






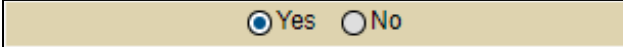
## Online Student Registration – Processing Registrations

After ActiveParent Users have submitted the Registration Data, SAM Users need to Save & Import or Reject & Delete the Data. The only way to do this is located at **Administration > Online Student Registration > Process Registrations**.

After filtering and selecting a Student, the SAM User is presented with everything the ActiveParent User has changed and the corresponding values currently in SAM for this Student (Existing Students only).

### Processing the Registration Data

If there was a change to the data—or it is one of the fields listed in the **Always Editable Fields** section below—there will be an editable field of one of the following:

- Textbox & Date Textbox 
- Checkbox List 
- Dropdown Menu 
- Radio Buttons 

To the side of each of these editable fields is a checkbox to **Approve** the displayed data. This only matters if the **“Process this student and import all of the above data that I have approved.”** option is selected at the end of the Registration Process.

### Always Editable Fields

Any field pertaining to Birth Certificate or Immunization will always be editable. This is to allow the ActiveParent Users to upload documents for the SAM Users processing this data to view them and edit these fields easily, even when the ActiveParent Users have not changed any data for these fields.

## Processing the Registration Data (cont.)

### Documents

Under most sections, there is a Document Management button. ActiveParent Users can upload these files, if School Settings allow for it. These documents are all saved in the Student's Folder unless they are deleted during the Registration Process.

**Please Note:** Deleting a document is permanent and will not be restored if the SAM User clicks the "Cancel Registration Processing" button.

### Submission Info & Processing Options

After manually reviewing all the Registration Data, the SAM User now has to select one of two options:

1. Process this student and import all of the above data that I have approved.
2. Reject this student and delete submitted online registration data.

Selecting either option will still allow SAM Users to see the original ActiveParent User's entered data by running the **User/Admin Fields Report**.

**Please Note:** It is recommended to utilize the "Print Screen" button before the SAM User clicks "Process & Save" or "Reject & Delete Data" to save for record keeping purposes. This can either be physically printed and stored OR may be saved as a PDF and uploaded to the Miscellaneous Student Documents for ease of access.