

# Document Upload Options

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[Online Registration Workflow | Document Upload Options](#)

This documentation only applies to the Online Registration Prime version.

## Tool Search: Document Upload

The Document Upload functionality for Online Registration allows for a district to choose where the uploaded documents will be uploaded to within Infinite Campus once the application is approved and posted.

These are the four default document upload options that Infinite Campus has created for districts:

- Immunization record
- Transcript/Report Card
- Proof of Residency (i.e. Utility Bill)
- Birth Certificate.

A document such as a utility bill will be uploaded for each student in the application upon posting.

Document Upload Options

Configuration \*  
2021

Name ↑	Code	Enabled
Birth Certificate	Demographics	ENABLED
Existing New Address	ExistingNewAddress	ENABLED
home address 2	homeaddress2	NOT ENABLED
Immunization Record	Medications	NOT ENABLED
parent test	parenttest	NOT ENABLED
Physical	Phy	ENABLED
Proof of Residency	HomeAddress	ENABLED
Report Card/Transcript	PreviousSchools	NOT ENABLED
student-Medical Conditions	MedConditon	NOT ENABLED

*Document Upload Options List Screen*

To use this functionality, a district must have had to agree to the terms of use within the Digital Repository preferences area.

# Online Registration Workflow

▶ [Click here to expand...](#)

This article is for Campus Online Registration (OLR) and Campus Online Registration-Prime (OLR Prime).

Step		Campus Location	OLR	OLR Prime
<b>Calendar and Enrollment Management</b>				
1	Create <a href="#">calendars</a> for the next school year	System Administration > Calendar > Calendar Wizard	X	X
2	Roll <a href="#">enrollments forward</a> for the next school year.	System Administration > Student > Enrollment Roll Forward	X	X
3	Review the grade levels associated with each calendar, and if desired, mark the <a href="#">Exclude from Online Registration Calculations</a> checkbox.	System Administration > Calendar > Calendar > Grade Levels	X	X
<b>Online Registration Setup</b>				
4	Add <a href="#">Languages</a> .	System Administration > Data Utilities > Multi-Language Editor > Language Groups	X	X
5	Enter <a href="#">language translations</a> that display on Online Registration panels.	System Administration > Data Utilities > Multi-Language Editor > OLR Literals Bank	X	X
6	Enter <a href="#">language translations</a> that display on Online Registration panels in the dropdown lists.	System Administration > Data Utilities > Multi-Language Editor > OLR Lists Bank	X	X
7	Create <a href="#">letters</a> to send to parents announcing acceptance or denial based on their applications.	Ad hoc Reporting > Letter Designer	X	X
8	Create <a href="#">approval/denial statuses</a> .	Census > Online Registration > OLR Status	X	X

Step		Campus Location	OLR	OLR Prime
9	Enter <a href="#">OLR setup information</a> for online registration.	Census > Online Registration > OLR Set Up > OLR Set Up	X	X
10	Enable the Online Registration Portal <a href="#">outline link</a> for the active date range on the OLR Setup.	System Administration > Custom > Custom Tab	X	X
11	Select <a href="#">OLR System Settings</a> .	Census > Online Registration > OLR Set Up > OLR System Settings	X	X
12	Enter <a href="#">registration dates</a> for each school.	Census > Online Registration > OLR Set Up > Registration Window by School		X
13	Set <a href="#">Document Upload Options</a> .	Census > Online Registration > OLR Set Up > Document Upload		X
14	Modify fields that appear on pleats using the <a href="#">OLR Builder</a> . (OLR version has limited functionality.)	Census > Online Registration > OLR Set Up > OLR Builder	X	X
15	Create <a href="#">Notifications</a> .	Census > Online Registration > OLR Setup > OLR Notification Editor		X
16	Reference the <a href="#">OLR Information Center</a> to view links to OLR tools.	Census > Online Registration > OLR Setup > OLR Information Center	X	X
17	Create <a href="#">application queues</a> .	Census > Online Registration > OLR Queue Setup		X
18	Modify <a href="#">application queues</a> .	Census > Online Registration > OLR Queue Applications		X
19	Review the <a href="#">Configuration List Editor</a> to verify the appropriate options are in the dropdown lists.	Census > Online Registration > OLR Setup > OLR Configuration List Editor	X	X

