



# Student Online Registration

This document is an overview of how parents/guardians can use the TEAMS Student Online Registration application to enroll new students to the district or verify enrollment for existing students. Campus registrars use the Enroll/Transfer function in TEAMS to view and process requests that have been submitted through the Student Online Registration application.

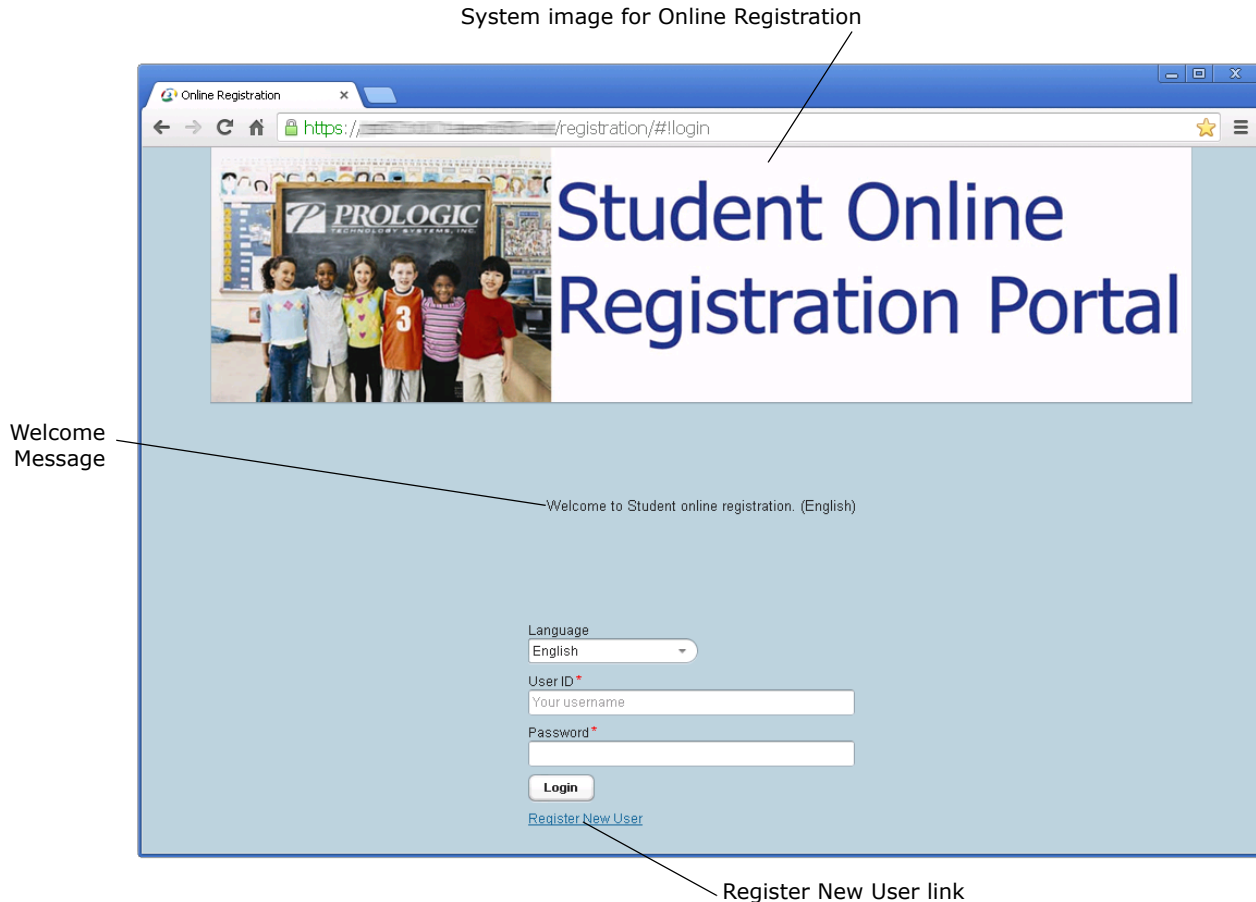
**Note:** *Whether your district allows new students and/or existing students to be enrolled through the Student Online Registration application is controlled by settings in the Maintain Student Online Registration Options function. Districts can select many of the data elements that are included in the Online Registration application, and they can customize the field labels and instructional text displayed. For more information about how to configure the Student Online Registration application, see the TEAMS Student Online Registration: Setup Functions User Guide.*

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# Using the Student Online Registration Application

When parents/guardians click the link for the Student Online Registration application, a Welcome page is displayed, as shown below.



**Figure 1: Sample Welcome page in Student Online Registration**

**Note:** The image displayed in Online Registration is uploaded in the Maintain System Image function. The Welcome Message is configured in the Maintain Text Detail function. For more information about these functions, see the TEAMS Student Online Registration: Setup Functions User Guide.

The **Language** field defaults to English. If other languages have been configured, they are available for selection.

**Note:** For a language, including English, to be available for selection, the selection in the Available in Student Online Registration? field must be set to Yes in the Base - Languages function. Text for languages in addition to English is configured in the Maintain Text Detail function. For more information about these functions, see the TEAMS Student Online Registration: Setup Functions User Guide.

How parents/guardians proceed depends on whether they are registering a student who is new to the district or verifying registration information for an existing student in the district, and whether the parent/guardian is new to the district.

See below for more information on the following topics:

- "New User Registration for Parents/Guardians of New Students" on page 3
- "Online Registration for New Students" on page 6
- "User Sign In for Parents/Guardians of Existing Students" on page 23
- "Online Registration for Existing Students" on page 24

## New User Registration for Parents/Guardians of New Students

In the Student Online Registration application, new user registration is limited to those parents/guardians who do not have students enrolled at some time in the current fiscal year.

**Note:** *Parent/guardians of students who are currently enrolled in the district use their Parent Self Serve User ID and Password to login to the Student Online Registration application. Parents/guardians of currently enrolled students who do not have a Parent Self Serve login must complete the new user registration in the Parent Self Serve application and be approved for access to Parent Self Serve through your district's approval process before they can access student data in the Student Online Registration application. For more information about how parent/guardians of students who are currently enrolled in the district log in, see "User Sign In for Parents/Guardians of Existing Students" on page 23.*

The enrolling parent/guardian clicks the **Register New User** link on the Welcome page to display the Register New User page, as shown in the following figure. The specific fields that are displayed on the tab are set by your district in the Maintain Student Online Registration Options function, and districts can customize the text for field labels and instructions using the Maintain Text Detail function.

**Note:** *For more information on the Maintain Student Online Registration Options and Maintain Text Detail functions, see the TEAMS Student Online Registration: Setup Functions User Guide.*

**Register New User**

Enrolling Parent Guardian

First Name \*

Last Name \*

Email

☐ Private?

Please enter Home Address. The home address must be in district boundaries.

**Home Address \***

☐ Private?

Address Line 1

Unit/Apt #

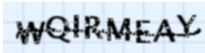
Zip City State

**Phone**

Home Phone ☐ Private? ☐ RecV Alerts?

