>
<td>Yes</td>
<td>Military &amp; Service Learning</td>
<td></td>
<td>9 - 12</td>
<td>3.8 mi</td>
<td>Level 1</td>
<td>ORGANIZED</td>
</tr>
<tr>
<td></td>
<td>ALCOTT HS - General Education</td>
<td></td>
<td>General Education</td>
<td></td>
<td>9 - 12</td>
<td>4.5 mi</td>
<td>Level 1+</td>
<td>WELL ORGANIZED</td>
</tr>
<tr>
<td></td>
<td>ALCOTT HS - Pre-Engineering</td>
<td></td>
<td>Tech Ed, Manufacturing &amp; Engineering</td>
<td></td>
<td>9 - 12</td>
<td>4.5 mi</td>
<td>Level 1+</td>
<td>WELL ORGANIZED</td>
</tr>
<tr>
<td></td>
<td>AMUNDSEN HS - Game Programming &amp; Web Design</td>
<td></td>
<td>Tech Ed, Information Technology</td>
<td></td>
<td>9 - 12</td>
<td>7 mi</td>
<td>Level 1</td>
<td>WELL ORGANIZED</td>
</tr>
<tr>
<td></td>
<td>AMUNDSEN HS - International Baccalaureate IB</td>
<td>Yes</td>
<td>International Baccalaureate IB</td>
<td></td>
<td>9 - 12</td>
<td>7 mi</td>
<td>Level 1</td>
<td>WELL ORGANIZED</td>
</tr>
</tbody>
</table>

**PHILLIP'S HS - General Education** is your designated neighborhood school based on the address you provided on your account. No application is needed in order to attend this school’s neighborhood program.

The minimum requirements for this program are:
- NWEA MAP Math Percentile: 24%
- NWEA MAP Reading Percentile: 24%
- Combined MAP Percentile (IEP students only): 48%
- Combined MAP Percentile (EL students only): 48%
- GPA: 2.5

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**Viewing Program Eligibility**

Continuing to scroll, you will see programs to which your student is not eligible to apply, in gray.

<table>
<thead>
<tr>
<th>School Name</th>
<th>Grade</th>
<th>Level</th>
<th>Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMUNDSEN HS - General Education</td>
<td>9-12</td>
<td>Level 1</td>
<td>WELL ORGANIZED</td>
</tr>
<tr>
<td>CHICAGO ACADEMY HS - Scholars</td>
<td>9-12</td>
<td>Level 1</td>
<td>PARTIALLY ORGANIZED</td>
</tr>
<tr>
<td>CURIE HS - General Education</td>
<td>9-12</td>
<td>Level 2+</td>
<td>ORGANIZED</td>
</tr>
<tr>
<td>FARRAGUT HS - General Education</td>
<td>PK-9</td>
<td>Level 2</td>
<td>MODERATELY ORGANIZED</td>
</tr>
<tr>
<td>HUBBARD HS - General Education</td>
<td>9-12</td>
<td>Level 1</td>
<td>WELL ORGANIZED</td>
</tr>
<tr>
<td>KELLY HS - General Education</td>
<td>9-12</td>
<td>Level 2+</td>
<td>ORGANIZED</td>
</tr>
<tr>
<td>KENNEDY HS - General Education</td>
<td>9-12</td>
<td>Level 2+</td>
<td>ORGANIZED</td>
</tr>
<tr>
<td>KENWOOD HS - General Education</td>
<td>9-12</td>
<td>Level 1+</td>
<td>WELL ORGANIZED</td>
</tr>
<tr>
<td>KENWOOD HS - Honors</td>
<td>9-12</td>
<td>Level 1+</td>
<td>WELL ORGANIZED</td>
</tr>
</tbody>
</table>
### Viewing Program Eligibility

Move your cursor over the ‘No’ icon to see why your student is not eligible to apply for these programs.

<table>
<thead>
<tr>
<th>School Name</th>
<th>Program Type</th>
<th>Accepts Outside Attendance</th>
<th>Minimum Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMUNDESEN HS - General Education</td>
<td>General Education</td>
<td>No</td>
<td>Attendance-area students admitted automatically: Yes. Accepts students outside attendance area: No</td>
</tr>
<tr>
<td>CHICAGO ACADEMY HS - Scholar</td>
<td>Honors</td>
<td>No</td>
<td>Attendance-area students admitted automatically: Yes. Accepts students outside attendance area: No</td>
</tr>
<tr>
<td>CURIE HS - General Education</td>
<td>Arts, General Education</td>
<td>No</td>
<td>Attendance-area students admitted automatically: Yes. Accepts students outside attendance area: No</td>
</tr>
<tr>
<td>FARRAGUT HS - General Education</td>
<td>General Education</td>
<td>No</td>
<td>Attendance-area students admitted automatically: Yes. Accepts students outside attendance area: No</td>
</tr>
<tr>
<td>HUBBARD HS - General Education</td>
<td>General Education</td>
<td>No</td>
<td>Attendance-area students admitted automatically: Yes. Accepts students outside attendance area: No</td>
</tr>
<tr>
<td>KELLY HS - General Education</td>
<td>General Education</td>
<td>No</td>
<td>Attendance-area students admitted automatically: Yes. Accepts students outside attendance area: No</td>
</tr>
<tr>
<td>KENNEDY HS - General Education</td>
<td>General Education</td>
<td>No</td>
<td>Attendance-area students admitted automatically: Yes. Accepts students outside attendance area: No</td>
</tr>
<tr>
<td>KENWOOD HS - General Education</td>
<td>General Education</td>
<td>No</td>
<td>Attendance-area students admitted automatically: Yes. Accepts students outside attendance area: No</td>
</tr>
<tr>
<td>KENWOOD HS - Honors</td>
<td>Honors</td>
<td>No</td>
<td>Attendance-area students admitted automatically: Yes. Accepts students outside attendance area: No</td>
</tr>
</tbody>
</table>
Viewing Program Eligibility

