

OLR Setup and System Settings Tool Rights

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The [OLR Setup](#) tool determines which configuration is available for application entry, which configuration displays in the Campus [Portal](#), and which school year's applications can be submitted.

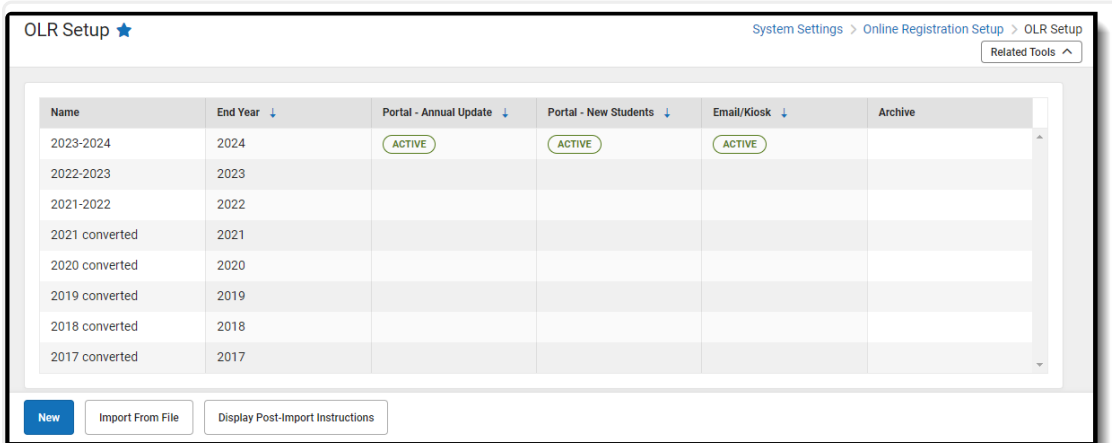
The OLR System Settings sets specific rules concerning Online Registration applications and processes.

This article provides information on the recommended tool rights for OLR Setup and OLR System Settings.

OLR Setup

At least one Configuration Group must exist in the same year as the current active year in Campus for OLR to properly determine whether a person is an active student.

See the [OLR Setup](#) article for information on using that tool.



The screenshot shows the 'OLR Setup' tool interface. At the top, there is a breadcrumb trail: 'System Settings > Online Registration Setup > OLR Setup'. Below this is a 'Related Tools' link with an upward arrow. The main content is a table with the following columns: 'Name', 'End Year', 'Portal - Annual Update', 'Portal - New Students', 'Email/Kiosk', and 'Archive'. The table lists several years from 2023-2024 down to 2017 converted. The first three columns for the 2023-2024 year show 'ACTIVE' status. Below the table, there are three buttons: 'New', 'Import From File', and 'Display Post-Import Instructions'.

Name	End Year	Portal - Annual Update	Portal - New Students	Email/Kiosk	Archive
2023-2024	2024	ACTIVE	ACTIVE	ACTIVE	
2022-2023	2023				
2021-2022	2022				
2021 converted	2021				
2020 converted	2020				
2019 converted	2019				
2018 converted	2018				
2017 converted	2017				

The OLR Setup tool shows registration years and active portal settings.

For full access to the OLR Setup tool, users need **Read** rights to [OLR System Settings](#) to view the details of the selected configuration year and **Read, Write, Add** rights to [Custom Tool Setup](#) to use the Export to File option.

Available Tool Rights

R	W	A	D
• Access and view the OLR Setup tool. • Select a year/name from the table to view configuration details. • Cancel the selection and return to the main view of the OLR Setup tool.	• Modify values for a configuration year.	• Add a new configuration year. • Import data from a file. • View the Post-Import Instructions.	• Delete a configuration year. NOTE: Deleting a configuration year can be done only when there are zero applications associated with it.

OLR System Settings

OLR System Settings set specific rules concerning Online Registration applications and processes for the selected configuration year.

See the [OLR System Settings](#) article for information on using the tool.

OLR System Settings ☆
System Settings > Online Registration Setup > OLR System Settings
Related Tools ^

Configuration (Required)
2025
OLR Version
6.3.42-SNA

OLR Application Options

Show Instructions At Application Start *i*
☒

Allow Moving Other Household Members to Student Section *i*
☒

Always Require Race Selection (Only applies to old application) *i*
☒

Print Students in Their Own Receipt *i*
☒

Prevent Creation of New Parents/Guardians in Annual Update Applications
☐

Prevent Creation of New Other Household Members in Annual Update Applications
☐

Enable the 'Use Enrolled School' Option in Application Processing *i*
☐

Remove 'Other Household' Section *i*
☐

Allow Secondary Households *i*
☒

Allow Updating of Race/Ethnicity Information for Existing Students *i*
☐

Allow Multiple Parent Portal Applications per Configuration Group *i*
☐

Prevent Creation of New Emergency Contacts in Annual Update Applications
☐

Prevent Creation of New Students in Annual Update Applications
☐

Force Capitalization of Newly Inputted Text in Applications
☐

Save

OLR System Settings determine guidelines for processing OLR applications.

Available Tool Rights

R	W	A	D
• Access and view the OLR System Settings tool. • Choose different Configurations to view the selected options for that year.	• Mark checkboxes for OLR Application Options and save changes.	• N/A	• N/A

Suggested User Groups

- [Online Registration Administrators User Group](#)

See [User Groups and Suggested Roles](#) for more information.