Cell Phone ☐ Private? ☐ RecV Alerts? ☐ Text? Provider

**Verification**

 [Load another image](#)

Enter characters as shown above

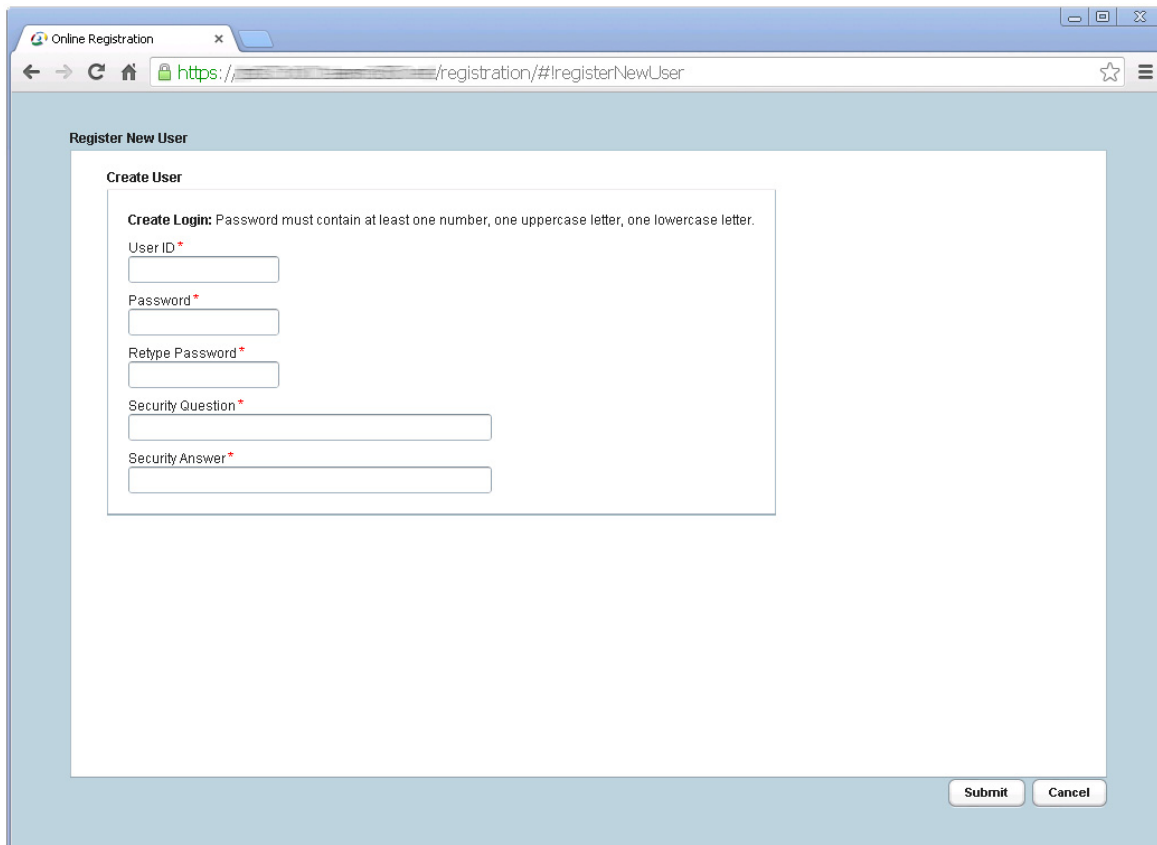
**Figure 2: Sample Register New User page**

The parent/guardian completes the following entry fields:

- **Last Name**
- **First Name**
- **Address**
- Either **Home Phone** or **Cell Phone**

The parent/guardian must also complete the **Verification** field with the CAPTCHA verification, and then click the **Submit** button. The Create New User page is displayed, as shown in the following figure.

**Note:** System validation checks whether the home address entered is within district boundaries, as well as for possible matches on existing parent/guardian contacts in the system. Messages are displayed if either of these conditions are met. If a possible matching contact is found, the parent/guardian has the option to proceed to creating a new User ID/Password or to log in as an existing user. The system uses the parent/guardian's last name, first two characters of the first name, and a match on any of the following: phone number, address, or email address to locate possible matches in the system.



Online Registration

https://.../registration/#/registerNewUser

**Register New User**

**Create User**

**Create Login:** Password must contain at least one number, one uppercase letter, one lowercase letter.

User ID \*

Password \*

Retype Password \*

Security Question \*

Security Answer \*

Submit Cancel

**Figure 3: Register New User, Create User page**

The parent/guardian completes the following fields on the Create User page:

- **User ID**
- **Password** (Passwords must contain at least one number, one uppercase letter, and one lowercase letter.)
- **Retype Password**
- **Security Question**
- **Security Answer**

The parent/guardian clicks the **Submit** button to complete the registration. If the fields were completed successfully, a message box is displayed to alert the parent/guardian to this. The parent/guardian can click to continue to the Welcome page to enter the newly created **User ID** and **Password**, and then click the **Login** button to begin registering the student. (For more information about registering a new student, proceed to "Online Registration for New Students".)

**Note:** *Completing the Register New User, Create User page does not give the parent/guardian access to the Parent Self Serve application. A parent/guardian who is a new user to the Online Student Registration application will need to be given access to Parent Self Serve by the Registrar.*

## Online Registration for New Students

Enrolling parents/guardians must navigate through the seven pages listed below before they can confirm the new student's enrollment. Each page is numbered, and the progress bar at the top of the page indicates to parents/guardians where they are in the registration process.

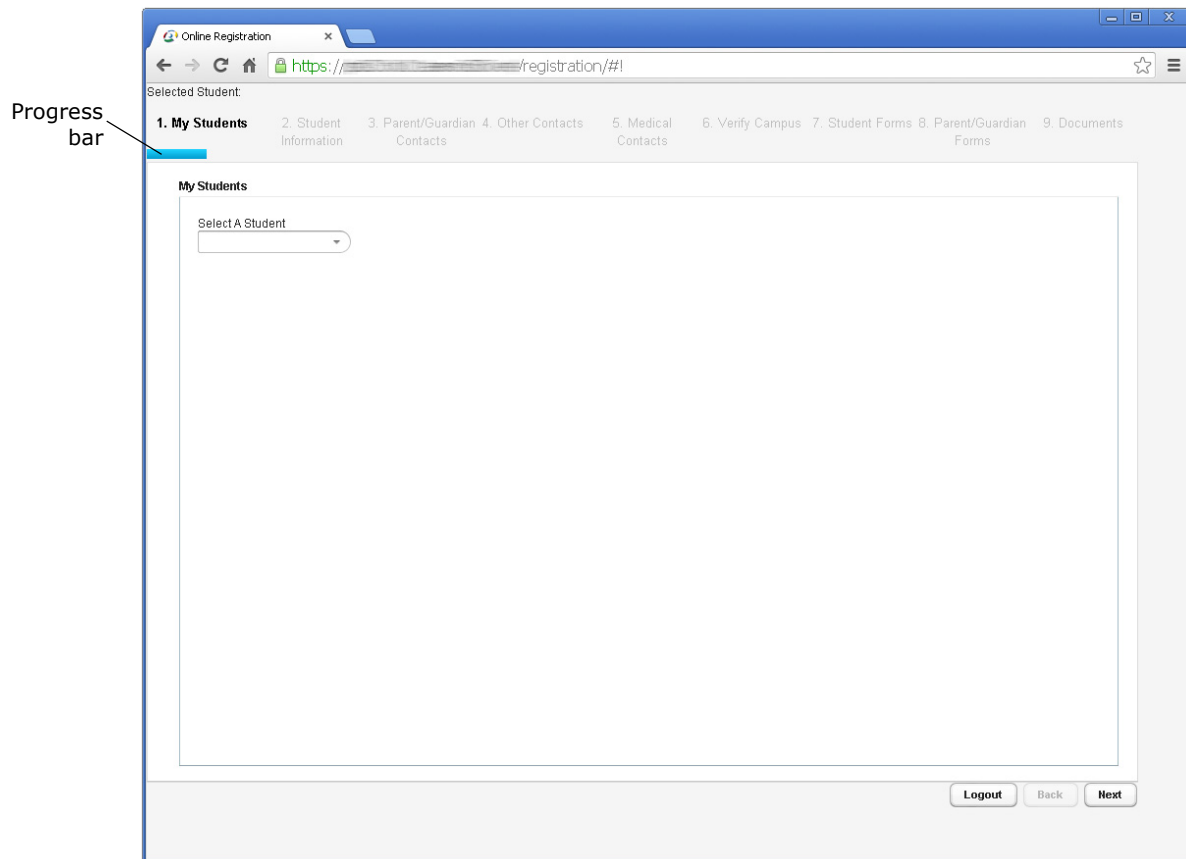
- My Students Page
- Student Information Page
- Parent/Guardian Contacts
- Other Contacts
- Medical Contacts
- Verify Campus
- Student Forms
- Parent/Guardian Forms
- Documents

