

## **Enter Applications**

Last Modified on 03/11/2024 8:45 am CDT

This documentation applies to both versions of Online Registration.

#### Classic View: Portal > Online Registration

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Online Registration is available for new families moving to the district or new students living with a family in the district. Parents/guardians can enter information about members of the household, contact information and student data.

# **Things to Know**

- A parent/guardian must contact the district to receive the URL for registering through the Portal. A link will be sent to that parent/guardian with information on accessing the tool.
- The registration process takes 15-20 minutes, depending on the district's requirements.
- Applications can be saved if more data entry is needed, and reopened at a later time. If data is not completed at the time of original entry, upon returning to the application, information displays in yellow.
- Required fields display with a red asterisk.
- It is not possible to move to the next panel without using the Previous and Next buttons available on each panel. A warning message displays if this is done.
- Parents/Guardians wanting to complete the Annual Update OLR Application (returning student registration) for their existing students must be in the student's primary household.
   Parents/guardians in households marked as secondary for the student will be unable to complete OLR for those students.

## **Access to Online Registration**

There are three different options for accessing Online Registration:

- If you are a new family to the district, or your children are new students in the district, the New Student Registration process allows you to enter all required information for enrolling your children, including mailing information, emergency contact information and medical history.
- If your children have been enrolled in the district in the past, the **Returning Student Registration** process allows you to review existing information and update that information
   as needed.
- If you do not have access to a computer, your district can provide an option that allows you to enter your information using the Online Registration system using an available **Kiosk** location, usually set up at the district or school offices.



As of Campus.1733, OLR uses the Google Captcha if enabled. See the Login Security Settings article for more information.

### **New Student Registration**

- 1. Click the link in the email sent from the district about Online Registration.
- 2. Select your desired language.
- 3. Enter the **First Name**, **Last Name**, **Email Address** and **Verify Email Address** of the person who will be entering the registration data.
- 4. Depending on the security settings established by your district, enter the word that appears in the **CAPTCHA** box in the field provided, or mark the **I'm not a robot** checkbox.
- 5. Click the **Begin Registration** button. An email will be sent to the entered email address.

	THIS IS A TEST SI	TE
Infinite Campus Online Registration		
English   Spanish		]
Please complete the information below	v to BEGIN the registration process.	
Parent/Guardian First Name		*
Parent/Guardian Last Name		*
Registration Year		× *
Parent/Guardian Email Address		*
Verify Email Address		*
Please check this box if any student b	being entered has attended a school in this district in the past	t. 🛛
I'm not a robot		
	Student Registration, New Student	

In the email is a link to Online Registration. Click this and begin the registration process.

#### **Returning Student Registration**

- 1. Log into your Parent Portal account.
- 2. Select the Online Registration option from the Index
- 3. Review the Registration Information that displays.
- 4. Select the **Registration Year** from the dropdown list and click Begin Registration.

Today Image: Construct on the following:   Calendar Assessments   Assessments Assessments   Assessments Behavior   Behavior Demographics   Crade Book Updates Demographics   Attendance Demographics   Schedule Health   Responsive Schedule Lockers   More Online Registration	Infinite Concernent	
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Register student(s) who are currently enrolled in this district. or Register student(s) who have never been enrolled in this district.		

#### **Kiosk Student Registration**

- 1. From the Kiosk location at the district, selection either the Start New Registration or **Return to Saved Registration** option.
- 2. Select your desired language.

Campus

- 3. Enter the **First Name**, **Last Name**, and **Email Address** of the person who will be entering the registration data.
- 4. Depending on the security settings established by your district, enter the word that appears in the **CAPTCHA** box in the field provided, or mark the **I'm not a robot** checkbox.
- 5. Click the **Begin Registration** button.

English   Spanish Please complete the information below to t Parent/Guardian First Name	
Derent/Cuerdian Eiret Name	INE REGISTRATION KIOSK
Parent/Guardian First Name	
	lcome to the district's Online Registration Kiosk!
	ase select whether you are starting a new application if you are returning to finish an existing application.
Registration Year	you are returning to missi an existing application.
Email Address	
Student Previously Attended this District	Start New Registration Return to Saved Registration
Confirmation Number	Start New Registration
l'm not a robot	

# **Registration Information**

Once you have logged in and chosen your language, navigate through the screens to enter student data.

- Household Information
- Parent/Guardian Information
- Emergency Contacts
- Other Household Children
- Student Entry

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• Completed Registration