

session registration closes. Users must set a registration end date and time.

3. In the **Session Details** section, enter any information about the session that should appear in the Parent Portal. Details are limited to 5000 characters. Session details are optional.
 4. The **Add Form** option allows users to add all necessary forms to the registration for the session. Users may add as many forms as desired.
 - Use the **Form Title** drop-list to select the form to add to the session. Forms are set up through the Custom Forms tool.
 - If the form is required and session registration is not complete without it, mark the **Required** checkbox. Leave this box unmarked if form completion is optional.
 5. To return to the previous screen without saving the changes, press **Previous**. To return to the Dependent Care Dashboard without saving the changes, press **Cancel**. To save and complete the session settings, press **Complete**.
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