

## How to sign up?

To sign up for a trip, the students' parent or guardian needs to complete a form available on My Backpack and students must attend 2 mandatory meetings. Forms for upcoming trips will typically become available three weeks before the trip's departure date. Trips will be announced in enews and a description will be posted on this website.

### **Instructions for the My Backpack Permission Form**

Parents/Guardians and students: Please fill out the form together!

1. This link will take you directly to the login page of My Backpack
2. Enter your My Backpack User Name and Password, and then Sign In.
3. When you are on the landing page for My Backpack, you can find the link for forms: either under MY FORMS/DOCUMENTS or the Message Center.

After following these steps, you'll be able to fill out the permission slip for your student to attend.

We will be charging the fee for this activity through your online school statement. Please visit the Account Details section of your My Backpack, once the activity is completed, to pay the fee through by credit card or by echeck. If you do not want to wait for the fee to be posted to your account, you can make a prepayment on your My Backpack account or send a check to the school.

The Northwest Experience Fund covers this 100% of this expense for families that receive financial aid. Please contact the business office if you have any questions. If you have any questions about payment, please contact [Anque.la@northwestschool.org](mailto:Anque.la@northwestschool.org)

For your reference, we have provided the student ID that you will need to complete the online permission slip in the first Outdoor Program email you received this year.

If you've forgotten your My Backpack password, you can re-set it by going to the My Backpack login page and clicking on the link that says "I Forgot My Username or Password." You'll be able to re-set your password from there and then gain access to your account.

If you experience technical difficulties, please contact us at [nws-mbp@northwestschool.org](mailto:nws-mbp@northwestschool.org), or call the front desk at 206.682.7309.