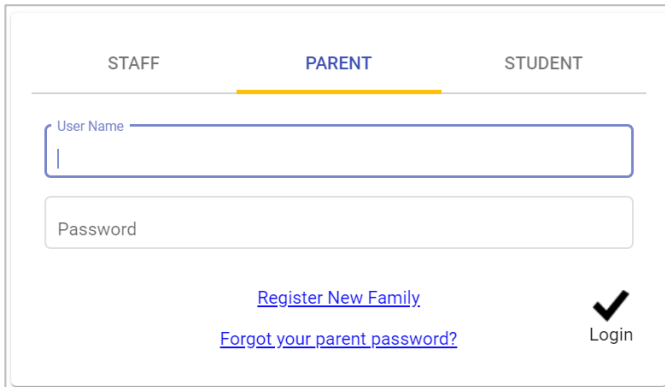


Online Parent Self-Registration

Online Registration Parent Self-Registration

Adding a New Family

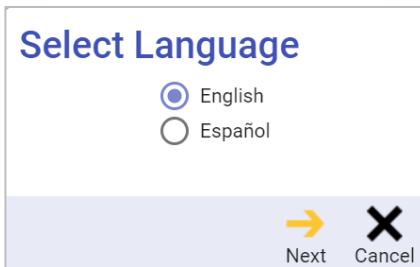
If this feature is enabled, a **Register New Family** link displays on the parent tab of the login page.



The screenshot shows a login interface with three tabs: STAFF, PARENT (selected), and STUDENT. Below the tabs are two input fields: 'User Name' and 'Password'. At the bottom, there are three links: 'Register New Family', 'Forgot your parent password?', and 'Login' (with a checkmark icon).

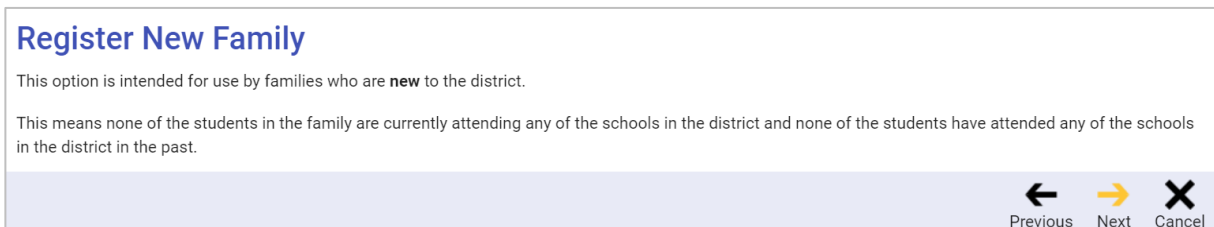
NOTE: If **Allow Self-Registration** is not selected for any current or future year that is marked **Used on Portal**, the Register New Family option does not show on the login page.

When the option is selected, a **Select Language** window is displayed with the default set to English.



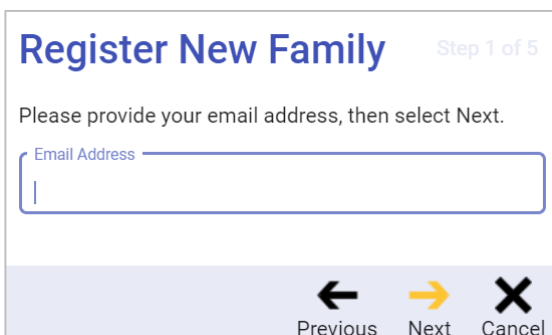
The 'Select Language' window has a title bar and two radio button options: 'English' (selected) and 'Español'. At the bottom, there are two buttons: 'Next' with a right-pointing arrow and 'Cancel' with an 'X' icon.

From this point on, all text is shown in the language that was selected. When **Continue** is selected, a pop-up message is displayed.



