

Parent Portal View

If online registration has been activated for any year and this parent has not completed and submitted the forms for that year, or if the registration has been rejected, the Online Registration tile will show and be red. Clicking the red tile (or selecting Online Registration from the menu) will take the user to the year for which online registration has not been completed, even if that is not the year currently selected.

The location of the Online Registration tile is dependent on what tiles are currently being shown on the page.

Tyler SIS

Max Barker
Grade 03 - North Elementary School

Student Summary
Academic Year - 2015-16

Academic History, Activities and Teams, Assignments, Course Schedule, Discipline, Notification Preferences, Online Registration (Must Be Completed for 2016-17), Announcements, Attendance, Fees & Billing, Grades, Student Details, Update Household

Selecting the tile switches to the Online Registration page:

Tyler SIS

Online Registration
Academic Year - 2016-17

Actions	Form	Status	Last Updated
Household of Joe Barker			
Edit	Welcome and Instructions	Complete	02/11/16
Edit	Household Parents (System)	Complete	02/11/16
Edit	Household Addresses (System)	Incomplete	
Edit	Student Information (System)	Incomplete	
Edit	Emergency Contacts (System)	Incomplete	02/10/16
Edit	Non-resident Parents (System)	Incomplete	
Edit	Acceptable Use of Computers and Networks	Incomplete	
Edit	Acknowledgement of Receipt - Student Handbook	Incomplete	
Edit	FERPA Notification Acknowledgement	Incomplete	
Max Barker			
Edit	Request for Allergy Information	Incomplete	
Edit	Student Media Release Form	Incomplete	
Debbie Barker			
Edit	Athletic Permission Form - All Sports	Incomplete	
Edit	Request for Allergy Information	Incomplete	
Edit	Student Media Release Form	Incomplete	
Jeanne Barker			
Edit	Athletic Permission Form - All Sports	Incomplete	
Edit	Request for Allergy Information	Incomplete	

Complete all forms, then they can be submitted to the schools.

Things to note on this page:

- The Family forms are all listed first, followed by the Student forms, which are listed for each student in the family. Some students may have more forms than others. This depends on whether any of the forms were restricted by upper and lower grade limits. In the screenshot above, Max does not have the Athletic Permission Form because it is limited to grades 6-12 and Max is in third grade.
- Only students who are enrolled in this year will be shown.

Parents can click the Edit link next to any form to view/edit it, but the easiest way to complete everything is to click Edit for the first form and then the system will guide the user thru the rest of the forms.

Household of Joe Barker

Online Registration
Academic Year - 2016-17

Welcome and Instructions

Welcome!

Our online registration system is an easy and convenient way for you to provide the information we need to get your student(s) registered for the new school year.

Some of the forms collect information about your entire family and some forms are specific to each student.

The first four forms show the current information on file for your family. You only need to enter changes to this information. If the information listed is correct, mark the form as complete and advance to the next form.

All forms must be completed. When the last form has been completed, you will no longer be able to advance to the next form. Click the Return to List link to verify all forms are marked Complete. If any are marked as Incomplete, review these forms and make sure the "I have completed this form" checkbox at the bottom of the page is checked.

When all forms are complete, a SUBMIT button will appear at the top of the forms list page. Click this to send your information to us.

If you have technical questions, please call 555-555-1212. If you have questions about the enrollment process, call our Administrative Services Coordinators at 555-555-1213.

☒ I have completed this form and understand that checking this box is considered to be my electronic signature of the form, certifying that the information above is true and accurate.

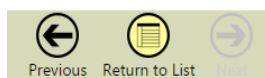
Joe Barker
02/11/16

Return to List Next Form 1 of 22 Save Start Over

Ideally, the parent will read through each form, filling in data as needed, check the "I have completed..." box and then click the Next button at the bottom of the page. This process will then be repeated until the last form has been completed.

Throughout 360, yellow is used to help guide the user or highlight instructional information. Here, the Next button is highlighted to help guide the user to the next form.

