Online Registration (OLR) Workflow

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

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

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9	Enter OLR setup information for online registration.	System Settings > Online Registration Setup > OLR Setup	X	X
10	Create and set up custom fields for collection and posting		X	X
11	Enable the Online Registration Portal outline link for the active date range on the OLR Setup.	System Settings > Custom Data and Links > Custom Tool Setup	X	X
12	Select OLR System Settings.	System Settings > Online Registration Setup > OLR System Settings	X	X
13	Enter registration dates for each school.	System Settings > Online Registration Setup > Registration Window by School		X
14	Set Document Upload Options.	System Settings > Online Registration Setup > Document Upload		X
15	Modify fields that appear on pleats using the OLR Builder. (OLR version has limited functionality.)	System Settings > Online Registration Setup > OLR Builder	X	X
16	Create Notifications.	System Settings > Online Registration Setup > OLR Notification Editor		X
17	Reference the OLR Information Center to view links to OLR tools.	System Settings > Online Registration Setup > OLR Information Center	X	X
18	Create application queues.	System Settings > Online Registration Setup > OLR Queue Setup		X
19	Modify application queues.	Census > Online Registration > OLR Queue Applications		X
20	Enable Online Registration Portal Settings.	System Settings > Portal Preferences > Online Registration	X	X

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21	Review the Configuration List Editor to verify the appropriate options are in the dropdown lists.	System Settings > Online Registration Setup > OLR Configuration List Editor	X	X
Student Application Entry *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 Enter Applications article for information on accessing OLR and other important information.*				
22	Enter Household Information.	Portal > Online Registration > Household	X	X
23	Enter Parent/Guardian Information.	Portal > Online Registration > Parent/Guardian	X	X
24	Enter Emergency Contact Information.	Portal > Online Registration > Emergency Contact	X	X
25	Enter Other Household Children.	Portal > Online Registration > Other Household (non-enrolled children)	X	X
26	Enter Student Information.	Portal > Online Registration > Student	X	X
27	Review and complete student registration.	Portal > Online Registration > Completed	X	X
Process and Analyze Applications				
28	View applications that have been submitted by year or school and by status.	Census > Online Registration > OLR Dashboard	X	X
29	Search for applications by status and begin review and approval of them. • Staff Processing • Student Processing • Health Staff Processing • Parent Information	Census > Online Registration > Staff Processing, Student Processing, Health Processing, Parent Information	X	X
30	Run the OLR Summary.	Census > Online Registration > OLR Summary	X	X
31	Merge list options from the List Bank Replacer from the OLR database into Campus.	System Settings > Online Registration Setup > OLR List Bank Replacer	X	X

Step		Campus Location	OLR	OLR Prime
32	Merge list options from the List Value Updater from the OLR database into Campus.	System Settings > Online Registration Setup > OLR List Value Updater		X
33	When necessary, mass re-post registration data.	System Settings > Online Registration Setup > Mass Re-Post Applications		X
34	Review the Data Change Tracker tools to track OLR information being added to Campus.	System Settings > Data Change Tracker	X	X