Ravenna Family User Guide
help@ravennasolutions.com
Begin by going to www.ravenna-hub.com

Click on “Create an account”
Creating an account will require the following information:

Create account

- Parent / Guardian First Name
- Last Name
- Parent / Guardian Email
- Re-type Email
- Password

I have read and agree to the Terms of Service

Create account
You will be required to verify your email address:

Welcome to Ravenna

Please verify your email:
For security purposes, a verification email has been sent to jessie-parent@ravennasolutions.com; click on the link in the message to verify your email address. If you do not see the email, be sure to check your junk folder.

Please allow up to 5 minutes for the message to reach your inbox. If you need another verification email message sent, press the Resend button below. Ravenna's Customer Care is available at help@ravennasolutions.com if you need assistance.

Resend verification email

Check your email for the following message:

Ravenna Email Verification

Ravenna

to me

Dear Jess,

An email verification has been requested for your account in Ravenna. If you did not request this, please contact Ravenna Solutions.

To verify your email, please click this link:

https://ga.ravenna-hub.com/verify/jessie%2Bparent%40ravennasolutions.com/9Vub1hUolJY%2A1dumwOPgw0nH%F8Y_TnX

Please be advised that this link will expire at Saturday, July 9 6:14pm GMT.

If you have trouble accessing Ravenna, please contact Ravenna Solutions at help@ravennasolutions.com

After clicking the link in the email, you can get started in creating your applicant's profile:
The first screen will give you an overview of how to use Ravenna:

Welcome to Ravenna

Ravenna is a web-based system that allows you to efficiently apply to PS-12 schools and track the status of your application online — from exploration to decision.

Getting started is easy.
Take a look at the steps to see how.

Step 1

Add your first student
Create your first student profile and fill in forms concerning your student, their education history and family information. You can always add multiple student profiles to your account later.

Step 2

Then, connect with schools
After setup, you will be taken to your dashboard. From the dashboard, you will see the school directory and can search through the list of schools who use Ravenna to manage their application process. Here, you can find a school and register for an event, explore their process or start an application. If you are exploring or applying to a school, you can click on the name of the school from your dashboard to see all of the steps in the application process.

Click here to enter your family & applicant information
You will then walk through three pages to enter:

- Student Information
- Applicant’s Education History
- Family Information
After creating a student, you will land on the Dashboard. From here, click “Apply to a school” or click on the School Directory to go to the directory and explore schools:
In the directory, you can click on a school name to see more information about that school:

Click “Explore” to see more about a school’s process, and “Apply” to start filling out forms.
Clicking apply will open a window where you:

- Select your student
- Confirm their application grade
- Choose the application type
You will then be taken to the school's application page. On this page, you can:

- See the steps required to apply
- Complete & submit forms
- Delegate forms to teachers & others who are writing recommendations
- Register for events

Click the “register for an event” links to open up event registration

Click on the form name to open up and complete each form

The submit button will turn green when your forms are ready to submit
To see what required steps are left at any time, click the "Show me what's left" button.

This box will show you the steps that the school has marked complete.

Please allow time after submitting forms for schools to process them and mark your steps complete.

As your forms are accepted by the school, you will receive a message in this area.

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**Preliminary Application**

*Forms due by [date]*

**Open House**

Visiting an Open House is an excellent way to familiarize yourself with Alder Street School, its program and its people. Meet with students, teachers, and administrators, and learn how our academic and co-curricular programs may be a good match for you and your student.

Please click on the link below to register to attend. We look forward to learning more about your family.

**Register for an event**

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**Preliminary Application**

We encourage you to submit the preliminary application and fee as soon as possible.

If the application fee presents a hardship, or if you have any other questions or concerns, please contact the enrollment office at enrollment@alderstreet.org.

**Preliminary Application**

Required questions unanswered
Clicking “Show me what’s left” will open a window like the one above, listing what you have completed and what is left. You can click on the links right from that window to begin working on these items.
As you submit forms, you will see messages in the left section confirming that they were submitted successfully.

When all of your required steps are complete, you will see this message.

If you have questions at any point, please email help@ravennasolutions.com.