ScribEnroll Account Creation & Enrollment Instructions

1. stanlyncc.scriborder.com

2. Click Start Login

3. If this your first visit, click Create Account

    a. Fill out all of the ★required information & click Create Account
    b. Click Log In

4. Enter your login information & click Login

5. Click Associate Student

6. Fill out all of the ★required information & click Save or Associate Another Student

7. Click Begin Application

8. Click Begin Application for *Student Name*

9. Click NEW Kindergarten Enrollment (or Grades 1-12) & Select >

10. Click New Enrollment, No School Yet Assigned & Select >

11. Click Complete New Kindergarten (or Elementary, Middle, High School) Enrollment

12. Fill out all of the ★required information & click Proceed

    - If the next page you see contains an Order Number, the enrollment request has been submitted successfully. (You will also receive a confirmation email.)
    - If any required information is missing from the enrollment, you will have to correct prior to submitting.

13. Click Return to Dashboard

Continue to next page for instructions on uploading documents.

Uploading Required Documents (On the Family Dashboard)

1. Click •View / Add Docs

2. Click + Add files... (and/or + Camera Phone if on a mobile device) and select the file / photo you wish to add & click "Open"

3. Click Upload for each file

4. Once all required documents are uploaded, the "Documentation Required" status will turn green for each enrollment & the status will change to "Complete"

Additional Information

- A complete list of required documents is located on the Family Dashboard.

- Once the enrollment is submitted and all documents uploaded, the information will be reviewed.

  - If all documents and enrollment information are satisfactory, you will receive an email that the enrollment has been approved and there will be no further action required from you.

  - If additional information is needed, you will receive a daily email reminder with what is still needed until completed.

- Your child's information will be sent to the school listed on the enrollment application and the school will be in contact with you.

- If you are unable to upload the required documents, you may bring them by the Stanly County Schools' Central Office (1000-4 N. First St in Albemarle).

- If you have any questions about the enrollment process, please contact:

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