Each page contains the following navigation buttons:

- **Next:** Click **Next** to proceed to the next page in the online registration sequence.
- **Back:** Click **Back** to return to the previous page in the navigation sequence.
- **Logout:** Click **Logout** to exit the Student Online Registration application. The parent/guardian can later return to the application and continue with the registration process or modify previously entered data.

## My Students Page

When the parent/guardian clicks the Login button on the Welcome page, the My Students page is displayed, as shown in the following figure.



**Figure 4: My Students page**

In the **Select a Student** field, the parent/guardian selects (Create a New Student) from the drop-down list and clicks the **Next** button. The Student Information page is displayed.

**Note:** If the parent/guardian has added one new student and needs to enroll a second, copy functionality can be used to quickly copy contact information between the students. For more information, see "Copy Contacts for Additional New Students" on page 22.

## Student Information Page

The Student Information page is used to enter required student demographic information, as well as other information your district may choose to collect, such as work phone and/or cell phone numbers for students.

**Figure 5: Student Information page**

The following data elements are required by the system for new student registrations and will be displayed on the page. Your district can use the Maintain Text Detail function to customize the field labels used for any data elements on the page.

- **Enrollment Request School Year**

**Note:** Whether the current year, next year, or both are available for selection depends on your district's settings in the Maintain Student Online Registration Options function.

- **Enrollment Request Grade Level**



- **Enrollment Request Campus**

**Note:** The campuses available for selection are filtered by the address the parent/guardian entered and the grade level selected. If the selected campus has not been set up in the Maintain Student Online Registration Options function as one that will use the Student Online Registration application, a message is displayed alerting the parent/guardian to this, and they will not be able to continue.

- **Birthdate**
- **Student Last Name**
- **Student First Name**
- **Gender**
- **PEIMS Home Language**

Other data elements for entry fields that are displayed on the page are controlled by selections in the Maintain Student Online Registration Options function. Districts can select whether to display or hide these elements, and if they are displayed, whether parents/guardians are required to complete the field before they can move to the next page in the online registration process. (Required fields are indicated by a red asterisk.)

**Note About the Social Security Number Data Element:** If your district has selected to include Social Security Number as a data element that is displayed on the tab, the system will check the entry in this field against the Student State IDs in the system to see if the number entered is a duplicate of one in the system. If it is, a message is displayed. If the Social Security Number is set as a data element that is not required and the parent/guardian does not complete the information, the system will assign a Hold Number when the parent/guardian clicks the Next button.

When finished with entries on the Student Information page, the parent/guardian clicks the **Next** button to display the Parent/Guardian Contacts page.

## Parent/Guardian Contacts

The Parent/Guardian Contacts page is used to enter required parent/guardian information, as well as other information your district may choose to collect for parents/guardians, such as their home and cell phone numbers. When the enrolling parent/guardian contact accesses the Parent/Guardian page, some fields are populated with information they entered previously when creating the new user registration.

Online Registration

Selected Student: John Doe

1. My Students 2. Student Information 3. Parent/Guardian Contacts 4. Other Contacts 5. Medical Contacts 6. Verify Campus 7. Student Forms 8. Parent/Guardian Forms 9. Documents

Parent/Guardian Contacts

Joyce Doe [Add A Contact]

Title

Last Name\* First Name\* Middle Name

Doe Joyce

Generation

Contact Type\* Relationship\*

Parent

Birthdate

Driver's License # Driver's License State

Employer Occupation

☒ Student Resides With? ☐ Home Address is Bus Drop Off ☐ Receives Mailings  
☐ Can Pickup ☐ Home Address is Bus Pick Up ☐ Call in Case of Emergency

Home Address

☒ Private?

Address Line 1\*

Logout Back Next

**Figure 6: Parent/Guardian Contacts page**

The following data elements are required by the system for new student registrations and will be displayed on the page. Your district can use the Maintain Text Detail function to customize the field labels used for any data elements on the page.

- **First Name** (Information defaults from the entry on the Register New User page.)
- **Last Name** (Information defaults from the entry on the Register New User page.)
- **Contact Type**

Other data elements for entry fields that are displayed on the page are controlled by selections in the Maintain Student Online Registration Options function. Districts can select whether to display or hide these elements, and if they are displayed, whether parents/guardians are required to complete the field before they can move to the next page in the online registration process. (Required fields are indicated by a red asterisk.)

## Adding Another Contact


To add another contact, the parent/guardian clicks the [Add a Contact] tab to display a blank Parents/Guardian Contacts page, as shown in the following figure.

Option to use the same address as the signed-on parent/guardian

**Figure 7: Blank Parent/Guardian Contacts page displayed when [Add a Contact] is clicked**

The parent/guardian completes the fields on the page.

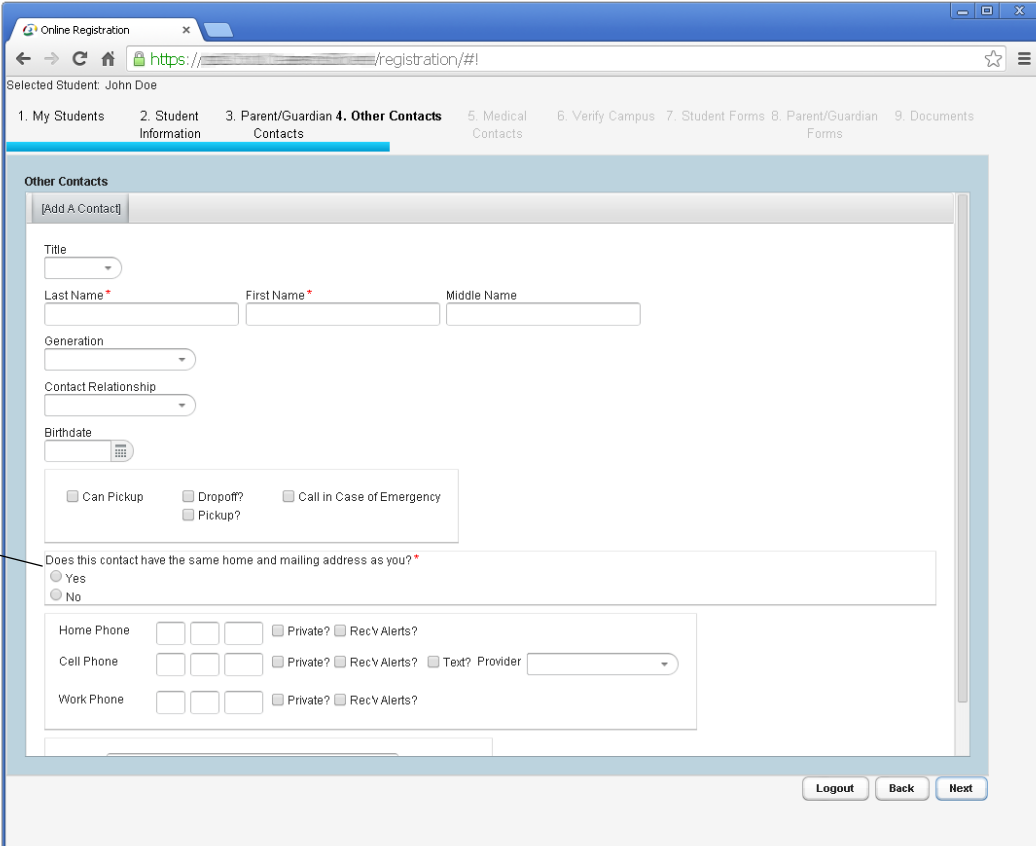
**Tip:** The **Does this contact have the same home and mailing address as you?** field enables the signed-on parent/guardian to quickly populate the address information for the contact being added with the address they have previously entered. The parent/guardian selects Yes to populate the address fields with their address information. To add a different address, the parent/guardian selects No.