The 'Register New Family' pop-up has a title bar and explanatory text: 'This option is intended for use by families who are new to the district. This means none of the students in the family are currently attending any of the schools in the district and none of the students have attended any of the schools in the district in the past.' At the bottom, there are three buttons: 'Previous' (left arrow), 'Next' (right arrow), and 'Cancel' (X icon).

If **Next** is clicked, a window is displayed requesting the user's email address.



The 'Register New Family Step 1 of 5' window has a title bar and a prompt: 'Please provide your email address, then select Next.' Below the prompt is an 'Email Address' input field. At the bottom, there are three buttons: 'Previous' (left arrow), 'Next' (right arrow), and 'Cancel' (X icon).

When **Next** is clicked, several possible messages are displayed.

- When the email address has already been used to request a link for self-registering:

Link Already Sent

A link for accessing the New Family Registration page was already emailed to this address.

Do you want to have the link sent again?

Yes No

If **yes** is clicked, the message is re-sent.

- When the email address has already been used to access the self-registration pages and the user reached the page where the portal login information was shown:

Login Exists

Login information has already been provided for this email address.

Please use that information to access the site.

If you have forgotten your password, use the Forgot Password link on the login page.

- If the email address already exists in the database:

Duplicate Email Address

A record already exists with this email address.

If your students are already registered at the district or have attended the district in the past, this option cannot be used.

- Otherwise:

Email Sent

An email with a link has been sent to [email address entered]

Please use the link in the email to proceed to the next step.

An email is sent to the user with a link that can be used to access the **New Family Registration screen**.

New Family Registration Pages

A message is displayed asking into what year the family wants to be added. What shows on the message depends on the current and future years in the district which are marked **Used on Portal** and in which self-registration is active.

If the option is available only in one year, the message is informational and depends on if the school year has started yet or not.

New Family Registration

Students registered using this process will be registered in the 2020-21 school year, which begins on 08/12/20.

✔
OK

New Family Registration

Students registered using this process will be registered in the school year currently in progress: 2018-19.

✔
OK

If the option is available in multiple years, the user is prompted to select a year.

New Family Registration

For which year do you want to register students?

2018-19

2019-20

➔ Next ✕ Cancel

Step 2 of the process is then be displayed:

Tyler SIS

New Family Registration

Academic Year - 2018-19

Parent/Guardian Information - Step 2 of 5

Please provide some information about the person you want considered as the primary parent of this family.

Your First Name*

Middle Name

Last Name*

Phone - Work

Phone - Cell

Email Address*

Employer

➔ Next ✕ Cancel

When **Next** is clicked, validation is done to make sure the required information has been provided and to determine if the contact is a household parent for a family already exists in the database.

If there are no duplicates, Step 3, address information, is shown.

Tyler SIS

New Family Registration Academic Year - 2018-19

Address Information - Step 3 of 5

Please tell us where you live. If mail should be sent to a different address, provide that as well.
(If mail should be sent to your Primary Residence, the Preferred Mailing Address should be left blank.)

Primary Residence		Preferred Mailing Address	
House #	<input type="text"/>	Address Line 1	<input type="text"/>
Direction	<input type="text"/>	Address Line 2	<input type="text"/>
Street*	<input type="text"/>	Address Line 3	<input type="text"/>
Street Type	<input type="text"/>	City	<input type="text"/>
Apt/Lot	<input type="text"/>	State	<input type="text"/>
Zip Code*	<input type="text" value="12312"/>	ZIP Code	<input type="text"/>
City*	<input type="text"/>		

← Previous Next → ✕ Cancel

When **next** is clicked, validation is done to make sure the required information has been provided.

Step 4 is the student form. It allows multiple students to be added. Again, all fields show regardless of if they are marked on **Parent Student Portal Configuration** and **Notification > Family Data Fields**.

Tyler SIS

New Family Registration Academic Year - 2018-19

Student Information - Step 4 of 5

Please provide information about your student(s).
Fields for the first student are provided. To register additional students, add their information by selecting the Add Student button in the bottom bar.

