1 REG-Online! Administrative Users REG-Online! allows your families to update registration records or start the process of enrolling new students. No records will be permanent records in your system until you approve and import them.

1. Set-up 1a. Set School Information - Admin>Settings>Set District/School Information • The phone number listed on this page will be posted on the public side of the registration window. • Office hours listed on this page will be viewed on the public side of the registration window. 1. Set-up a. Set School Information b. Set Policies 2. Public Registration Administration a. Header Information b. Invite Messages c. Configuration d. Other 3. Import Process 2 1b. Set Policies Admin>Settings>Policies • Choose "Student Registration" • Review and choose how you want your policies set in this area. 2. Public Registration Administration Admin>Settings>Public Registration 2a. Header Information Also available in the Student Info>Student Registration area and will be discussed in Section 2: Import Process below. 2b. Invite Messages Create messages families will see. • Invite Household - this allows you to enter an email address of a potential registrant to help they start the process. An email is sent to them and they click on the invite to create a password. • Mass Invite Households - create a list of families with their email addresses. Browse for the list and then send to invite all people on the list. This uses the "Invite Household" message in the email. • Contract Message - after parents/guardians create or update and save a student registration, this message will be on the signature page. • Invite Message - body of email message sent to families to ask them to participate in the REG-Online process. • Reminder Message - body of email message used to remind parents to start or complete the registration process. When you click the "Send Reminders" button, this message will go out to all families missing data. 3 • Start Message - body of the email message sent to families when they start the registration process. 2c. Configuration • Re-Validate All Households • Required Student Values • Required Guardian Values • Required Household Values 2d. Other • Export Households • Export Students • Export Family Members 3. Import Process Find the import area at Admin>Student Information>Pub Reg Import Each button allows you to do different process: • SHOW ALL, shows all families (households) that have taken part in the REG-Online system will be displayed by family. • SHOW AWAITING DATA. Any families/students with missing data will be listed. • SHOW AWAITING IMPORT. If a student's import is green, it's a returning student. If it's yellow, the parent/guardian has noted the student as new to your school. • SHOW ALREADY IMPORTED. • SHOW EMPTY HOUSEHOLDS. Those families that have started the process but never entered a student. These are often families who ran into difficulties and may have called you for help. They might also be families that were curious about the process but were hesitant to continue. This header is also available in Admin>Student Information>Pub Reg Import 4 Click Import: If the student is in the system, you will be presented with the best matches. Click a match and then NEXT. If no matches are found, click NEXT. • The field name is the first column. Make sure all fields are correct and complete by viewing what the parent/guardian has entered (blue column) with what is possible to enter (right column). You can change what they have entered by choosing a new field from the far right column. Or you can request the family to update the registration. Household name and date modified. Family Email. Names of students already in the system will be underlined. Edit allows you to edit the reg forms families have completed. Jump takes into the online reg page. Send an email that allows a family to reset their password to the system. Delete a household from the system. Click on button to enter notes in the notes box. Click again to close the box. Import reg forms. Yellow – returning student. Green – new to school. View /print documents guardian signed Three records to import: Household Student Parent 5 • When complete, click SAVE. This will import the registration record into the SIS. You do not need to save again once the registration view appears but you can change or add extra fields and save again. When you are importing a student that is already in your system, you will get more information to check. The Student's Value column shows what is currently in the SIS.

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