Some programs are listed as ‘Unconfirmed,’ which means that CPS is missing the information needed to determine eligibility. Move your cursor over the ‘Unconfirmed’ icon for more information.
Favorite Schools
Favorite Schools

In order to make it easier for families to find the programs of their interest when the application process opens in October 2018, they can ‘favorite’ these programs.
Favorite Schools

To favorite a school, click on the heart icon next to its name. After you favorite a school, be sure to click ‘Save Favorites’ in the bottom right corner of the page. Otherwise, your favorites will be lost.
Add Additional Parents/Guardians
Add Additional Parents/Guardians

If you want additional parents/guardians to receive the communications that are sent to the primary parent/guardian, you can add them to your Family Profile.
Add Additional Parents/Guardians

Select ‘Add Parent/Guardian’ on your Family Profile.
Add Additional Parents/Guardians

Enter the secondary Parent/Guardian information and click ‘Save’.
Add Additional Parents/Guardians

After you add your additional parent or guardian, this information will appear in your Family Profile and this person will receive the same communications that are sent to the primary parent/guardian.

<table>
<thead>
<tr>
<th>Parents/Guardians</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Primary Parent</strong></td>
</tr>
<tr>
<td><a href="mailto:parent1@cps.edu">parent1@cps.edu</a></td>
</tr>
<tr>
<td>Mobile: (312) 123-4567</td>
</tr>
<tr>
<td>42 W Madison St, Chicago, IL, 60602</td>
</tr>
</tbody>
</table>
Add Additional Students
Add Additional Students

You can add additional students through your Family Profile.

Important Notes & Tips

- You can add to your account siblings or other students in your household who are applying to schools for the 2019-20 school year.
- You can add additional students whether or not they are current CPS students.
Add Additional Students

To add additional students, select ‘Add Student’ on your Family Profile.
Add Additional Students

You will see the same series of questions that you answered for your first student. You will confirm if your student attended a Chicago public school in the 2017-18 school year by clicking ‘Yes’ or ‘No’.

Is your child new to the Chicago Public Schools system?

If your child attended a Chicago public school in the 2017-2018 school year, click "NO."

Yes  No
Add Additional Students

If your student is a CPS student applying for 9th grade, or if a non-CPS student applying to grades 5-9, you will be asked to enter their Activation Code. If your student is a CPS student applying to Pre-K through 8th grade, complete the fields as indicated on the right.

CPS 9th grade
Non-CPS 5-9th grade

CPS Pre-K-8th grade
Add Additional Students

This student will now be added to your Family Profile.

Student 2

📅 August 14th 2004 (13 years old.)
📍 42 W Madison St.
    Chicago, IL. 60602

📊 NWEA MAP Math Percentile: Missing
📊 NWEA MAP Reading Percentile: Missing
📊 NWEA MAP Combo: Missing
📊 Grade Reading: Missing
📊 Grade Math: Missing
📊 Grade Science: Missing
📊 Grade Social Studies: Missing
📊 GPA: Missing
📊 Attendance: Missing
📊 Individualized Education Plan (IEP): Missing
📊 504: Missing
📊 English Learner (EL): Missing

See Eligible Programs

If any data are missing, go to go.cps.edu/missing-info.
Editing Profiles
Editing Profiles

You can edit Parent/Guardian information by selecting the ‘Family Profile’ button at the top of your screen.
Editing Profiles

Click the pencil icon next to the parent/guardian.
Editing Profiles

This will allow you to change personal information or provide additional information that was not originally entered. The profile will be changed when you click the ‘Save’ button.
What’s Next?
What to Do After Activating

After you have activated your account, it’s time to start researching the schools/programs you and your student want to consider for the coming school year. Click on your other open web browser tab to return to the GoCPS site.
What to Do After Activating

Click the ‘Search’ link on GoCPS to start researching schools!
Key Takeaways
**Key Takeaways**

Here are some important things to remember about Activating Accounts.

### General Tips

1. Be sure to follow the correct path when adding your children. Do not add the same student multiple ways.

2. The CPS Student ID is now a required field. CPS students applying to PreK-8th grade should have their CPS ID available when they open their account. If you have an Activation Code, the CPS Student ID field will be automatically populated when you enter your Activation Code. Non-CPS students applying to grades PreK-4 can click a link on the online application site to request a CPS ID number.

3. If you forget your password and you use the ‘Forget Password’ function to reset it, check your spam folder if you do not see the reset email in your inbox.

4. The GoCPS site and the application site are available in both English and Spanish. Just click the ‘Language’ button in the top right corner of the page to select your preference.

### Roles & Responsibilities

1. We want parents to be involved in and to lead the application process for their students.

2. If a parent would like their student’s counselor to complete the application for them, they must complete a proxy form giving the counselor permission.

3. Proxy forms will be available at the beginning of the school year and counselors should not complete any part of the application on behalf of a family unless they have a signed proxy.

4. Even if a parent signs a proxy, counselors should consult with the family and keep them updated through the entire process.

5. Families should be engaged early and often in the process.
Contact Us

The CPS Office of Access and Enrollment is your central resource for support through the entire application process.

If you have additional questions, we’d love to hear from you.

773-553-2060
gocps@cps.edu