

Directions for Completing Forms Online

Each Corbett Prep family now has an online portal called *MyCorbettPrep*. You may remember signing your enrollment contract in the portal a few months ago. This year, for the first time ever, we are offering the opportunity to complete some required forms online within *MyCorbettPrep*. To learn how to do this, please follow the simple directions below:

1. Go to Corbettprep.com/parents
2. For your convenience, we have also placed PDF versions of all the forms you received in the mail.
3. Click on: > Log in to the Parent Portal
4. Click on: LOG IN
5. If you needed to remember your password click: [To reset your password, click here.](#)

Name: (See Mailing)
Username: (See Mailing)
Password: If you need to remember your password it is very easy to reset. Simply follow the directions below.

6. Next, enter your personalized username listed in the box above. Please note, each parent has a unique username and password. If you have more than one student, each parent will be able to view all of your children in their portal.

Login

! This page is protected. Please log in to view this page.

Please provide your username and password to log in:

Username

Password

LOGIN

7. If you are having challenges logging in, please call us at (813) 961 3087 or email info@corbettprep.com

8. Now you are in your *MyCorbettPrep* web portal.

9. Next, click COMPLETE FORMS ONLINE

10. Click: **My Forms (5 new)**

11. Now you can see a list of the five available forms to be completed online. (If you have more than one student, you will have more forms to complete.)

12. Click on each form and follow the directions within to complete.

- [2019-2020 Mother-Tongue Survey](#)
- [2019-2020 Grandparent/Grandfriend Update](#)
- [2019-2020 Academic Honesty Agreement](#)
- [2019-2020 Parent Chaperone Guidelines](#)
- [2019-2020 Technology Agreement](#)

13. Very Important: Remember to click the blue **‘Submit’** button after you complete each form. Submit

14. A box will be displayed saying “Thank you”. Click OK

15. Complete and submit all forms .

16. Once all forms are complete, they will be approved by the front office and available for you to view and print within *MyCorbettPrep*.

If you need any help with any of the above, please call us at (813) 961 3087 or email info@corbettprep.com