Enter Applications

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Things to Know | Access to Online Registration | Registration Information

> This documentation applies to both versions of Online Registration.

Tool Search: Online Registration

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:

1. 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.
2. 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.
3. 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.

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.

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.
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.

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
- Completed Registration