



Online Student Registration - Overview

Online Student Registration (OSR) in SAM Spectra is a new module that allows parents to register and update student information through the ActiveParent portal using their existing ActiveParent account. An ActiveParent account is required for parents to register students using OSR. Once registered, the student data goes through an approval process within SAM before becoming permanent. SAM Administrators have the power to approve or deny each individual piece of data that the parent entered during the registration process. Through each detailed piece of OSR documentation, you will learn about setup, student attachment, the registration process, the approval process, and the various reports offered to help manage this new module effectively.

While this process can be a complicated one, we hope that, by the end of this documentation, you will have a better understanding of how each piece works individually and together to simplify and enhance your current registration process. If this is your first time reading this documentation, we recommend the following reading order:

1. OSR - Settings & Setup
2. OSR - Reports
3. OSR - Student Attachment
4. OSR - ActiveParent
5. OSR - Processing Registrations

The most recent version of all documentation (OSR or otherwise) will always be available through the SAM Help Documentation. This documentation can be accessed via the Help icon found within SAM Spectra.

For a quote or pricing information, please contact kcockrell@centralaccess.net or sales@centralaccess.net.

If you have questions about OSR or wish to receive a quick demonstration, please contact us at direct@centralaccess.net or put a ticket into our helpdesk.

We hope you find OSR and this documentation useful to you and your district.

Thanks,

SAM Spectra Dev Team