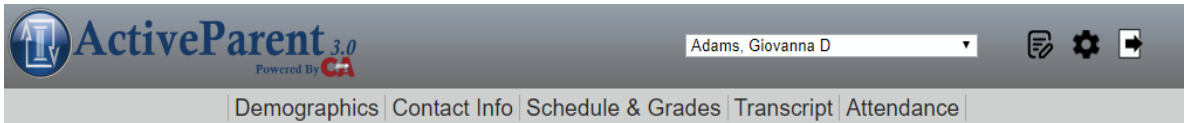




## Online Student Registration - ActiveParent

Registrations through Online Student Registration (OSR) are done entirely through ActiveParent using the parent's existing account. This document will briefly cover the changes in ActiveParent and the registration process that a parent might go through. Please note that the fields a parent sees and is required to enter are entirely dependent on the school settings. The process may be slightly different from school to school based on settings. Any instructions and screenshots in this document are based on default settings.

Upon logging into ActiveParent, the parent will see a new icon in the top right corner next to the **Settings** and **Logout** buttons. This new icon is the **Online Student Registration** icon.



*ActiveParent header with the new OSR icon.*

Upon clicking this icon, the parent will be taken to the below screen.

### Online Student Registration

A screenshot of the "Online Student Registration" intro screen. It has a title "Please Choose A Student To Begin Registration". Below the title is a "Student:" label followed by a dropdown menu showing "Please Choose...". Underneath the dropdown is a blue link that says "Have a code to enter? Click here." At the bottom of the form is a blue button labeled "Begin Registration".

*OSR Intro Screen in ActiveParent.*

If the parent already has students attached for registration, the dropdown list will be populated with those students. Once the parent chooses a student, additional information will populate (including the **school note**), and the parent will be allowed to begin registration. If the parent has already begun registration and is returning to complete it, the button will say "Update/Continue Registration". The parent may return and continue to update the student's registration even after submission until the school has processed the registration in SAM.

If the parent needs to use an ActiveCode given to them by the school to attach students to their account, they can click the **Have a code to enter? Click here** button. The code can be copy/pasted into the text boxes or manually typed. After redeeming the code, depending on the settings selected during code generation, the parent may be required to choose a school if the student is a new student (has never been in the district). Upon completing code redemption, the parent will be returned to the main screen. The newly attached student should now be visible in the list.

### Online Student Registration

**Please Enter Your 12-Digit ActiveCode Below**

ActiveCode:  -  -

#### OSR Code Redemption

If the parent is forced to choose a school during code redemption, they can change their chosen school on this main screen by choosing the appropriate student in the dropdown and clicking the **Click here to change this new student's school** button.

Once the user has students attached to their account, they may begin registration. The user will select the appropriate student in the dropdown and click the **Begin Registration** button. The user will be taken to the actual registration page.

### Online Student Registration - Adams, Giovanna D

- 1. Demographics
- 2. Address, Phone, & Email
- 3. Birth & Early Childhood
- 4. Immunization & Medical
- 5. Permissions
- 6. Parent & Guardian
- 7. Miscellaneous
- 8. Finish

\* - required field

**Step 1 - Demographics**

[Test Demographics Note](#)

First:  \*

Preferred Name:

Middle:

Last:  \*

Suffix:

**Student Name**

State Code:

SSN:  \*

Date of Birth:  \*

Grade Level:

Race:  \*

Additional Races:  White  Black  Hispanic  
 American Indian  Asian  Pacific Islander

Gender:  \*

Language Background:  \*

#### OSR Registration – Demographics Step

All required fields as determined by the school will be marked with a red asterisk \* so that the user immediately knows they are required. The user can save and come back later at any point by clicking the **Save Progress And Continue Later** button. All the user's current progress will be saved and they will be returned to the student selection page. The user can also cancel registration at any point by clicking the **Cancel Registration** button. This will revert any changes they have made during this session and return them to the student selection page. The user can advance through the steps by clicking the **Next Step** and **Previous Step** buttons at the bottom right of the page or by clicking any of the steps on the left side of the page. The user will advance through steps, filling in required information and uploading required files as determined by the school. For existing students, data will be prepopulated from SAM so that the user will not have to re-enter data that has not changed. Throughout the utility, parents will be able to enter information and upload documents as allowed by school settings. Uploading documents is done by clicking on one of the many Document

Management buttons throughout the registration process. Any clarification needed for any step can be provided by the school via the multiple notes visible throughout the registration process.

