Activating an Application Account

August 2017
Account
Activation
Guide

Table of Contents

What Is GOCPS?

Activating an Account

Creating a Username and Password

Creating a Parent/Guardian Profile

Connecting a Current CPS Student to the Family Profile

Connecting a Non-CPS Student to the Family Profile

Viewing Program Eligibility

Favorite Schools

Add Additional Parents/Guardians

Add Additional Students

Editing Profiles

What’s Next?
What Is GoCPS?

Streamlining the application process for Chicago Public Schools
GoCPS is a new online platform that allows families to apply to nearly every CPS school and program using one site, one application and one deadline.
CPS offers a wide variety of school and program options for students attending high school, elementary and pre-k.

GoCPS is the central hub for learning, researching, exploring and applying to schools and programs.

- **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
Between October 2nd and December 15th, families can apply to:

- **High School**
  - All District High Schools
  - All Charter High Schools

- **Elementary School**
  - All District Elementary Schools

- **Pre-K**
  - Four Magnet PreK 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.
Activating an Account

Instructions for families and students
Application Timeline

The new high school application process is divided into five phases.

Subscribe (May 2017 Forward)
Subscribe to receive important instructions, announcements and advance notifications that are critical to completing the application process.

Research (June 2017 Forward)
Use GoCPS as your research portal and search for CPS schools and programs to start identifying where you may want to apply.

Activate (August – October 2017)
Create your account, build your profile, and access a list of the high school programs to which your student is eligible to apply.

Apply (October – Dec 2017)
Select the programs to which you want to apply, rank them in order of preference, schedule any required admissions screenings, and submit any supplemental application information.

Match (Jan 2018 – June 2018)
Students are matched with the highest ranked program on their application for which they qualify and that has available seats, and are issued a single best offer.
Activate Account

In order to submit applications beginning on October 2, 2017, families will need to create a GoCPS account.

Create Family Profile

View Eligible Programs
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
• 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, and request updates and corrections
• Use eligibility information to guide research
1.) Creating a User Name and Password

Instructions for families and students
Creating a Username and Password

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

go.cps.edu

Important Notes & Tips

• If a parent/guardian is creating the account, please use the email or phone number of the primary parent/guardian to create the username.

• If a student is creating the account for their parent/guardian, the student can use their email or phone number to create the username.

• In any scenario, please save the username and password in a safe place for future reference.
Creating a Username and Password

Click on the ‘Activate’ button in the top right hand corner of the screen.
Creating a Username and Password

This will open a new web browser tab to the GoCPS online application site.

Welcome to the GoCPS Online Application Site for the Chicago Public Schools! You will use this site to apply online to all district elementary schools, all district and charter high schools, and designated preschools. If you have questions regarding the application process, contact the Office of Access and Enrollment at (773) 553-2060 or oae@cps.edu. To get started, create an account below.

Create an Account

- Email Address or Mobile Number
- Confirm Email Address or Mobile Number
- Password
- Password Confirmation

Continue

If you have already created an account, please log in to My Account.
Creating a Username and Password

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

Instructions for families and students
Important Notes & Tips

- 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.

- 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.
3.) Connecting Current CPS Students to the Family Profile

Instructions for families and students
Connecting Students to the Family Profile

Add your student(s) to the Family Profile.

Important Notes & Tips

• Follow the on-screen prompts that apply to your student based on whether he/she is a current CPS student or a new student just entering CPS.

• If your student is a current CPS student, it is very important that you enter his/her CPS ID when you add the student. You can obtain the CPS ID number on his/her school report card, on the Parent Portal, or by contacting your student’s school.
Connecting Students to the Family Profile

This screen will ask if your student is new to the Chicago Public Schools.

Click ‘No’ if your student did attend a Chicago public school in the 2016-17 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 this student applying to 9th grade for fall 2018?

If your student is applying to 9th grade for the 2018-19 school year, please select ‘Yes’ on this screen.
Connecting Students to the Family Profile

If your student attended a Chicago public school last year and is applying to 9th grade, you will now be asked to enter your Activation Code. The Activation Code letter was sent home with students at the end of the 2016-17 school year. (If you misplaced or did not receive your code, call the Office of Access and Enrollment at 773-553-2060 from a number on your child’s CPS Student Information file.)
Connecting Students to the Family Profile

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

Instructions for families and students
Connecting Students to the Family Profile

The next step is to add this student to the Family Profile.

Important Notes & Tips

- Follow the on-screen prompts that apply to your student.
Connecting Students to the Family Profile

On this screen, 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.
5.) Viewing Program Eligibility

Instructions for families and students
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

• In 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.

• If your student does not currently attend a CPS school, and is applying to grades 5-9, contact the Office of Access and Enrollment to register your student for the NWEA MAP, if you have not already done so.

