



Online Student Registration – Student Attachment

Before an ActiveParent User can begin registering their student, the student must be attached to the user. There are two types of students. New Students who are students that have never been enrolled in the district, and Existing Students who have been enrolled in the district previously.

New Students

There is only one way in SAM to register a new student.

1. Navigate to **Administration > Online Student Registration > ActiveCode Mgmt. > New Students**
2. Click on the button “Generate New Codes”
3. Fill out the information for this new student, and either allow the parent to decide which school the student should be enrolled in, or decide for them. To successfully generate a code “First Name”, “Last Name”, and the “Student Date of Birth” must be provided. Only one new student code can be generated at a time.
4. Click on the “Generate New Code” button, and your screen will look like this:

Administration > Online Student Registration > ActiveCode Mgmt. > New Students

ActiveCode Management - New Students

What would you like to do? Manage Existing Codes Generate New Codes

Please enter the following information to generate an ActiveCode:

Student Name: John
Student Date of Birth: 03/16/2018
Student School: Allow Parent To Choose During Registration

Generate New Code

Code generated.

Code	First Name	Last Name	DOB	School
182L-NMHU-3YKN	John	Doe	03/16/2018	Parent Choice

5. Click on the print icon to create a PDF of this code to give to the parent so they can proceed with registration. Alternatively, if information was entered incorrectly you can click on the red X to the right of the print icon to delete this code.
 - a. If the student entered is a match for an already existing, unused code, then the existing code will display and a new code will not be generated.
 - b. If the student matched an existing student for the name and date of birth provided, you will be given information about the existing student. Once it has been confirmed that the existing student is not the same as the new student, you can click the button “Generate Code Anyway” to get a code for this new student. Otherwise please see the section below on how to attach an existing student.

To look at codes that were previously generated:

1. Navigate to **Administration > Online Student Registration > ActiveCode Mgmt. > New Students**
2. Use the filters to pull a specific student that was created or use the “Creation Date Range” option to pull all the codes that were generated during that time frame.
3. If you are trying to find out if a new student already has an ActiveCode, un selecting the “Only Show Unused Codes” option will ensure any code generated for a student will be show. You cannot delete used codes.
4. To print all the codes shown, click the link “Print These Codes”, or run the ActiveCode Report (**Administration > Online Student Registration > Reports > ActiveCode Report**). For more information on this report, please see “Online Student Registration - Reports”.
 - a. Clicking the link “Delete These Codes” will delete all of the unused codes in the table. Use caution with this option.

Existing Students:

There are a few ways to attach existing students for registration.

1. Navigate to **Administration > Online Student Registration > ActiveCode Mgmt. > Existing Students.**
2. Click on the button “Generate New Codes”

- Here you can generate codes for an entire school by not selecting any of the student filters, or a specific group of students, or even an individual student. NOTE: The “Enrollment Status” filter is always used. To pull absolutely every student at a school, the “Both” option must be selected.
- After selecting your filter options, click the “Generate New Codes”. Please be patient since it could take some time to generate the codes. Please do not click the “Generate New Codes” button again. After the codes are generated you should get a screen like this if the option “Run Report After Generating New Codes” is not selected:

Administration > Online Student Registration > ActiveCode Mgmt. > Existing Students

District: Test Demo District School: Test Spectra Elementary School

1885 new codes generated.

ActiveCode Management - Existing Students

What would you like to do? Manage Existing Codes Generate New Codes

Student Filters:

- Student: Adams, Efrain Ivette
- ADA Grade: Pre-Kindergarten
- Chrono Grade: Pre-Kindergarten
- Homeroom Teacher: Baker, Julisa Gwen
- Filter Group: Crudup Ward

Enrollment Status: Both

Include Students Not Attached To Any School

Creation Date Range: Pick A Date (mm/dd/yyyy) to Pick A Date (mm/dd/yyyy)

Only Show Unused Codes

Filter ActiveCodes

Code	Student Name	ADA Grade	School	[Delete These Codes]	[Print These Codes]
182L-R8P5-RHQ3	Abarca, Jasmine Carolina (973977693)	01	Test Spectra Elementary School		
182L-RCQY-WQ53	Abarca, Shamandra Renee (064138122)	02	Test Spectra Elementary School		
182L-RHBM-ODSB	Abram, Kristal (931668889)	03	Test Spectra Elementary School		
182L-RDBM-TQD3	Adams, Camyla Orry (798214067)	01	Test Spectra Elementary School		
182L-RA93-4G0E	Adams, Carlos Leighann (038892653)	02	Test Spectra Elementary School		
182L-RQQ0-S3UY	Adams, Efrain Ivette (094896829)	01	Test Spectra Elementary School		
182L-RHB6-YBES	Adams, Joshua Darsean (685916867)	04	Test Spectra Elementary School		
182L-RPMA-NFE6	Adams, Luis Andreas (971064103)	64	Test Spectra Elementary School		
182L-RVH0-RV3U	Adams, Madison Cornelious (383907022)	02	Test Spectra Elementary School		
182L-RDSA-SRE2	Adams, Marcos E. (038862890)	01	Test Spectra Elementary School		
182L-R6E2-YACW	Adcox, Anthony Carlita (444474563)	01	Test Spectra Elementary School		
182L-R828-TJP6	Adcox, JLann D (508706020)	64	Test Spectra Elementary School		
181K-RQ2A-V4G3	Adcox, Tyrique Alexander (881144970)	03	Test Spectra Elementary School		
182L-R175-568G	Aguilar, Jazmin Antwonette (346081581)	03	Test Spectra Elementary School		

- If the option “Run Report After Generating New Codes” is selected, after generating new codes the ActiveCode Report will be created instead of the “Manage Existing Codes” page being shown.