### Online Student Registration - Adams, Giovanna D

**1. Demographics**

**2. Address, Phone, & Email**

**3. Birth & Early Childhood**

**4. Immunization & Medical**

**5. Permissions**

**6. Parent & Guardian**

**7. Miscellaneous**

**8. Finish**

\* - required field

**Step 2 - Residency Info**

---

**Student Addresses \***

[Add New Address](#)

Address	Type	
388 Highland Colony Parkway Ridgeland, MS 39157	Business Address (Primary)	<a href="#">[Edit]</a> <a href="#">[Delete]</a>
1250 E First St Central, MS 12345	Residence Address	<a href="#">[Delete]</a>

**Student Phone Numbers \***

[Add New Phone Number](#)

Phone Number	Type	
(000) 000-0000	Cellular (Primary)	<a href="#">[Edit]</a> <a href="#">[Delete]</a>
(000) 000-0000	Cellular	<a href="#">[Delete]</a>

**Student Email Addresses \***

[Add New Email Address](#)

Email Address	
test@test.com (Primary)	<a href="#">[Edit]</a> <a href="#">[Delete]</a>

**Residency Proof Document Upload \***

[Residency Documents](#)

[Cancel Registration](#)
[Save Progress And Continue Later](#)
[Previous Step](#)
[Next Step](#)

OSR Registration – Address, Phone, & Email Step

### Online Student Registration - Adams, Giovanna D

**1. Demographics**

**2. Address, Phone, & Email**

**3. Birth & Early Childhood**

**4. Immunization & Medical**

**5. Permissions**

**6. Parent & Guardian**

**7. Miscellaneous**

**8. Finish**

\* - required field

**Step 3 - Birth & Early Childhood**

*Birth Certificate Info Note Here*

---

**Birth Certificate Info**

Birth Certificate Number:

Birth City:

Birth State:

Birth County:

Birth Country:

**Birth Certificate Upload**

[Birth Certificate Documents](#)

**Early Childhood Program Information**

Program Type:

Program Name:

Program Location:

[Cancel Registration](#)
[Save Progress And Continue Later](#)
[Previous Step](#)
[Next Step](#)

OSR Registration – Birth & Early Childhood Step

### Online Student Registration - Adams, Giovanna D

1. Demographics	<p><b>Step 4 - Immunization &amp; Medical</b></p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;">                     1. One 2. Two 3. Three                 </div> <p><b>Immunization Proof</b> <small>?</small></p> <p style="border: 1px solid #ccc; display: inline-block; padding: 2px;">Immunization Documents</p>
2. Address, Phone, & Email	
3. Birth & Early Childhood	
4. Immunization & Medical	
5. Permissions	
6. Parent & Guardian	
7. Miscellaneous	
8. Finish	

\* - required field

**Medical Conditions** ?

[Add New Condition](#)

Condition	Notes
Asthma	<a href="#">?</a> <a href="#">[Edit]</a> <a href="#">[Delete]</a>
Allergies	<a href="#">?</a> <a href="#">[Edit]</a> <a href="#">[Delete]</a>

Cancel Registration Save Progress And Continue Later Previous Step Next Step

OSR Registration – Immunization & Medical Step

### Online Student Registration - Adams, Giovanna D

1. Demographics	<p><b>Step 5 - Permissions</b></p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;">                     This is a note for permissions. It spans multiple lines.                 </div> <p><b>Permissions &amp; Waivers</b></p> <p>Student info can be published online: <input type="radio"/> Yes <input checked="" type="radio"/> No *</p> <p>Student info can be published in the newspaper: <input type="radio"/> Yes <input checked="" type="radio"/> No *</p> <p>Student is allowed internet use at school: <input checked="" type="radio"/> Yes <input type="radio"/> No *</p> <p>Allow PII release: <small>?</small> <input checked="" type="radio"/> Yes <input type="radio"/> No *</p> <p>Student is allowed to participate in P.E.: <small>?</small> <input checked="" type="radio"/> Yes <input type="radio"/> No *</p> <p>Would you prefer to receive paperless reports? <small>?</small> <input type="radio"/> Yes <input checked="" type="radio"/> No *</p> <p><b>Permissions/Waivers File Upload</b></p> <p style="border: 1px solid #ccc; display: inline-block; padding: 2px;">Permission &amp; Waiver Documents</p>
2. Address, Phone, & Email	
3. Birth & Early Childhood	
4. Immunization & Medical	
5. Permissions	
6. Parent & Guardian	
7. Miscellaneous	
8. Finish	