• 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 eligibility, go to your Family Profile and scroll to the end of the Student Information section.

Grade Social Studies: Missing
GPA Missing
Attendance Missing
Individualized Education Plan (IEP): Missing
504: Missing
English Learner (EL): Missing

See Eligible Programs
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.

<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></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>!&gt;</td>
<td>PHILLIPS HS - General Education — This is your neighborhood district school</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></td>
<td>ACE TECH HS - General Education</td>
<td>Yes</td>
<td>Charter</td>
<td>9 - 12</td>
<td>6 mi</td>
<td>Level 2</td>
<td>WELL ORGANIZED</td>
</tr>
<tr>
<td></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></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></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.

**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>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>PHILLIPS 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>ACE TECH HS - General Education</td>
<td>Yes</td>
<td>Charter</td>
<td></td>
<td>9 - 12</td>
<td>6 mi</td>
<td>Level 2</td>
<td>WELL ORGANIZED</td>
</tr>
<tr>
<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>ALCOTT HS - General Education</td>
<td>Yes</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>ALCOTT HS - Pre-Engineering</td>
<td>Yes</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>AMUNDSEN HS - Game Programming &amp; Web Design</td>
<td>Yes</td>
<td>General Education</td>
<td></td>
<td>9 - 12</td>
<td>7 mi</td>
<td>Level 1</td>
<td>WELL ORGANIZED</td>
</tr>
<tr>
<td>AMUNDSEN HS - International Baccalaureate (IB)</td>
<td>Yes</td>
<td>General Education</td>
<td></td>
<td>9 - 12</td>
<td>7 mi</td>
<td>Level 1</td>
<td>WELL ORGANIZED</td>
</tr>
</tbody>
</table>

**The minimum requirements for this program are:**
- NWEA MAP Math Percentile: 24%
- NWEA MAP Reading Percentile: 24%
- Combined MAP Percentile (EPI students only): 48%
- Combined MAP Percentile (EL students only): 48%
- GPA 2.5
**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</th>
<th>Grade</th>
<th>Type</th>
<th>Distance</th>
<th>Level</th>
<th>Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMUNDSEN HS - General Education</td>
<td>9-12</td>
<td>General Education</td>
<td>6.1 mi</td>
<td>Level 1</td>
<td>WELL ORGANIZED</td>
</tr>
<tr>
<td>CHICAGO ACADEMY HS - Scholars</td>
<td>9-12</td>
<td>Honors</td>
<td>8.3 mi</td>
<td>Level 1</td>
<td>PARTIALLY ORGANIZED</td>
</tr>
<tr>
<td>CURIE HS - General Education</td>
<td>9-12</td>
<td>Fine &amp; Performing Arts, General Education</td>
<td>8 mi</td>
<td>Level 2+</td>
<td>ORGANIZED</td>
</tr>
<tr>
<td>FARRAGUT HS - General Education</td>
<td>PK-12</td>
<td>General Education</td>
<td>5.2 mi</td>
<td>Level 2</td>
<td>MODERATELY ORGANIZED</td>
</tr>
<tr>
<td>HUBBARD HS - General Education</td>
<td>9-12</td>
<td>General Education</td>
<td>9.2 mi</td>
<td>Level 1</td>
<td>WELL ORGANIZED</td>
</tr>
<tr>
<td>KELLY HS - General Education</td>
<td>9-12</td>
<td>General Education</td>
<td>6.3 mi</td>
<td>Level 2+</td>
<td>ORGANIZED</td>
</tr>
<tr>
<td>KENNEDY HS - General Education</td>
<td>9-12</td>
<td>General Education</td>
<td>11 mi</td>
<td>Level 2+</td>
<td>ORGANIZED</td>
</tr>
<tr>
<td>KENWOOD HS - General Education</td>
<td>9-12</td>
<td>General Education</td>
<td>8.3 mi</td>
<td>Level 1+</td>
<td>WELL ORGANIZED</td>
</tr>
<tr>
<td>KENWOOD HS - Honors</td>
<td>9-12</td>
<td>Honors</td>
<td>8.3 mi</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</th>
<th>Education Level</th>
<th>Grade</th>
<th>Distance</th>
<th>Level</th>
<th>Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMUNDESEN HS - General Education</td>
<td>No</td>
<td>9-12</td>
<td>6.1 mi</td>
<td>Level 1</td>
<td>WELL ORGANIZED</td>
</tr>
<tr>
<td>CHICAGO ACADEMY HS - Scholar</td>
<td>No</td>
<td>9-12</td>
<td>8.3 mi</td>
<td>Level 1</td>
<td>PARTIALLY ORGANIZED</td>
</tr>
<tr>
<td>CURIE HS - General Education</td>
<td>No</td>
<td>9-12</td>
<td>8 mi</td>
<td>Level 2+</td>
<td>ORGANIZED</td>
</tr>
<tr>
<td>FARRAGUT HS - General Education</td>
<td>No</td>
<td>PK-12</td>
<td>5.2 mi</td>
<td>Level 2</td>
<td>MODERATELY ORGANIZED</td>
</tr>
<tr>
<td>HUBBARD HS - General Education</td>
<td>No</td>
<td>9-12</td>
<td>9.2 mi</td>
<td>Level 1</td>
<td>WELL ORGANIZED</td>
</tr>
<tr>
<td>KELLY HS - General Education</td>
<td>No</td>
<td>9-12</td>
<td>8.3 mi</td>
<td>Level 2+</td>
<td>ORGANIZED</td>
</tr>
<tr>
<td>KENNEDY HS - General Education</td>
<td>No</td>
<td>9-12</td>
<td>11 mi</td>
<td>Level 2+</td>
<td>ORGANIZED</td>
</tr>
<tr>
<td>KENWOOD HS - General Education</td>
<td>No</td>
<td>9-12</td>
<td>8.3 mi</td>
<td>Level 1+</td>
<td>WELL ORGANIZED</td>
</tr>
<tr>
<td>KENWOOD HS - Honors</td>
<td>No</td>
<td>9-12</td>
<td>8.3 mi</td>
<td>Level 1+</td>
<td>WELL ORGANIZED</td>
</tr>
</tbody>
</table>

