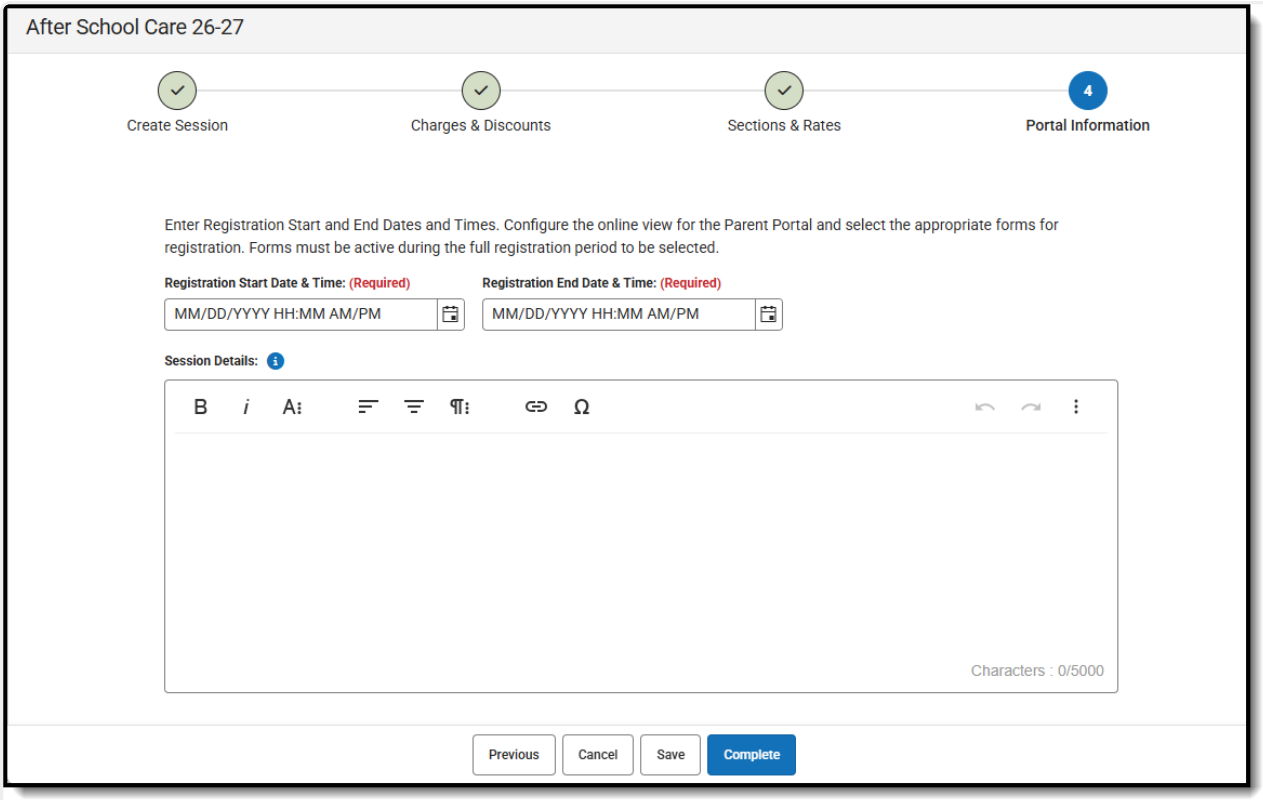
Add Portal Information to a New Session

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Tool Search: Dependent Care

Portal Information

Use the Portal Information screen to determine when registration opens and closes for the session and to relay any important information to guardians about the session. Users may also attach any necessary forms to the session for parents to read over or sign before a student's registration can be accepted.



Dependent Care Portal Information Editor

Adding Portal Information to the Session

Portal Information settings made here are specific to the session being created or edited. To make portal settings that apply to all sessions, see the **Dependent Care Settings** article for more information.

1. Use the **Registration Start Date & Time** calendar icon to set the date and time at which session registration begins. Users must set a registration start date and time.

2. Use the **Registration End Date & Time** calendar icon to set the date and time at which 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.
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 finish later, press **Save**. To save and complete the session settings, press **Complete**.

Portal Information Fields

Field	Description
Registration Start Date & Time ***Required***	The date and time at which session registration begins. Users MUST set a registration start date and time.
Registration End Date & Time ***Required***	The date and time at which session registration closes. Users MUST set a registration end date and time.
Session Details	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.
Add Form	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.

Add Form Field	Description
Form Title ***Required***	Use the drop-list to select the form to add to the session. Forms are set up through the Custom Forms tool.
Required	If the form is **Required** and session registration is not complete without it, mark the checkbox. Leave this box unmarked if form completion is optional.

Field	Description
Previous	To return to the previous screen without saving the changes, press **Previous**.
Cancel	To return to the Dependent Care Dashboard without saving the changes, press **Cancel**.
Save	To save and finish later, press **Save**
Complete	To save and complete the session settings, press **Complete**.