**Note:** To delete a contact, the parent/guardian clicks the  icon on the tab. A confirmation box is displayed. To proceed with deleting the contact, the parent/guardian clicks the **Yes** button in the confirmation box. The signed-on user cannot delete his or her own contact information or a parent/guardian resides with contact if it will cause the student to not have a home address in district boundaries. Your district can modify the message that is displayed in the Maintain Text Details function.

After adding parent/guardian contacts, the parent/guardian clicks the **Next** button to display the Other Contacts page.

## Other Contacts

The Other Contacts page is used to enter information for student contacts who are not parents/guardians.



Option to use the same address as the signed-on parent/guardian

**Figure 8: Other Contacts page**

The following data elements are required by the system for new student registrations and will be displayed on the page. Your district can use the Maintain Text Detail function to customize the field labels used for any data elements on the page.


- **First Name**
- **Last Name**

Other data elements for entry fields that are displayed on the page are controlled by selections in the Maintain Student Online Registration Options function. Districts can select whether to display or hide these elements, and if they are displayed, whether parents/guardians are required to complete the field before they can move to the next page in the online registration process. (Required fields are indicated by a red asterisk.)

**Tip:** The **Does this contact have the same home and mailing address as you?** field enables the signed-on parent/guardian to quickly populate the address information for the contact being added with the address they have previously entered. The parent/guardian selects **Yes** to populate the address fields with their address information. To add a different address, the parent/guardian selects **No**.

### **Adding Another Contact**

To add another contact, the parent/guardian clicks the [Add a Contact] tab to display a blank Other Contacts page and completes the required fields.

**Note:** To delete a contact from the Other Contacts page, the parent/guardian clicks the  icon on the tab. A confirmation box is displayed. To proceed with deleting the contact, the parent/guardian clicks the **Yes** button in the confirmation box. Your district can modify the message that is displayed in the Maintain Text Details function.

After adding other contacts, the parent/guardian clicks the **Next** button to display the Medical Contacts page.

## Medical Contacts

The Medical Contacts page is used to enter information for the student's medical contacts.

**Figure 9: Medical Contacts page**


The following data elements are required by the system for new student registrations and will be displayed on the page. Your district can use the Maintain Text Detail function to customize the field labels used for any data elements on the page.

- **First Name**
- **Last Name**

Other data elements for entry fields that are displayed on the page are controlled by selections in the Maintain Student Online Registration Options function. Districts can select whether to display or hide these elements, and if they are displayed, whether parents/guardians are required to complete the field before they can move to the next page in the online registration process. (Required fields are indicated by a red asterisk.)

## Adding Another Contact

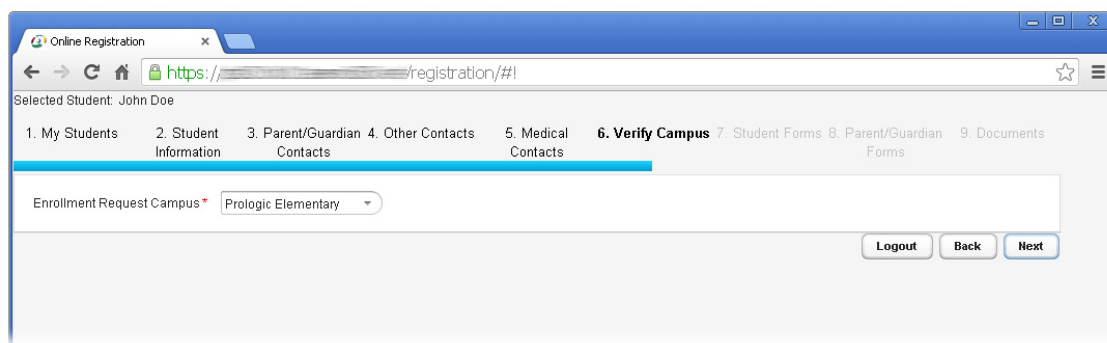
To add another contact, the parent/guardian clicks the [Add a Contact] tab to display a blank Medical Contacts page and completes the required fields.

**Note:** To delete a medical contact, the parent/guardian clicks the  icon on the tab. A confirmation box is displayed. To proceed with deleting the contact, the parent/guardian clicks the **Yes** button in the confirmation box. Your district can modify the message that is displayed in the Maintain Text Details function.

After adding medical contacts, the parent/guardian clicks the **Next** button to display the Verify Campus page.

## Verify Campus

The Verify Campus page is used to verify the campus at which the parent/guardian is requesting to enroll the new student.



**Figure 10: Verify Campus page (partially illustrated)**

The Enrollment Request Campus data element defaults to the campus the parent/guardian selected on the Student Information page, if the campus is still valid. If during the online registration process, an additional parent/guardian was added with a home address that is different from that of the enrolling parent/guardian or an existing address was edited, the campuses associated with the additional home address are also now available for selection in the drop-down list, or the campuses may have changed due to an edited address.

**Note:** Your district can use the Maintain Text Detail function to customize the field label displayed for the Enrollment Request Campus data element. For more information about the Maintain Text Detail function, see the TEAMS Student Online Registration: Setup Functions User Guide.

The parent/guardian selects the campus and clicks the **Next** button to display the Student Forms page.

## Student Forms

The Student Forms page displays forms that are associated with the campus the parent/guardian selected on the Verify Campus page that must be completed for the enrolling student.

**Note:** Forms are added and assigned to campuses in the Maintain Student Online Registration Options function. The instructions for forms and form body elements can be modified in the Maintain Text Detail function. For more information on these functions, see the TEAMS Student Online Registration: Setup Functions User Guide.

**Note:** If no student forms have been configured, the page is blank.

Online Registration x

https://.../registration/#!/

Selected Student: John Doe

1. My Students 2. Student Information 3. Parent/Guardian Contacts 4. Other Contacts 5. Medical Contacts 6. Verify Campus 7. Student Forms 8. Parent/Guardian Forms 9. Documents

### Student Forms

Residency Questionnaire

Please fill out this form. It has instructions for you.

[Open Form](#) To Do

Migrant Survey

Please fill out this form. ?It has instructions for you.

