

# 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
<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

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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

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<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

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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