Step	Campus Location	OLR	OLR Prime
<b>Student Application Entry</b> <i>These articles are intended for the parents/guardians entering the registration information. All articles can be saved as a PDF and given to the parent, or made available on the district website. See the <a href="#">Enter Applications</a> article for information on accessing OLR and other important information.</i>			
20	Enter <a href="#">Household Information</a> .	Portal > Online Registration > Household	X X
21	Enter <a href="#">Parent/Guardian Information</a> .	Portal > Online Registration > Parent/Guardian	X X
22	Enter <a href="#">Emergency Contact Information</a> .	Portal > Online Registration > Emergency Contact	X X
23	Enter <a href="#">Other Household Children</a> .	Portal > Online Registration > Other Household (non-enrolled children)	X X
24	Enter <a href="#">Student Information</a> .	Portal > Online Registration > Student	X X
25	Review and complete <a href="#">student registration</a> .	Portal > Online Registration > Completed	X X
<b>Process and Analyze Applications</b>			
26	View <a href="#">applications that have been submitted</a> by year or school and by status.	Census > Online Registration > OLR Dashboard	X X
27	Search for applications by status and begin review and approval of them. <ul style="list-style-type: none"> <li>• <a href="#">Staff Processing</a></li> <li>• <a href="#">Student Processing</a></li> <li>• <a href="#">Health Staff Processing</a></li> <li>• <a href="#">Parent Information</a></li> </ul>	Census > Online Registration > Staff Processing, Student Processing, Health Staff Processing, Parent Information	X X
28	Run the <a href="#">Audit Reports</a> and <a href="#">Summary Reports</a> .	Census > Online Registration > Audit Reports Census > Reports > Online Registration Summary	X X
29	Merge list options from the <a href="#">List Bank Replacer</a> from the OLR database into Campus.	Census > Online Registration > OLR List Bank Replacer	X X

Step		Campus Location	OLR	OLR Prime
30	Merge list options from the <a href="#">List Value Updater</a> from the OLR database into Campus.	Census > Online Registration > OLR List Value Updater		X
31	When necessary, <a href="#">mass re-post</a> registration data.	Census > Online Registration > Mass Re-Post Applications Data		X
32	Review the <a href="#">Data Change Tracker</a> tools to track OLR information being added to Campus.	System Administration > Data Change Tracker	X	X

## Document Upload Options

Select an existing record or click **New** to view the Document Upload Options detail.

**Document Upload Options**

Document Name \*  Code \*

Enabled  Required  Active For \*

Location of This Button in an OLR Application

Pleat \*  Seq \*

Show This Button Based on the Value of a Field

Field  Toggle Value

Location Where the Document Will be Posted

Post Tab \*

*Document Upload Options Detail Screen*

Element	Description
<b>Document Name</b> <i>Required</i>	The name of the document.

Element	Description
<b>Code</b> <i>Required</i>	Identifies the document once it's uploaded. This is usually the same name as the document or its location in the application. Only letters, numbers, and the underscore character may be entered in this field.
<b>Enabled</b>	This enables this kind of document to be uploaded during Online Registration.
<b>Required</b>	When this is marked, every Online Registration application requires the uploaded document. Best practice for this field is to NOT require a document to be uploaded, as not every parent would have the ability or knowledge to do this.
<b>Active For</b> <i>Required</i>	Denotes when the document is active. Options include New, Existing, or New and Existing. <ul style="list-style-type: none"> <li>When <b>Existing</b> is selected, applications can be submitted through the Campus Portal for the active years.</li> <li>When <b>New</b> is selected, applications can be submitted via the kiosk and email links.</li> <li>When <b>New and Existing</b> is selected, applications can be submitted through the Campus Portal for the active years, and applications can be submitted via the kiosk and email links.</li> </ul>
<b>Location of This Button in an OLR Application</b>	
<b>Pleat</b> <i>Required</i>	The location of the upload document within a specific pleat on the application.
<b>Seq</b> <i>Required</i>	When multiple document uploads are available on one pleat, choose the order in which the document upload buttons appear.
<b>Show This Button Based on the Value of a Field</b>	
<b>Field</b>	The field within the application that determines that appearance of the document upload button.
<b>Toggle Value</b>	The operation of the field. Options include: In or Not In.
<b>Select items...</b>	The exact value of the field that will trigger the document upload button. Options available are dependent on the Field selected.
<b>Location Where the Document Will be Posted</b>	
<b>Post Tab</b> <i>Required</i>	When the digital repository is enabled, choose to what tab the document posts. Districts can choose to upload the document or choose to delete the document when the application is approved/posted.  <a href="#">Digital Repository</a> preferences must be set for all of the tabs to show for the district.

See the [Document Upload](#) article for additional information on how to upload documents into Campus.

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