[Open Form](#) To Do

Unaccompanied Youth

Please fill out this form. ?It has instructions for you.

[Open Form](#) Complete

Instr Form-Title

Please fill out this form. ?It has instructions for you.

[Open Form](#) To Do

Logout Back Next

**Figure 11: Student Forms page**

Forms that need to be completed are indicated by "To Do" in red text. Completed forms are indicated by "Complete" in green text. If "Not Required" is displayed, it means that the form has no required components and has not yet been filled out.

Parents/Guardians click the **Open Form** button to display the form, as shown in the following figure.



Required entry fields on a form are indicated by yellow shading.

**Online Registration**  
<https://.../registration/#!/>

**Residency Questionnaire**  
 The information on this form is required to meet the law known as the McKinney-Vento Act 42 U.S.C. 11434a(2), which is also known as Title X, Part C, of the No Child Left Behind Act of 2001. Presenting a false record or falsifying records is an offense under Section 37.10, Penal code, and enrollment of the child under false documents subjects the person to liability for tuition c. Sec. 25.002(3)(d).

All of the questions below refer to the student that is enrolling.

Today's Date	
School	Prologic Elementary
Last Name	Doe
First Name	John
Middle Name	Jack
Student ID Number (Not Social Security Number)	525397
Birth Date	09-01-2005
Grade	03
Last School Attended	
Last District Attended	
Address where the student sleeps at night (Street Address, Apartment #, City, Zip)	
How long has the student been at this address?	
Main Phone Number:	
Other Phone Number:	
Other Phone Number for Emergencies:	

**Figure 12: Sample form**

Parents/guardians complete the fields on the form and click the **Submit** button. If they wish to print a copy of the form, they click the **Print** button.

**Note:** If they wish to close the form without submitting the information, parents/guardians click the **Cancel** button.

The parent/guardian clicks the **Next** button to display the Parent/Guardian Forms page.

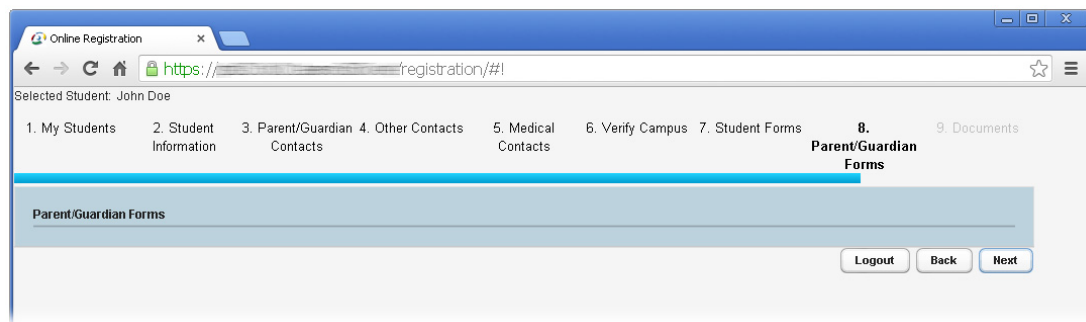
**Note:** If all required forms have not been completed, a message is displayed and the parent/guardian cannot continue until they are complete.

## Parent/Guardian Forms

The Parent/Guardian Forms page displays forms that are associated with the campus the parent/guardian selected on the Verify Campus page that must be completed for the parent/guardian. Forms on this page only need to be completed once regardless of how many students are associated with the parent/guardian.

Forms on the Parent/Guardian Forms page operate the same as forms on the Student Forms page. (See "Student Forms" on page 16 for more information about working with forms.)

**Note:** If no parent/guardian forms have been configured, the page is blank.



**Figure 13: Parent/Guardian forms page with no forms (partially illustrated)**

The parent/guardian clicks the **Next** button to display the Documents page.

**Note:** If all required forms have not been completed, a message is displayed and the parent/guardian cannot continue until they are complete.

## Documents

The Documents page displays the documents that are associated with the campus the parent/guardian selected on the Verify Campus page.

The screenshot shows a web browser window titled "Online Registration" with the URL "https://.../registration/#!/". The "Selected Student" is "John Doe". A navigation bar at the top lists steps 1 through 9, with "9. Documents" highlighted. The main content area, titled "Documents", contains five document entries. Each entry has a "Download" button, a file name, and a checkbox for acknowledgment. The documents are: "Text Document Instructions 2" (Text Document 2.bt), "Prologic ISD Rules Instructions" (Prologic ISD Rules.pdf), "Sample instructions" (Sample document.pdf), "naming convention instruction" (naming convention test), and "Enrollment Doc Instructions" (Enrollment Doc). At the bottom right, there are "Logout", "Back", and "Submit" buttons.

**Figure 14: Documents page**

If the document is configured that it must be downloaded and acknowledged, the selection box next to the document instructions is grayed-out and unavailable for selection until the parent/guardian has clicked the link with the file name to download the document. After the file has downloaded, the selection box is active and available for selection to acknowledge that the file has been downloaded. The parent/guardian cannot proceed to the next page until all required documents have been downloaded. If the document is set up so that it does not need to be acknowledged, a checkbox is not displayed, and the parent/guardian can proceed to the next page without downloading the file.

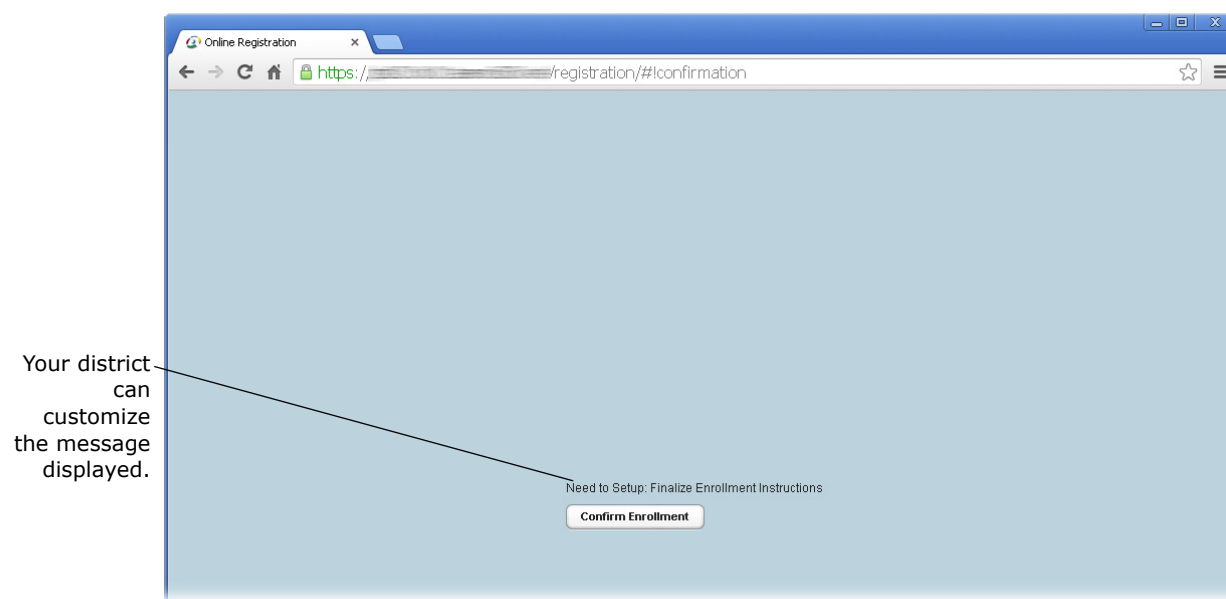
**Note:** Documents are uploaded, configured, and assigned to campuses in the Maintain Student Online Registration Options function. The instructions and acknowledge message used for documents can be modified in the Maintain Text Detail function. For more information on these functions, see the *TEAMS Student Online Registration: Setup Functions User Guide*.