\* - required field

Cancel Registration Save Progress And Continue Later Previous Step Next Step

OSR Registration – Permissions Step

Online Student Registration - Adams, Giovanna D

1. Demographics

2. Address, Phone, & Email

3. Birth & Early Childhood

4. Immunization & Medical

5. Permissions

6. Parent & Guardian

7. Miscellaneous

8. Finish

\* - required field

**Step 6 - Parent & Guardian**

Please be sure to enter your parent/guardian stuff here.

[Add New Parent/Guardian/Contact](#)

Adams, Ella (Mother) [Down] Edit Delete

<p>First Name: <input style="width: 90%;" type="text" value="Ella"/> *</p> <p>Middle Name: <input style="width: 90%;" type="text"/></p> <p>Last Name: <input style="width: 90%;" type="text" value="Adams"/> *</p> <p>Suffix: <input style="width: 90%;" type="text"/></p> <p>DOB: <input type="text" value="Pick A Date (mm/dd/yyyy)"/></p> <p>Relationship: <input style="width: 90%;" type="text" value="Mother"/> *</p> <p>AIM Sequence: <input style="width: 90%;" type="text" value="1"/></p>	<p><b>Parent/Guardian/Contact Attributes</b></p> <p><input checked="" type="checkbox"/> Resides With Student</p> <p><input checked="" type="checkbox"/> Emergency Contact</p> <p><input checked="" type="checkbox"/> Allowed To Check In/Out Student</p> <p><input checked="" type="checkbox"/> Receives Mail</p> <p><input type="checkbox"/> Not Allowed Contact With Student</p> <p>Military Affiliation: <input type="text" value="N/A"/></p> <p>Occupation: <input type="text"/></p> <p>Employer: <input type="text"/></p> <p>Primary Language: <input type="text" value="English"/></p> <p>Education: <input type="text" value="High School Graduate"/></p>
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

**Addresses**

Address	Type
388 Highland Colony Parkway Ridgeland, MS 39157	Business Address (Primary)
1250 E First St Central, MS 12345	Residence Address

**Phone Numbers**

Phone Number	Type
(555) 555-5555	Cellular (Primary) <b>(AIM Call) (AIM Text)</b>
(000) 000-0000	Cellular

**Email Addresses**

OSR Registration – Parent & Guardian Step

Online Student Registration - Adams, Giovanna D

1. Demographics

2. Address, Phone, & Email

3. Birth & Early Childhood

4. Immunization & Medical

5. Permissions

6. Parent & Guardian

7. Miscellaneous

8. Finish

\* - required field

**Step 7 - Miscellaneous**

Download this important file please!

The School/District has some files for you to download and view:

[Download Files From The School](#)

Please upload any misc files here requested by the School/District:

[Upload Misc Files](#)

[Cancel Registration](#)
[Save Progress And Continue Later](#)
[Previous Step](#)
[Next Step](#)

OSR Registration – Miscellaneous Step

### Online Student Registration - Adams, Giovanna D

1. Demographics	<p style="text-align: center;"><b>Step 8 - Finish</b></p> <p><input type="checkbox"/> I confirm that all entered information is accurate and true to the best of my knowledge. *</p> <p>Please enter your full name: <input type="text" value="Enter Full Name"/> *</p>
2. Address, Phone, & Email	
3. Birth & Early Childhood	
4. Immunization & Medical	
5. Permissions	
6. Parent & Guardian	
7. Miscellaneous	
8. Finish	

\* - required field

[Cancel Registration](#) [Save Progress And Continue Later](#) [Previous Step](#) [Save And Finish](#)

#### OSR Registration – Finish Step

Once the parent has completed all steps of registration (or verified that the already entered data is correct), they must confirm the data's accuracy, enter their full name, and click **Save And Finish**.

At this point, the entered data is submitted to the school for processing. The user can still edit the submitted data until the school processes it. If the school allows it, the user can use OSR at any point throughout the year to update any information about the student or any contact changes. An important thing to note is that no changes made through OSR in ActiveParent will be reflected in SAM until an administrator processes the registration via the Process Registrations utility in SAM. Please see the "OSR – Processing Registrations" documentation for more information.

- **Administration > Online Student Registration > Process Registrations**