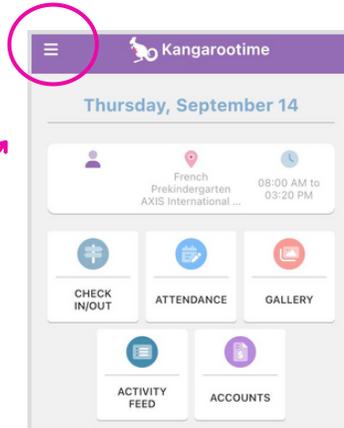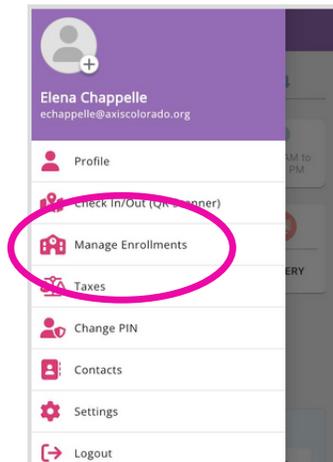# How to Enroll Your Student for School's Out Day

Step 1: Launch your KT Connect App.
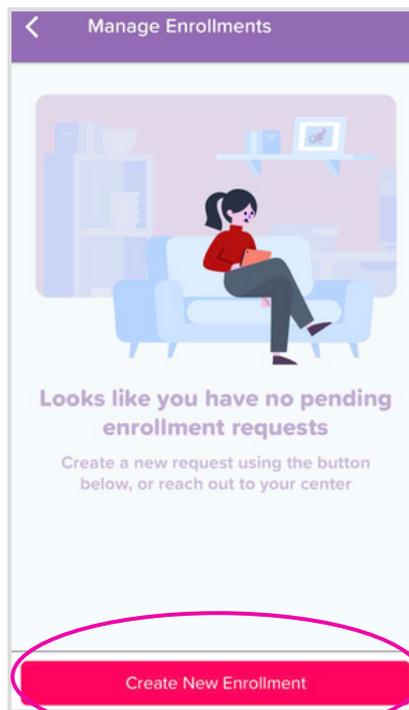
Step 2: Select the 'Hamburger' menu (3 line icon) in the top left corner.
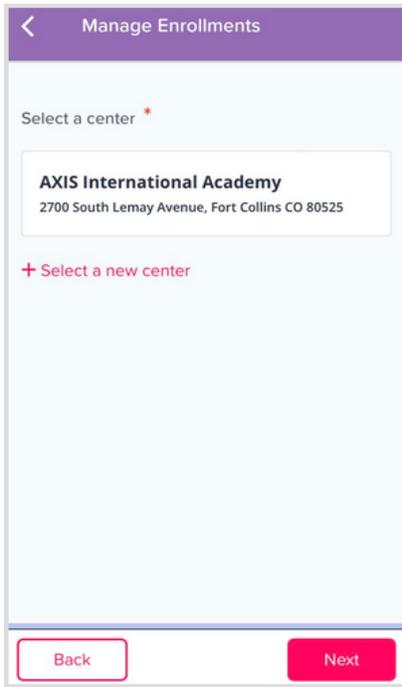
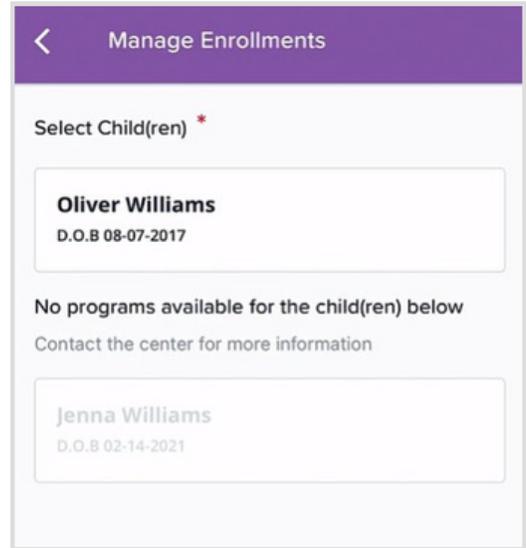**Step 3:** Select *Manage Enrollments.*

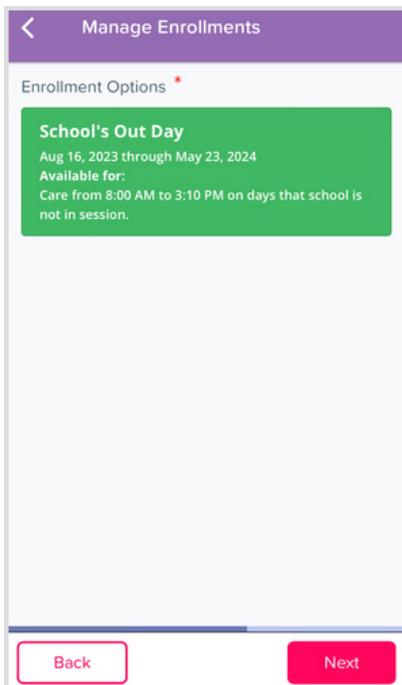**Step 4:** To create a new enrollment request, select the *Create New Enrollment* button.

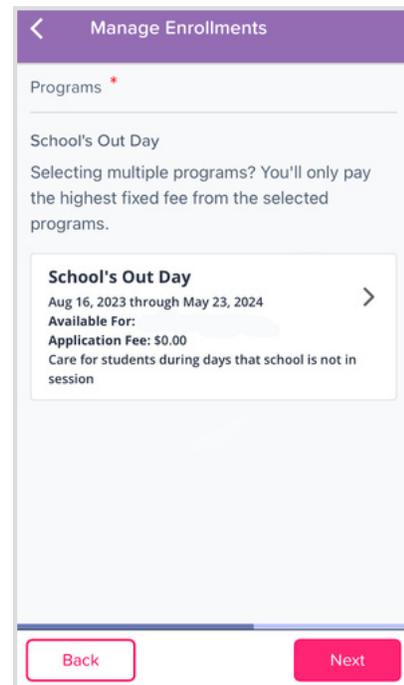**Step 5:** Select **AXIS International Academy** as your center and click Next button.

Step 6: Click to select ALL students you wish to register for School's Out Day. Then click Next button.

Step 7: Select **School's Out Day** as your desired program and click Next.

Step 8: Select **School's Out Day** again on the next screen and click Next.

Step 9: Double check that correct child(ren) are selected with a green check mark.

Select a start date, and day of the week. Click Next.

Step 10: Review all details of enrollment and click Submit.

 Reminders

- Completing this step enables your ability to register for School's Out Day, but a staff member must complete the full registration manually.

- You will receive an automated email letting you know that your enrollment request has been received.

- After your request has been processed/completed by AXIS staff you will get another automated email and you will be able to see your scheduled School's Out Day session under the attendance tab on your KT Connect app main screen.

- Please note that if you need Before Care (7:00 AM - 8:00 AM) or After Care (3:20 PM - 5:30 PM) on a School's Out Day you must schedule that as regular through KT Connect.