After downloading the campus documents, the parent/guardian clicks the **Submit** button to proceed with confirming the enrollment.

## Online Enrollment Confirmation

When the parent/guardian clicks the **Submit** button on the Documents page, a message is displayed with a Confirm Enrollment button.

**Note:** The message displayed can be modified on the **Maintain Text HTML** tab of the **Maintain Text Detail** function. Your district may want to include text that tells the parent/guardian to print the confirmation and take it to the campus to complete the enrollment process.



**Figure 15: Message with Confirm Enrollment button**

When users click the **Confirm Enrollment** button, the Online Enrollment Confirmation page is displayed, as shown in the following figure.

Online Enrollment Confirmation

Student Name:	John Doe
Enrolling Parent/Guardian Name:	Joyce Doe
Campus of Enrollment:	Prologix Elementary
Grade Level:	03
Fiscal Year:	2014-2015
Online Registration Confirmation Number:	60
Local ID:	525397
Resides With Parent/Guardian Name:	Joyce Doe
Home Address:	
Date/Time Printed:	04-06-2014 22:44

**Figure 16: Online Enrollment Confirmation page**

The confirmation lists all enrollment information for the student, as well as the web confirmation number and the Resides With parents/guardians and their addresses.

Users can click the **Print** button to print the confirmation to take it to the requested campus. The campus registrar can use this information to see if multiple home addresses are within the district boundaries.

**Note:** If users do not bring the printed summary to the campus, the campus registrar can also use search options in the Enroll/Transfer function in TEAMS to locate the requested enrollment and view the data entered. For more information, see "Working With Online Registration Requests in Enroll/Transfer" on page 28.

From the Online Enrollment Confirmation page, the parent/guardian can click the **Next** button to go back to the My Students page and create enrollment for another student, if desired. For more information, see "Copy Contacts for Additional New Students" on page 22.

**Note:** After the online registration process has been completed, the parent/guardian is not prevented from returning to the Student Online Registration application and modifying data. Once the request has been processed in the Enroll/Transfer function, the parent/guardian will need Parent Self Serve access to view the student's information again in the Online Registration application.

## Copy Contacts for Additional New Students

On the Online Enrollment Confirmation page, the parent/guardian can click the **Next** button to go back to the My Students page and select (Create New Student) in the **Select A Student** field to create enrollment for another student, if desired.

When an additional student is registration is being created, the parent/guardian has the option to copy the contacts for a previously added student to the new student registration. To do this, the parent/guardian follows the steps below.

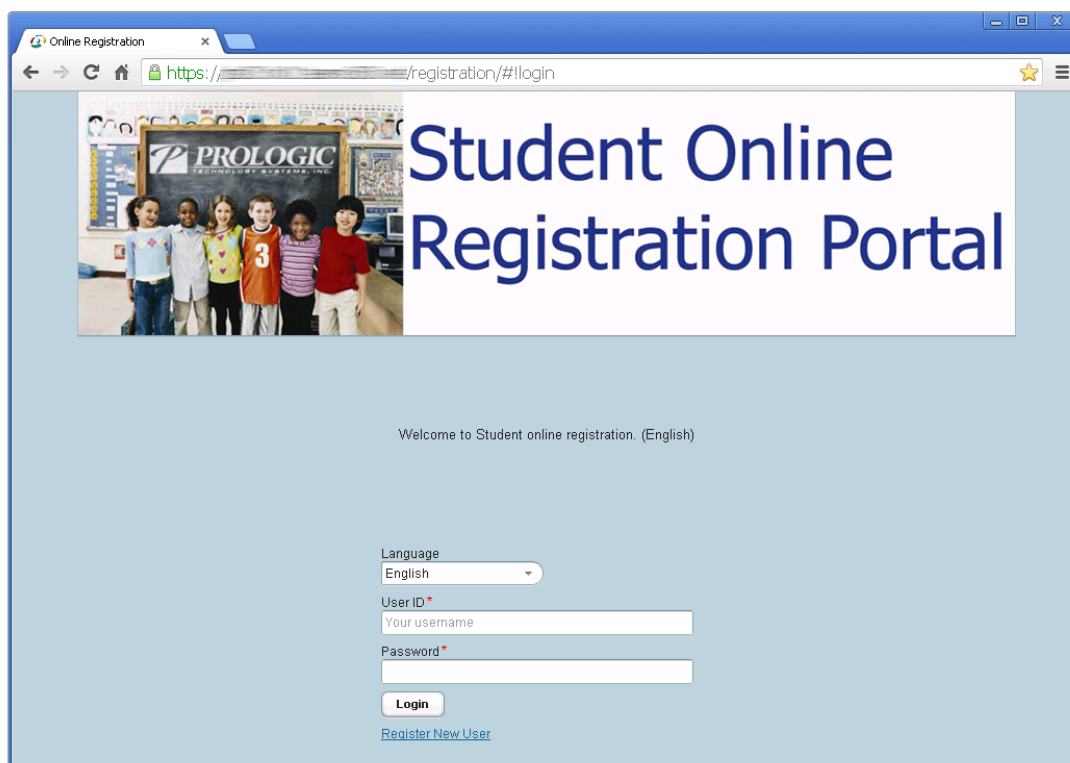
1. When (Create New Student) is selected in the **Select A Student** field, the Would you like to copy contacts from an existing student? field is displayed.
2. In the **Would you like to copy contacts from an existing student?** field, select Yes to copy contacts. (No is the default selection in this field.) The Existing Student field is displayed.
3. In the **Existing Student** field select the previously added student whose contacts will be copied. All contacts for the selected student are displayed on the page.

**Figure 17: My Students page (partially illustrated) with selection in the Existing Student field**

4. Select the box for each contact to be copied to the additional new student registration.
5. Click the **Next** button to proceed to the Student Information tab and continue the online registration process for the additional new student.

## User Sign In for Parents/Guardians of Existing Students

When parents/guardians click the link for the Student Online Registration application, a Welcome page is displayed, as shown below.



**Figure 18: Sample Welcome page in Student Online Registration**

Parents/guardians for students who are currently enrolled in the district enter the same **User ID** and **Password** for Student Online Registration that they use for the Parent Self Serve application and click the **Login** button to begin reviewing enrollment data for the student. For more information about working with Student Online Registration for Existing Students, see page 24.

### Notes About Using Parent Self Serve User IDs Passwords

Parents/guardians of existing students are required to use their Parent Self Serve User ID and Password to access the Student Online Registration application. Additional notes about using the Parent Self Serve User ID and Password are below.

- If a parent/guardian does not have a User ID/Password for the Parent Self Serve application, they will not be able to use the Student Online Registration application until they have completed your district's new user registration for the Parent Self Serve application and been approved, following your district's approval process for Parent Self Serve.
- If a parent/guardian has forgotten their password, they must reset it in the Parent Self Serve application.

**Note:** For more information about Parent Self Serve functionality, see the *TEAMS Parent Self Serve/Student Self Serve User Guide*.

## Online Registration for Existing Students

For parents/guardians of students who are enrolled in the current school year, the Online Registration process consists of the same pages as the process for new student registrations.