- The minimum requirements for this program are: Attendance-area students admitted automatically: Yes; Accepts students outside attendance area: No.
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.
6.) Favorite Schools

Instructions for families and students
Favorite Schools

In order to make it easier for families to find the programs of their interest when applications open in October 2017, they can ‘favorite’ these programs.
**Favorite Schools**

After you favorite a school, be sure to click ‘Save Favorites’ at the bottom right of the page. Otherwise, your favorites will be lost.

<table>
<thead>
<tr>
<th>School Name</th>
<th>Enrollment Type</th>
<th>Grades</th>
<th>Distance</th>
<th>Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRITZER - Selective Enrollment</td>
<td>Regional Gifted, Selective Enrollment</td>
<td>K-8</td>
<td>2.7 mi</td>
<td>Level 1 PARTIALLY ORGANIZED</td>
</tr>
<tr>
<td>PULASKI - Selective Enrollment</td>
<td>EL Regional Gifted, Selective Enrollment</td>
<td>K-8</td>
<td>3.3 mi</td>
<td>Level 1+ MODERATELY ORGANIZED</td>
</tr>
<tr>
<td>SKINNER - Selective Enrollment</td>
<td>Classical, Selective Enrollment</td>
<td>K-8</td>
<td>1.9 mi</td>
<td>Level 1+ WELL ORGANIZED</td>
</tr>
<tr>
<td>SKINNER NORTH - Selective Enrollment</td>
<td>Classical, Selective Enrollment</td>
<td>K-8</td>
<td>1.1 mi</td>
<td>Level 1+ WELL ORGANIZED</td>
</tr>
<tr>
<td>SOUTH LOOP - Selective Enrollment</td>
<td>Regional Gifted, Selective Enrollment</td>
<td>K-8</td>
<td>2 mi</td>
<td>Level 1+ MODERATELY ORGANIZED</td>
</tr>
<tr>
<td>TAFT HS - Selective Enrollment</td>
<td>Academic Center, Selective Enrollment</td>
<td>7-12</td>
<td>10 mi</td>
<td>Level 1 WELL ORGANIZED</td>
</tr>
<tr>
<td>YOUNG HS - Selective Enrollment</td>
<td>Academic Center, Selective Enrollment</td>
<td>7-12</td>
<td>2.2 mi</td>
<td>Level 1+ WELL ORGANIZED</td>
</tr>
</tbody>
</table>
7.) Add Additional Parents/Guardians

Instructions for families and students
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>
8.) Add Additional Students

Instructions for families and 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 2018-19 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 2016-17 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 2016-2017 school year, click "NO."

[Buttons: Yes, No]
Add Additional Students

If your student did attend a Chicago public school and is applying for 9th grade, you will be asked to enter your Activation Code. If the student is new to the Chicago Public Schools or is applying to PreK through 8th grade, you will enter the student’s personal information; no Activation Code is needed for these students.

Existing Student

New Student
Add Additional Students

This student will now be added to your Family Profile.

<table>
<thead>
<tr>
<th>Student 2</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>August 14th 2004 (13 years old.)</strong></td>
</tr>
</tbody>
</table>
| **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.
9.) Editing Profiles

Instructions for families and students
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.
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?

Instructions for families and students
What to Do After Activating

Now is the exciting part!
Research the schools/programs you and your student can consider for the coming school year.
What to Do After Activating

Click the ‘Search’ button on GoCPS to start this 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