



## How to Complete Online Forms

Visit [conroeisd.rankonesport.com](http://conroeisd.rankonesport.com)

If CISD Rank One account exists login or select “Click Here” next to Forgot Your Password?

If new to Rank One in CISD Select “Create New Account”

After entering your information and selecting Register, you will be sent a confirmation email.

If you do not receive a confirmation email, please check your junk/spam folders or email [support@rankonesport.com](mailto:support@rankonesport.com) to have your email address verified.

Click on the link in the email to continue.

The link will redirect your web browser. Click the link to sign into your parent account.

Enter your email address and Password and select Sign In.

The screenshot shows the 'Welcome to the Parent Portal!' page. It includes a login form with fields for 'Email' and 'Password', a 'Login' button, and a 'Continue as a guest' button. There is a 'Forgot your password?' link with a 'Click here' annotation. A 'New to Rank One? Create New Account' button is highlighted with a red box and labeled 'For New Account'. Below the login form are social media login options for Facebook and Google. To the right, there is a 'GET THE APP!' section with a list of features and app store download buttons for the App Store and Google Play. A red arrow points from the 'Click here' link to the 'If Forgot Password' annotation.

Select “Proceed to Online Forms” or “Click Here” at the top of the page

You will then link your student to your account.

(If you have multiple children you will have the opportunity to link multiple students to your account)

\*Note: CISD requires students Last name used to register in CISD and Student ID number to claim your student.\*

\*If you do not know your student’s ID number you will need to contact the school\*

Enter the information requested and select “Find Student”

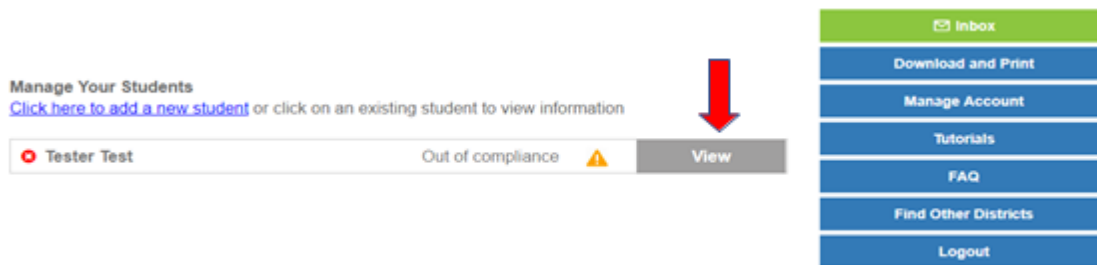
The screenshot shows the 'Find Students' search form. It has a title 'Find Students' and a subtitle 'Please search below to find the student(s) you are completing forms for'. There are two input fields: 'Last Name' and 'Student ID Number'. A red arrow points to the 'Student ID Number' field. Below the fields is a blue 'Find Student' button.

You will now see your student linked to your account.

To add another child to your account select **“Find Another Student”** and enter the requested information.

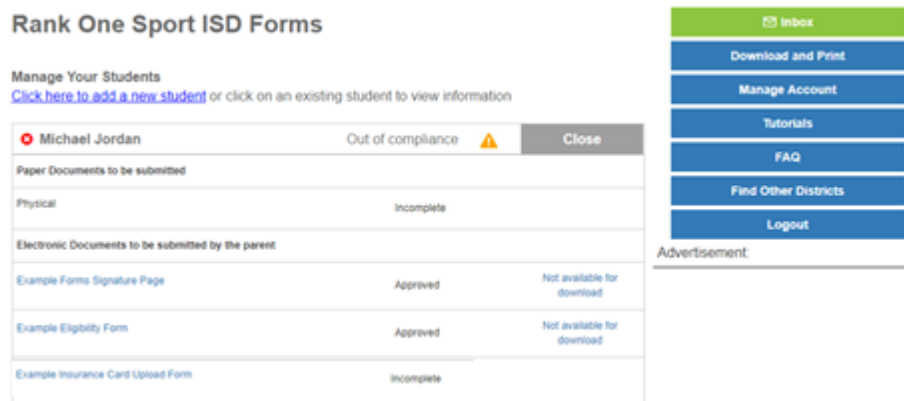
To start completing the forms select **“Start Forms”**. All forms will need to be completed for each student in your account.

You will see your Student’s Name and their Compliance status. Click **“View”** to complete the online forms and to see your student’s status.



You will see 2 sections:

1. Paper Documents
  2. Electronic Documents
- To Print a blank Physical form or other printable documents, click on the **“Download and Print”** tab on the right side.
  - All Physicals should be turned into the school manually
  - To complete the electronic forms, click on the first blue link to open the form. The form status will show as **“incomplete”** until after the school has approved your student’s forms. Note\*: CISD requires all 4 forms to be completed.



If you have any questions, please contact an Athletic Trainer at Conroe High School listed below.

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