For each page, the specific data elements displayed for an existing student are configured by your district in the Maintain Online Registration Options function. For the display of data elements for existing students, districts have the option to set the element to view-only, which will display any data for the element that is currently in the system but will not allow the parent/guardian to modify it. Your district can use the Maintain Text Detail function to customize the field labels used for any data elements on the page.

The parent/guardian of an existing student must navigate through the following pages before they can confirm the student's enrollment. Each page is numbered, and the progress bar at the top of the page indicates to the parent/guardian where they are in the process.

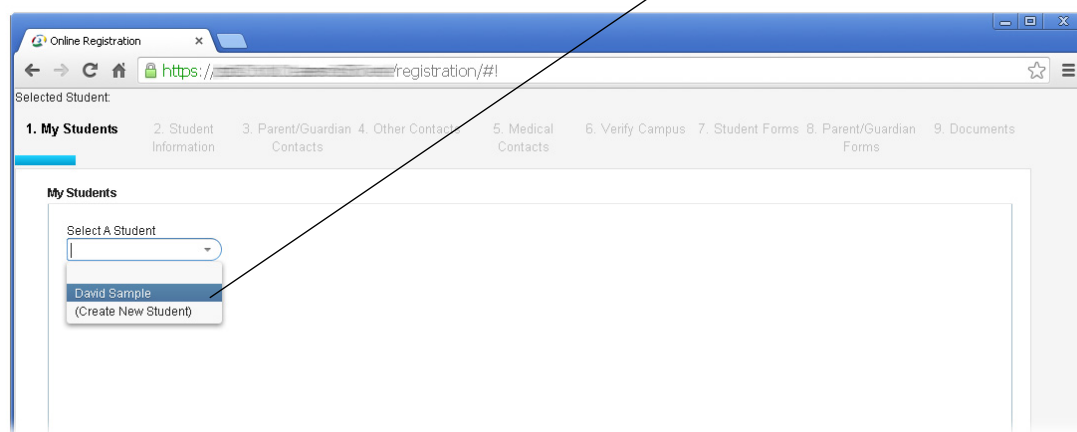
Each page contains the following navigation buttons:

- **Next:** Click **Next** to proceed to the next page in the online registration sequence.
- **Back:** Click **Back** to return to the previous page in the navigation sequence.
- **Logout:** Click **Logout** to exit the Student Online Registration application. The parent/guardian can later return to the application and continue with the registration process or modify previously entered data.

## My Students

When the parent/guardian clicks the Login button on the Welcome page, the My Students page of the Student Online Registration application is displayed, as shown in the following figure.

Students for whom the signed-on user has Parent Self Serve access are available for selection.



**Figure 19: My Students page (partially illustrated)**



The **Select a Student** field displays a list of the students for whom the signed-on user is a parent/guardian contact in the system. The parent/guardian selects the student for whom to verify enrollment and clicks the **Next** button to display the Student Information page.

**Note:** The students listed are those for whom the signed on parent/guardian has been approved to access their data in the Parent Self Serve application. Students for whom either access has not been approved or access has been denied are not listed.

**Note:** If your district allows new students to be registered through the Student Online Registration application, the (Create New Student) option is also displayed in the drop-down list. The parent/guardian can select (Create New Student) to register a student who is not currently enrolled in the district. If the parent/guardian is creating a new student registration, they have the option to copy the contacts from an existing student. For more information about how to copy contacts, see "Copy Contacts for Additional New Students" on page 22.

## Student Information

The Student Information page displays student demographic information from the TEAMS system, as well as other information your district may choose to collect, such as work phone and/or cell phone numbers for students.

The screenshot shows a web browser window titled "Online Registration" with the URL "https://.../registration/#!/". The page displays a navigation bar with tabs: 1. My Students, 2. Student Information (selected), 3. Parent/Guardian Contacts, 4. Other Contacts, 5. Medical Contacts, 6. Verify Campus, 7. Student Forms, 8. Parent/Guardian Forms, and 9. Documents. Below the navigation bar, the "Student Information" section is visible. It includes a header "Selected Student: David Sample". The form fields are as follows: Enrollment Request School Year (dropdown), Enrollment Request Grade Level (dropdown), Enrollment Request Campus (dropdown), Social Security Number (text field, highlighted by a callout), Birthdate (calendar icon), Student Last Name (text field, value: Sample), Student First Name (text field, value: David), Student Middle Name (text field, value: John), Student Generation (dropdown), and Gender (radio buttons for Male and Female). A callout points to the Social Security Number field with the text: "For existing students, some fields may be view-only."

**Figure 20: Sample Student Information page (partially illustrated) for an existing student**

The following data elements are required by the system for existing students who are enrolled during the current year and will be displayed on the page. Your district can use the Maintain Text Detail function to customize the field labels used for any data elements on the page.

- **Enrollment Request School Year**

**Note:** Only the next school year is available for selection if the student is currently enrolled. Enrolled students cannot be registered for the current school year in the Student Online Registration application.

- **Enrollment Request Grade Level**

- **Enrollment Request Campus**

**Note:** The campuses available for selection are filtered by the resides with home address(es) recorded for parents/guardians in the system and the student's Enrollment Request Grade Level. If the selected campus has not be set up in the Maintain Student Online Registration Options function as one that will use the Student Online Registration application, as message is displayed alerting the parent/guardian to this, and they will not be able to continue.

**Note:** The selections in the Enrollment Request Campus and Enrollment Request Grade Level fields will not set a Next Year value for the student in the system. In the Enroll/Transfer function, when the campus registrar searches for online registration requests, existing students with an enrollment status of Enrolled or Withdrawn for whom the online registration process has been completed are returned in the search results. The campus registrar must review the requested campus and grade level and then set the next year line. For more information about how the campus registrar reviews requests, see "Working With Online Registration Requests in Enroll/Transfer" on page 28.

Parents/guardians complete the fields as required and click the **Next** button to display the Parent/Guardian Contacts page.

## Parent/Guardian Contacts

The Parent/Guardian Contacts page operates the same for existing students as it does for new students. For existing students, a tab is included for each parent/guardian contact in the system. For more information about working with Parent/Guardians Contacts, see page 10.

**Note:** Prologic strongly recommends that your district configure the parent/guardian home address data element to be view-only while school is in session as there is no address change notification used with the Student Online Registration application at this time.

After reviewing the parent/guardian contacts, the parent/guardian clicks the **Next** button to display the Other Contacts page.

## Other Contacts

The Other Contacts page operates the same for existing students as it does for new students. For existing students, a tab is included for each contact in the system who is not a parent/guardian or medical contact for the student. For more information about working with Other Contacts, see page 12.

After adding other contacts, the parent/guardian clicks the **Next** button to display the Medical Contacts page.

## Medical Contacts

The Medical Contacts page operates the same for existing students as it does for new students. For existing students, as tab is included for each medical contact for the student in the system. For more information about working with Medical Contacts, see page 14.

After adding medical contacts, the parent/guardian clicks the **Next** button to display the Verify Campus page.

## **Verify Campus**

The Verify Campus page operates the same for existing students as it does for new students. For more information, see page 15. The parent/guardian selects the campus and clicks the **Next** button to display the Documents page.

## **Documents**

The Documents page operates the same for existing students as it does for new students. Once the parent/guardian has downloaded the campus document(s) and if necessary, acknowledged the download by selecting the checkbox for the document(s), the parent/guardian clicks the **Submit** button to proceed with confirming the enrollment. For more information about working with the Documents page, see page 19.