5. Clicking the link “Print These Codes” will print the same report as if “Run Report After Generating New Codes” is selected when generating new codes.
 - a. Clicking the link “Delete These Codes” will delete all of the unused codes in the table. Use caution with this option.

Follow these instructions to attach a student using the ActiveParent User Maintenance Utility:

1. Navigate to **Administration > ActiveParent > User Maintenance** and filter for the user by using the filters, selecting “Display Users”, and selecting the user name displayed in blue, or the icon to the left of the name to open that user in a new window.
2. In the area where students were attached to ActiveParent accounts, there are some new options, namely “Attach Students For: Student Registration, Both”. This will allow you to attach a number of students to a user at one time for either ActiveParent use, Registration use, or both. Filtering for students, moving them to the Selected Students area, and selecting “Attach Students to User” will attach those students to the user. After attaching, the page may look similar to this:

Administration > ActiveParent Admin > User Maintenance

Editing ActiveParent User

User Name: AJONES6099
 Created Date: 8/14/2017 1:56:07 PM
 User Description: Ashley Jones
 User Email: test@test.com Send Student Attachment Email [Send Creation Email](#)
 Change Password

Enabled: Yes
 Locked Out: No
 Last Login: 2/13/2018 6:30:29 PM
 Password Updated: 10/17/2017 4:23:42 PM
[Delete ActiveParent User](#)

Currently Attached Students For ActiveParent

Student Name	ADA Grade	Chrono Grade	Enrolled	School Name	
Adams, Efrain Ivette (094996829)	01	01	Yes	FES	
Odom, Zion Victoria (789660351)	04	04	Yes	FES	Attach for Registration Detach Student

Currently Attached Students For Registration

Student Name	ADA Grade	Chrono Grade	Enrolled	School Name	
Adams, Efrain Ivette (094996829)	01	01	Yes	FES	Detach Student Deactivate
Adams, Luis Andreas (971064103)	64	00	No	FES	Detach Student Activate
Adcox, Tyrique Alexander (881144970)	03	03	Yes	FES	Detach Student Deactivate

Potential problems found with the following student(s). The following student(s) did NOT attach to this user. Please decide what to do.

Student Name	Response	Attached Account	User Description	Associated School	
Anderson, Bianca (891258726)	Student attached to a different account for Registration.	alang3331	April Lang	FES	Attach Anyway for Registration

[Find More Students](#)

- a. If a student is already attached to a different user, a warning will display. You can attach a student to more than one user for registration, but it is strongly discouraged.
3. There are some new options for these attached students. A student that is attached to an ActiveParent user already has a link named “Attach for Registration”. Clicking this link will attempt to attach the student so that this user can register them. The same warning that is in step 2a may display. If the student is already attached to this user for registration, the link will not display.

4. The “Deactivate” or “Activate” option for registration attachments will either disable the ActiveParent user from being able to register this student or allow them to register this student. Please use the Registration Status Report (**Administration > Online Student Registration > Reports > Registration Status Report**) to determine if the user has completed registration, or if they are in the middle of registration. For more information on this report, please see “Online Student Registration - Reports”.
5. The “Detach Student” link will remove the student relationship from this user. This should be used if you plan on attaching this student to a different user. This will not remove “In Progress” or “Submitted” registrations by this user for this student.

NOTE: The “Currently Attached Students For Registration” table will not display if a user does not have any students attached for registration.

Mass Users Utility

There are some registration options in the ActiveParent Mass Users utility. These settings only apply to existing students.

1. Navigate to **Administration > ActiveParent Admin > Mass Users**
2. There is a new section at the bottom of this page titled “Online Student Registration Options” Here you can mass deactivate students that have not been registered since the last date they have a submission. You can also include students who have never registered by selecting the option to the right of the date field. This only deactivates the ability for the attached user to register the student. The student and the user are still attached.
3. The option “Attach All Students to Accounts for Online Registration based on the Student’s Currently Attached AP Account” will look at students attached to enabled ActiveParent accounts and will attach the student for registration. This will only attach the student if they are only attached to one active ActiveParent user. To determine what students are going to get attached in this manner, run the Student Attachment Report (**Administration > ActiveParent Admin > Student Attachment Report**). For more information on this report, please see “Online Student Registration - Reports”.