

Portal Preferences (Open Enrollment)

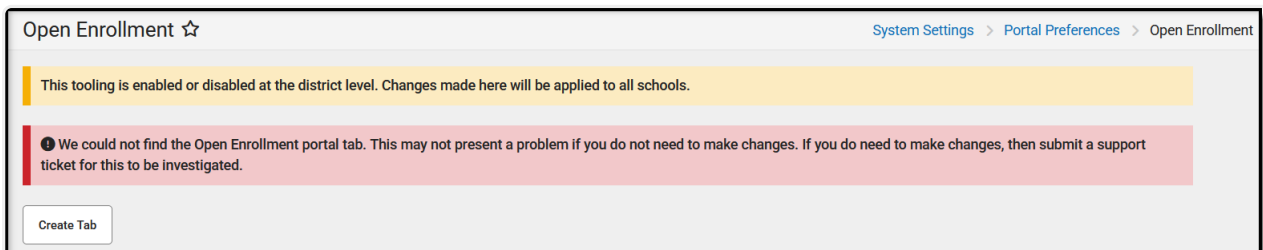
Last Modified on 06/22/2026 1:18 pm CDT

Portal Preferences allow users to enable/disable the Open Enrollment tab on the Parent Portal after the tab is initially created. Users may also edit the name of the Open Enrollment tool on the parent portal, if necessary.

Create the Open Enrollment Parent Portal Tab

Upon initial navigation to the Open Enrollment Portal Settings page, the user **MUST** create the open enrollment tab that displays on the Parent Portal.

NOTE: This is a one-time action.



Open Enrollment ☆ System Settings > Portal Preferences > Open Enrollment

This tooling is enabled or disabled at the district level. Changes made here will be applied to all schools.

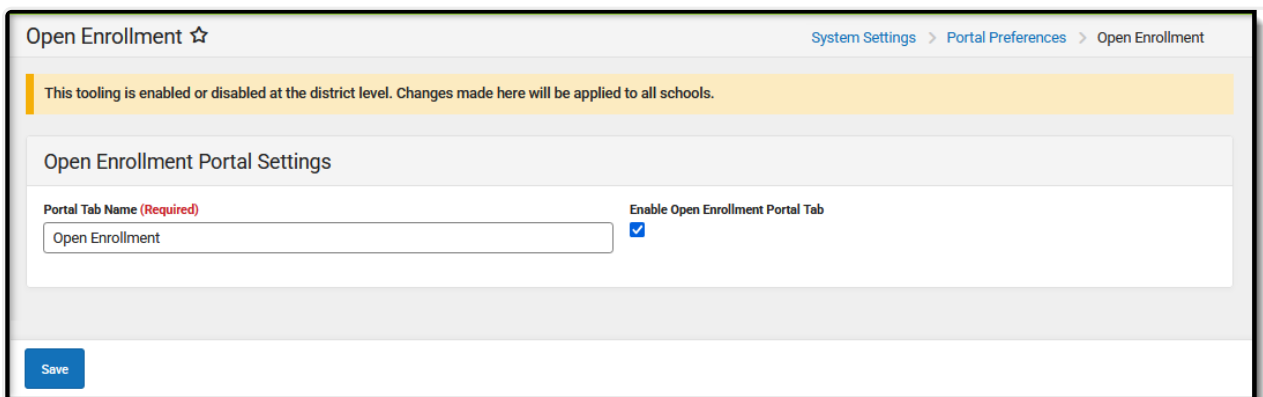
❗ We could not find the Open Enrollment portal tab. This may not present a problem if you do not need to make changes. If you do need to make changes, then submit a support ticket for this to be investigated.

Create Tab

Open Enrollment Parent Portal Tab Creation

Determine Open Enrollment Portal Settings

Use the Portal Settings fields to enable/disable the Open Enrollment tab or to modify the name of the tab on the Parent Portal.



Open Enrollment ☆ System Settings > Portal Preferences > Open Enrollment

This tooling is enabled or disabled at the district level. Changes made here will be applied to all schools.

Open Enrollment Portal Settings

Portal Tab Name (Required) Enable Open Enrollment Portal Tab

Open Enrollment

Save

Open Enrollment Portal Settings

1. Enter a name for the Open Enrollment tool in the **Portal Tab Name** field.
2. Use the **Enable Open Enrollment Portal Tab** to determine if the Open Enrollment tool should be visible to parents on the Parent Portal.
 - Mark the option if the tool should be available on the portal.
 - Leave the option unmarked if the tool should not be available on the portal.

Open Enrollment Portal Settings Fields

Field	Description
Portal Tab Name <i>Required</i>	Allows users to change the name of the Open Enrollment tab on the Parent Portal, if necessary. By default, the tab is named Open Enrollment .
Enable Open Enrollment Portal Tab	Indicates if Open Enrollment is available on the Portal. <ul style="list-style-type: none"> • If the option is marked, Open Enrollment IS visible on the Portal. • If the option is unmarked, Open Enrollment is NOT visible on the Portal.