## **Online Enrollment Confirmation**

The Online Enrollment Confirmation operates the same for existing students as it does for new students. When the parent/guardian clicks the **Submit** button on the Documents page, a message is displayed with a Confirm Enrollment button. When the parent/guardian clicks the **Confirm Enrollment** button, the Online Enrollment Confirmation page is displayed. The confirmation lists all the Resides With parents/guardians and their addresses. For more information about Online Enrollment Confirmation, see page 20.

## Working With Online Registration Requests in Enroll/Transfer

This section is an overview of how the campus registrar can use the Enroll/Transfer function in TEAMS to view and process enrollment requests that parents/guardians have submitted using the Student Online Registration application.

The Enrollment Statuses used with online registrations are listed below:

- If your district allows students who are new to the district to register using online registration, they will have an enrollment status of Requested and will be included in search results for online registration requests.
- If your district allows enrollment for existing students who are enrolled during the current school year to be verified using online registration, the enrollment status for these students is Enrolled or Withdrawn, but when an online registration has been completed for these students, they will also be included in search results for online registration requests.

**Note:** Whether your district allows new students and/or existing students to be enrolled through the Student Online Registration application is controlled by settings in the Maintain Student Online Registration Options function. For more information about how to configure the Student Online Registration application, see the TEAMS Student Online Registration: Setup Functions User Guide.

## Search Options for Online Registration Requests

On the Search tab, the following options can be used to quickly locate Online Registration requests:

- In the **Status** field, select the Requested for my campuses option to locate students for whom an online registration request has been submitted for all the campuses to which you have access. This option will include requests submitted for both new students and existing students. When you select this option, the **Fiscal Year** field is displayed on the tab. Select the year for which to search. With this option, you can generate a list of all students with requests at their campuses for the selected year.

**Note:** If you want to further narrow your search results, you can complete additional search criteria on the tab as desired.

- In the **Web conf #** field, enter the system-generated Online Registration Confirmation Number that is on the parent/guardian's online enrollment confirmation.

The Search tab is shown in the following figure.

Web conf #      Requested for my campuses option

Search   Search Results

**Student Search**

Status: \* ☒ All ☐ Enrolled ☐ Not Enrolled ☒ Requested for my campuses

Last Name:

First Name:

Birthdate:

☒ Begins With ☐ Exact

OR

Local ID:

OR

SSN/State ID:

OR

Web conf #:

Search

**Figure 21: Enroll/Transfer function, Search tab**

## Online Registration Request Processing for New Students

Follow the steps below to process online registration for students who are new to the district. Students who are new to the district will show an Enrollment Status of Requested on the Search Results tab, and the Requested Campus will be listed.

1. On the Search Results tab, select the student in the Matching Students panel. The Contact Info and Online Registration Information panels are displayed on the tab, as shown in the following figure.

Status is Requested.      Projected/Requested School

Search   Search Results

**Matching Students**

Configure columns | Sort | Clear   Sorted by: (default)

Local ID	Student ID	First Name	Middle Name	Last Name	GN	Birthdate	Sch	Grd	Last Entry Date	Last Withdraw Date	Status	Leave Reason	Proj/Rec Sch
525379	111221111	Jennifer	Ann	Doe	F	09-01-05					Requested		116

record count: 1 of 1

Select and Enroll   Select and Schedule Enroll   Compare Students   Split Next Year Line

**Contact Info**

Type: Parent   Line 1:

First Name: Janet   Line 2:

Last Name: Doe   City:

Relationship: Mother   State: TX

Phone: (512) 555 - 1234   Zip:

County:

**Online Registration Information**

Requested Year: 2015   Requested Campus: 116 - Prologix Elementary

Requested Grade Level: 03   Web Confirmation #: 53

Continue With New Enrollment   Return to Search

Online Registration Information panel

**Figure 22: Search Results tab with Contact Info and Online Registration Information panels displayed for a selected new student**

The Online Registration Information panel displays the Requested Year, Requested Campus, Requested Grade Level, and the Web Confirmation Number.

- To process the registration for the selected student, click the **Select and Enroll** button in the Matching Students panel. The Enrollment Information box is displayed.

**Note:** When you click the **Select and Enroll** button, the student's enrollment status is changed from *Requested* to *Accepted*, and the requested fields for the campus, grade level, and fiscal year are saved in the system to projected fields. The Online Enrollment Information panel will continue to display the values that were requested in the Student Online Registration application.

The screenshot shows a dialog box titled "Enrollment Information". It contains four rows of information, each with a red asterisk to its left:

- Campus: Prologic Elementary
- Fiscal Year: Next Year
- Calendar: Traditional
- Grade: 03

At the bottom of the dialog box is an "Ok" button.

**Figure 23: Enrollment Information box**

- The **Campus** field defaults to the requested campus, but you can change it to another one in which the student has a parent/guardian with a home address, if necessary.
- The **Fiscal Year** field defaults to the requested fiscal year, but you can change it if necessary.
- The **Grade Level** defaults to the requested grade level, but you can change it if necessary.
- Click the **Ok** button. The Demographics tab is displayed for the student.
- Continue to work through the areas of the Student Enrollment navigation panel.

**Note:** After the request has been processed and the student's enrollment status is changed to *Accepted*, the parent/guardian will need Parent Self Serve access to view the student's information again in the Online Registration application.

## Setting the Next Year Line for Existing Students

Follow the steps below to process online registration for students who are currently enrolled in the district. Existing students will show an Enrollment Status of Enrolled in green text.

**Note About Online Registration Requests for Students With Withdrawn Status:** When students who were enrolled in the current year have an enrollment status of *Withdrawn* and have requested values from the Student Online Registration application, process the requests using the **Select and Enroll** button as described in "Online Registration Request Processing for New Students" on page 29.

- On the Search Results tab, select the student in the Matching Students panel. The Contact Info and Online Registration Information panels are displayed on the tab and the Set Next Year Line button becomes active, as shown in the following figure.

Search Search Results

**Matching Students**

Configure columns | Sort | Clear Sorted by: (default)

Local ID	Student ID	First Name	Middle Name	Last Name	GN	Birthdate	Sch	Grd	Last Entry Date	Last Withdraw Date	Status	Leave Reason	Proj/Rec Sch
444444		David	John	Sample	M	09-01-04	Prologis Elementary	04	08-26-13		Enrolled		

record count: 1 of 1

Select and Enroll Select and Schedule Enroll Compare Students **Set Next Year Line**

**Contact Info**

Type: Parent Line 1:   
 First Name: John Line 2:   
 Last Name: Sample City:   
 Relationship: Father State: TX  
 Phone: (512) 444 - 0000 Zip:   
 County:

**Online Registration Information**

Requested Year: 2015 Requested Campus: 116 - Prologis Elementary  
 Requested Grade Level: 05 Web Confirmation #: 54

Continue With New Enrollment Return to Search

**Figure 24: Search Results tab with Contact Info and Online Registration Information panels displayed for a selected existing student**

The Online Registration Information panel displays the Requested Year, Requested Campus, Requested Grade Level, and the Web Confirmation Number.

- Click the **Set Next Year Line** button. The Set Next Year Line Information box is displayed, as shown in the following figure.

Set Next Year Line Information

Campus: \*

Calendar: \*

Grade: \*

Ok

**Figure 25: Set Next Year Line Information box**

- Select the **Campus**.
- Select the **Fiscal Year**.
- Select the **Grade**.
- Click the **Ok** button.