Student 1

First Name*	<input type="text"/>	Ethnicity*	<input type="text"/>
Middle Name	<input type="text"/>	Race*	<input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Hispanic <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> White
Last Name*	<input type="text"/>	Grade Level*	<input type="text"/>
Birth Date*	<input type="text" value="mm/dd/yy"/>		(for 2018-19)
Gender*	<input type="text"/>		
SSN	<input type="text"/>		

+ Add Student ← Previous Next → ✕ Cancel

When the **Add Student** button is clicked, another block of student fields is added.

There must be at least one student added, so the first student cannot be deleted. For all other students, a **Delete Student** link is displayed above the list of fields.

When the **Delete Student** link is clicked, a confirmation message is displayed.

When **Next** is clicked, validation is done to make sure the required information has been provided as well as determine if any of the students already exist in the system.

If a duplicate is found, a message is shown.

If **Yes** is clicked, a second message is displayed.

Duplicate Entry

If any of your students have attended schools in the district in the past, you are not considered to be a "new" family and the New Family Registration option should not be used.

Please contact the district for assistance.



If no duplicates are found (or **No** was clicked on the message), a message is displayed to make sure the user has entered all students who will be attending the district.

Did you forget anyone?

You will not be able to add students beyond this step.

If you have not provided information for all the students you want to register, select the Cancel button, then use the Add Student button in the bottom bar to add fields for the additional students' information.

Otherwise, select Proceed to Step 5.



Proceed to Step 5



Cancel

If the user proceeds, a user name is created, and the user is prompted to create a password.

Login Information

Your account has been established and your email address will be your user name.

User Name

ed.waters@gmail.com

Password

Re-enter Password

Please make a note of this information so you can use it from now on when you want to access the parent portal. If you need to exit this registration process for some reason before completion, log in using the information above and you will be able to complete the process.



Save

Because the login info is not provided until here, if a user logs out before they reach this point, they must use the link that was emailed to them in order to get back to the New Family Registration pages.

Finally, Step 5 is displayed.

Tyler SIS

New Family Registration Academic Year - 2018-19

Online Registration - Step 5 of 5

Please complete the following forms.

The information already provided will appear on some of the forms and can be edited as needed.

If you wish to add additional contacts for the family, this can be done on the Parent/Contact Information form.

For each form, provide the requested information, check the box at the bottom to indicate the form is complete, then click the "Next" button in the bottom bar to move to the next form.

Click the Edit link next to the first form to begin.

Actions	Form	Status	Last Updated
Household of Robert Williams			
Edit	Household Parents (System)	Incomplete	
Edit	Household Addresses (System)	Incomplete	
Edit	Student Information (System)	Incomplete	
Edit	Emergency Contacts (System)	Incomplete	
Edit	Non-resident Parents (System)	Incomplete	
Edit	This is a Parent Form	Incomplete	

Kevin Williams

→ **Next** ✕ **Cancel**

This page is very similar to the online registration screen and behaves the same.

NOTE: The **Back** button is not shown on this page. This prevents the user from making any changes to the data previously provided except by doing so on the OR forms.

The **Next** button is disabled until all forms are marked complete.

This screen displays all students who were added during this process, even though they are not yet enrolled. All forms whose grade range includes the grade indicated for the student should be shown, including those marked QR/+Fam Only.

When all the forms are marked complete, the **Next** button is enabled, and a message is displayed.

Forms Completed

All of the forms have been marked complete but changes can still be made if desired.

When you are satisfied with the information on all of the forms, select the Next button to proceed.

✓ **OK**

When **Next** is clicked, a message is displayed.

Congratulations!

Your information has been submitted.

Everything will now be reviewed by the school district. If any changes need to be made, you will receive an email letting you know. Otherwise, you will receive an email telling you the forms have been accepted and the process is complete.



NOTE: If at any point in this process the **Cancel** button is clicked, and the process is exited, the user is taken back to the login page. However, the information entered so far is not deleted. If the user later logs back in, the information previously entered is still there.
