

SOME THINGS TO KNOW BEFORE REGISTERING ONLINE

- Students attending elementary schools in the Archdiocese of Newark and the Diocese of Paterson should follow school directions for registration. Many schools register their students directly.
- Read page 5 in the Student Handbook for specific online registration directions.
- View or print Application Registration Worksheet to gather information necessary for registration.
- Use the multiple registration option to register twins or other multiples.
- Diocese of Paterson Elementary Schools – You do not have to select a test site. Students are tested in their elementary schools. All other students **must** select three test sites (1st choice, 2nd choice and 3rd choice). The test site does not have to be the school that you want to attend. It should be closest to your home. Most students receive their first choice.
- DO NOT use the forward and backward arrows in the browser. Use the buttons on the screen to move forward or back. Use the edit button for corrections and the delete button to delete a student.
- Complete the registration in one session. Do not keep the registration open, leave the computer, and return to complete. If you cannot complete the registration, exit the program and the browser. Registration information is stored until the browser is closed.
- All major credit cards are accepted. Some debit cards and gift cards may not be accepted by the clearing house. If a card is not accepted, try another card.
- Call the COOP help desk at 888-921-2667 if you are having any problem registering.