

Enrolling A Brand New Student Using Gradelink

To Enroll Students go to the OCS website. Find the “Enrollment” tab with the sub-tab of “New Student Enrollment”. Click on the link provided and complete the following steps:

1. Use a valid email address, create a password, confirm the password, then click the Register button.



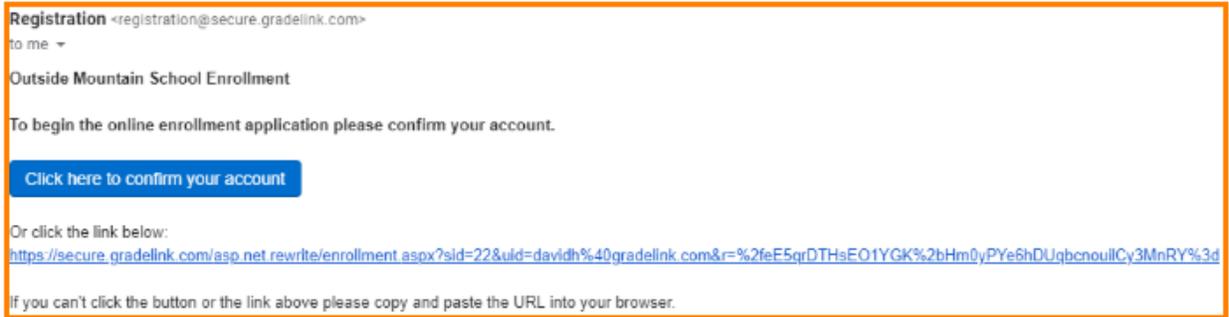
The screenshot shows the 'Outside Mountain School' enrollment page. At the top, there are three tabs: 'Complete Enrollment', 'Create Account', and 'Password Reset'. Below the tabs, the text reads: 'Welcome to the online enrollment site for Outside Mountain School. If this is your first time here, you will need to register using your email address.' There are three input fields: 'Email Address', 'Password', and 'Confirm Password'. Below these fields is a 'Register' button. At the bottom, there is a question 'Is this a Public Computer?' with 'Yes' and 'No' radio buttons. There are also links for 'Terms of Service', 'Privacy', 'Contact', and 'Home', and language options for 'English' and 'Español'. A Gradelink logo is in the bottom right corner.

2. You will receive the following message instructing you to check the inbox of the email address you used to create your registration account for a confirmation email (do not click the *Continue* button in this window).



The screenshot shows the 'Outside Mountain School' enrollment page after registration. The text reads: 'Thank you for registering to enroll at Outside Mountain School. Please check your inbox to begin the enrollment process.' There is a 'Continue' button. At the bottom, there is a question 'Is this a Public Computer?' with 'Yes' and 'No' radio buttons. There are also links for 'Terms of Service', 'Privacy', 'Contact', and 'Home', and language options for 'English' and 'Español'. A Gradelink logo is in the bottom right corner.

3. Go to the inbox of your email address and you will find the below email heading and content. Click on the blue button that says *Click here to confirm your account* (Note: If you do not see the email in your main inbox, check your spam and/or junk folder[s]).



4. Once you have clicked the blue Confirmation button in Step 3, you will then be taken to the below screen where you will need to enter your password, then click the Continue button.

The image shows a web page titled "Outside Mountain School" with a "Confirm Account" header. The page contains the following elements:

- Header: **Confirm Account**
- Text: Please enter your password to establish your account
- Form: Password
- Button: **Continue**
- Footer: Is this a Public Computer? Yes No
- Footer: [Terms of Service](#) | [Privacy](#) | [Contact](#) | [Home](#) | English Español
- Footer: © 2015 Gradelink Corp. All rights reserved. Terms, conditions, features, availability, pricing, support and service options subject to change without notice.
- Logo: Gradelink logo (a stylized 'G' in a circle)

5. Your account will then be activated. Click the Continue button.

Outside Mountain School

Confirm Account

Your enrollment account is now activated. Click continue to login

Continue

Is this a Public Computer? Yes No

[Terms of Service](#) | [Privacy](#) | [Contact](#) | [Home](#) English Español

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6. To begin filling out the application for your student, enter your email address and password, then click the Login button.

Outside Mountain School

Complete Enrollment | Password Reset

If your account has been created, you can login here to start new student applications
Or you can continue a previously started application

School

Email Address

Password Show Pass

Login

Is this a Public Computer? Yes No

[Terms of Service](#) | [Privacy](#) | [Contact](#) | [Home](#) English Español

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