Introducing ZippSlip!

Sign up for ZippSlip and you won't have to complete paper forms!

**Check on the online services page located on the Henrico County Public Schools website to access a link to ZippSlip. The website address is:
http://henricoschools.us.**

Some things you can do and see in ZippSlip:

- Complete all "Back to School" forms
- Access information to apply for free and reduced lunch
- Obtain school bus information
- Apply for a public library card

Some frequently asked questions:

- What do I need to register? My student's 11 digit student id number and birthdate.
- Where can I locate my student's 11 digit id number? On a confidential document such as a report card, VA birth certificate number or visit the school.
- How easy is it to get started? Simply follow the directions below to get registered.
- How will I sign my forms online? Each account is setup with a 4-6 digit pin number. The pin number is tied to your profile and represents your signature.
- My ex-spouse and I each need access to ZippSlip, but we are having trouble connecting the student to more than one account. A student can only be connected to one account. This means only one parent can update student information.
- I am already registered for ZippSlip, but I cannot remember how to access your account? Simply follow the directions below to get registered.
- I am registered but cannot remember my password. There are ways to obtain your password or reset your password, directions are listed below.
- I don't have a computer at home what are some other ways to fill out online forms? The public library offers access to computers. There is an app available on Google Play for Android phones and the App store for the iPhone/iPad. Another option is to access the site through Safari and complete forms.

I am new to ZippSlip:

1. How to access the website: Please enter or paste the following URL into your browser: **https://www.zippslip.com/ZippSlip/PermissionManager/VA/Henrico/Henrico+County**
2. If you are not yet a user, click the green button "Not a User?" located beneath the login section.
3. *The First Screen is the parent registration screen. Please populate all fields as they are required.*
4. *The Second Screen allows you to add a student or more than one student to your account.*
5. *As a part of the account setup process, you will need to enter the 11 digit Student ID # and Date of Birth (mm/dd/yyyy) for each child that attends Henrico County Public Schools. See note below: How to obtain the student id number?*
6. *The dashboard screen should display with the latest packets available to your student(s).*
7. If you need to **update your demographics, setup a pin number or add students**, you can do so via the **Parent Profile**. *Note: Just click on your name at the top of the screen (blue hyperlink). This will take you to the profile screen and you can make changes and save them there.*
8. *Select the first packet to begin updating information.*
9. *Some forms may require an electronic signature. At the bottom of each form, there is a link to create a pin. Note: If you need to reset your pin, just click on "Forgot My Pin" and it will take you to another screen to reset it.*

I am already registered for ZippSlip:

1. How to access the website: Please enter or paste the following URL into your browser: **https://www.zippslip.com/ZippSlip/PermissionManager/VA/Henrico/Henrico+County**
2. Enter **email address** you used for registration. This is your **login**.
3. Enter **password** you created when you registered. Note: *If you have forgotten your password, you can utilize the self-help options such as "Having trouble logging in?" or Forgot your Password?" to further assist you.*
4. Review the items on parent dashboard that need your response.
5. If you need to **update your demographics reset your pin number or add students**, you can do so via the **Parent Profile**. Note: *Just click on your name at the top of the screen (blue hyperlink). This will take you to the profile screen and you can make changes and save them there.*
6. If you need to **reset your electronic pin number** (used for electronic signatures of forms), you can do so at the **bottom of a form within a packet**. Note: *Just click on "Forgot My Pin" and it will take you to another screen to reset it.*

Troubleshooting Tips:

- During registration when I try to add a student to my account, I receive a message "the student cannot be found".
  - o This message indicates the student is already registered to a parent within the system. Is it possible that you already have an account?
  - o Please remember that only one account can have ownership of the student data in ZippSlip.
- I am registered but I cannot remember my password.
  - o On the ZippSlip home page, there is an automatic password reset option that you can select should you forget your password.
  - o Please note: if you have forgotten your password and your email address has changed, you will need to contact your child's school for assistance.
- I am registered but need to add a student to my account.
  - o If you need to **update your demographics, reset your pin number or add students**, you can do so via the **Parent Profile**. Note: *Just click on your name at the top of the screen (blue hyperlink). This will take you to the profile screen and you can make changes and save them there.*
- I need to set up or reset my electronic pin number which is used for a signature on the forms.
  - o If you need to **update your demographics, reset your pin number or add students**, you can do so via the **Parent Profile**. Note: *Just click on your name at the top of the screen (blue hyperlink). This will take you to the profile screen and you can make changes and save them there.*
  - o This can also be done at the bottom of each form if needed.