# 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 | 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 |
| 11 | Select OLR System Settings. | System Settings > Online Registration Setup > OLR System Settings | X | X |
| 12 | Enter registration dates for each school. | System Settings > Online Registration Setup > Registration Window by School | | X |
| 13 | Set Document Upload Options. | System Settings > Online Registration Setup > Document Upload | | X |
| 14 | Modify fields that appear on pleats using the OLR Builder.<br>(OLR version has limited functionality.) | System Settings > Online Registration Setup > OLR Builder | X | X |
| 15 | Create Notifications. | System Settings > Online Registration Setup > OLR Notification Editor | | X |
| 16 | Reference the OLR Information Center to view links to OLR tools. | System Settings > Online Registration Setup > OLR Information Center | X | X |
| 17 | Create application queues. | System Settings > Online Registration Setup > OLR Queue Setup | | X |
| 18 | Modify application queues. | Census > Online Registration > OLR Queue Applications | | X |
| 19 | Enable Online Registration Portal Settings. | System Settings > Portal Preferences > Online Registration | X | X |
| 20 | 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 |

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| **Student Application Entry**<br>*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.* | | | | |
| 21 | Enter Household Information. | Portal > Online Registration > Household | X | X |
| 22 | Enter Parent/Guardian Information. | Portal > Online Registration > Parent/Guardian | X | X |
| 23 | Enter Emergency Contact Information. | Portal > Online Registration > Emergency Contact | X | X |
| 24 | Enter Other Household Children. | Portal > Online Registration > Other Household (non-enrolled children) | X | X |
| 25 | Enter Student Information. | Portal > Online Registration > Student | X | X |
| 26 | Review and complete student registration. | Portal > Online Registration > Completed | X | X |
| **Process and Analyze Applications** | | | | |
| 27 | View applications that have been submitted by year or school and by status. | Census > Online Registration > OLR Dashboard | X | X |
| 28 | Search for applications by status and begin review and approval of them.<br>• Staff Processing<br>• Student Processing<br>• Health Staff Processing<br>• Parent Information | Census > Online Registration > Staff Processing, Student Processing, Health Processing, Parent Information | X | X |
| 29 | Run the OLR Summary. | Census > Online Registration > OLR Summary | X | X |
| 30 | 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 |

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| 31 | Merge list options from the List Value Updater from the OLR database into Campus. | System Settings > Online Registration Setup > OLR List Value Updater | | X |
| 32 | When necessary, mass re-post registration data. | System Settings > Online Registration Setup > Mass Re-Post Applications | | X |
| 33 | Review the Data Change Tracker tools to track OLR information being added to Campus. | System Settings > Data Change Tracker | X | X |