

## New Student Registration Instruction Sheet

**Dear Potential Students,**

**Welcome to New Neighbors ELL program! This instruction sheet is for you if you have NEVER taken English classes with New Neighbors before. Follow the step below and we look forward to meeting you!**

**Before you visit the website, make sure you have all the personal information below ready.**

- **First name/ Last name**
- **Email address (must be an active email address that you regularly check)**
- **Phone number**
- **Home address**

*Step 1.* Please visit website: <https://campagnacenter.schoolforms.org/newneighborsell>

*Step 2.* Click on New Neighbors 20XX Fall/Spring (New Students) log in to start. If this is the first time you visited our website, you need to click on “New User Registration”.

*Step 3.* Please create a user ID and password for yourself. You MUST remember the user ID and password, you will need to use it for the future registration.

*Step 4.* Follow the steps till you sign your name and date.

*Step 5.* When using credit card/debit card to pay online, once you complete your registration, you submit the form enter your credit card information to complete the payment. Below is the image that indicates your registration is completed.

### MY FORMS

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Then review & submit your form.

**Case payment:** we encourage all of our students to complete payment online, to avoid in-person contact with our staff. However, if you wish to pay by cash or check, please contact Ashley Garcia at [agarcia@campagnacenter.org](mailto:agarcia@campagnacenter.org) for further assistance.