

## **Important Tips for setting up your GoCPS account**

High School applications for Chicago Public Schools will open in three weeks, so it's important that you activate your application account as soon as possible. This step only takes a few minutes to complete and will allow you to create your family profile and view the programs to which you are eligible to apply. Here are some important tips to make sure you complete this process correctly.

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### **Primary Parent Guardian**

No matter who is completing the form, be sure to enter the name and address of the parent/guardian with whom the student resides. This is extremely important because the address provided here will be used for determining tiers, proximity boundaries, and attendance and overlay boundaries.

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. Students in temporary living situations can enter the address where they sleep at night or the address of their current school.

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### **Are You New to Chicago Public Schools?**

Make sure to follow the correct path when adding students to your account based on whether they are a new or current CPS student.

- If your student **DID** attend a CPS school in the 2016-17 school year, click **NO** on this screen.
- If your student **DID NOT** attend a CPS school in the 2016-17 school year, click **YES** on this screen.

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### **Apply to High School**

Everyone on this mailing list is interested in applying to CPS for high school, so it is important that you follow the high school application pathway when activating your account. When asked if the student is applying to the 9<sup>th</sup> grade for fall 2018, make sure you select **YES** on this screen.

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### **Activation Codes**

If the student attended a Chicago public school in the 2016-17 school year, you will be asked to enter their Activation Code. The Activation Code letter was sent home with students at the end of the 2016-17 school year. Non-CPS students do not need an Activation Code.

If the student's Activation Code was misplaced or not received, families can call the Office of Access and Enrollment at [773-553-2060](tel:773-553-2060) from a number on their child's CPS Student Information file to have it retrieved. Activation Codes will also be delivered to schools again in late September for distribution by counselors to students.

[Learn More](#)

### **Do Not Create Duplicate Students**

If you create a student incorrectly, call the Office of Access and Enrollment rather than trying to create the student again. Duplicate students create exceptions that can slow down the application process.

It is also important that families only add students they are applying for, not every student in their family.

[Learn More](#)

**Web Browsers**

GoCPS is optimized for view on Chrome and Safari web browsers. We recommend using one of these to access the site.

**Need Help?**

If you have any questions about the activation process, contact the Office of Access and Enrollment at [773-553-2060](tel:773-553-2060) from 8 a.m. to 5 p.m. Monday through Friday, or email [gocps@cps.edu](mailto:gocps@cps.edu).

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