



STEP-BY-STEP INSTRUCTIONS FOR ONLINE REGISTRATION

1. Open a new browser window on your computer
 - a. Note: the Campwise program works best with Google Chrome
2. Go to the ECOS Institute website: <https://ecosinstitute.com/>
3. Click on the Parents tab
4. Click on the “Register your student” link, which will open the Campwise program in a new window
5. Click on “Create New Account”
6. Complete all of the required information then click “Save/Next” at the bottom of the page
 - a. Required information will always be highlighted in light yellow
 - b. NOTE: you can use the same phone number for both cell phone and home, if necessary.
7. Complete all required information for the student that will be attending ECOS:
 - a. Personal Information
 - b. Address Information
 - c. Phone and Email Information...then click “Save/Next”
8. Enter the Group Hold Registration ID (GHR ID) for your student’s school ...then click “Save/Next”
 - a. The GHR ID can be obtained from your student’s teacher
9. The next screen should list the dates and school the student will be registered for; check the green box next to the (School Name) Student ...then click “Save/Next”
10. Click on “Add Contact” and complete all of the required Contact information ...then click “Save/Next”
 - a. Each student MUST have at least one Guardian and an Emergency Contact; the same person CANNOT be both
11. In the “Forms” section, click on each form and complete the required information ...then click “Save/Next”
 - a. There are 2 required forms: Participant Profile and Student Authorization for Medical Treatment
 - b. Special Diet Request is an optional form in the same list
 - c. **IMPORTANT: For all prescription or physician-scheduled over-the-counter medications, fill out separate ECOS Medication Authorization form (Physician’s signature required) and turn in to your school nurse, with medication in its original container.**
12. In the “Medical” section, click the “Over the Counter” button and you can authorize the ECOS nurse to administer those basic OTC medications that you choose (not scheduled, as needed). These OTC medications are in stock in the ECOS health office, and are not sent by parents.
13. Also in the “Medical” section, click the “Allergies” button and let us know about any allergies your child may have.
14. You can always click “View Dashboard” to review your student’s registration.
15. You can also log back in at any time, and update your child’s information by clicking the “update info” button.
16. Call the Campwise help center 1-866-433-4548 if you need assistance with online registration.

Congratulations! You have completed your student’s online registration and should receive a confirmation email that evening.

*Each time you log into your student’s Campwise account you will see the Dashboard. If there is any part of the registration that is incomplete, you will see a red notification in the “Notifications” panel on the Dashboard. You will also receive a weekly email from Campwise reminding you to complete your registration.