When viewing the last form, the Return to List button will be highlighted in yellow:



However, the system is designed so parents can move around the forms to view and enter data in whatever order they choose using the buttons at the bottom of the page.

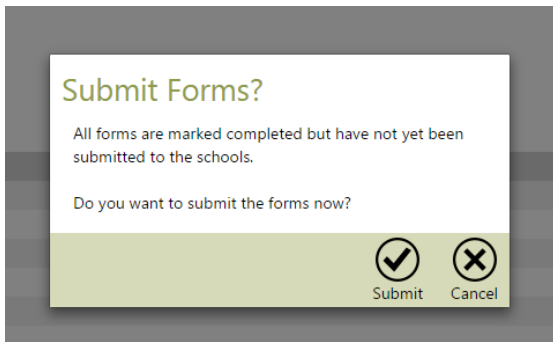
- The arrow buttons at the bottom of the page can be used to go to the previous or next form.
- The *Return to List* button can be used to go back to the list of forms.
- The Save button can be used to save what has currently been entered in the form, but the data saves automatically when the user moves to a different form, so this button does not ever *need* to be used.
- The Start Over button allows the user to remove all changes that have been made to the form, regardless of whether the changes were just made, or were made when previously editing this form. **The Start Over button only affects the form currently being viewed.**

The "I have completed..." box can be left unchecked, even if the parent is done with the form. It does not *have* to be checked to move to the next form. However, all forms will eventually need to be marked as completed in order for the parent to be able to submit the forms to the district.

Once the "I have completed this form" box has been checked on a form, the status of that form will change to Complete:

Actions	Form	Status	Last Updated
Household of Joe Barker			
Edit	Welcome and Instructions	Complete	02/11/16
Edit	Household Parents (System)	Incomplete	02/15/16
Edit	Household Addresses (System)	Incomplete	

The first time the user returns to the list of forms with all forms marked Complete, a message will be displayed asking if the forms should be submitted now:



If the user is not ready to submit the forms, clicking Cancel will return the user to the list of forms where the Submit Forms button will be visible in the lower right corner of the screen:

Back Home Menu Student

Tyler SIS

Year Links Joe Barker Language Help

Online Registration

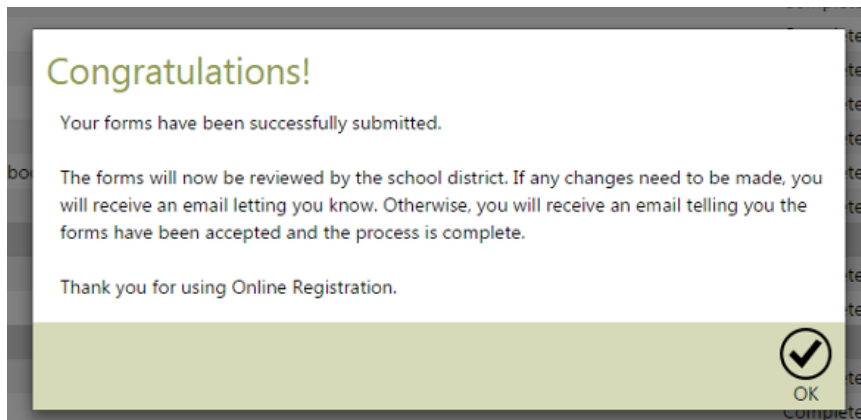
Academic Year - 2016-17

Actions	Form	Status	Last Updated
Household of Joe Barker			
Edit	Welcome and Instructions	Complete	02/11/16
Edit	Household Parents (System)	Complete	02/15/16
Edit	Household Addresses (System)	Complete	02/15/16
Edit	Student Information (System)	Complete	02/15/16
Edit	Emergency Contacts (System)	Complete	02/15/16
Edit	Non-resident Parents (System)	Complete	02/15/16
Edit	Acceptable Use of Computers and Networks	Complete	02/15/16
Edit	Acknowledgement of Receipt - Student Handbook	Complete	02/15/16
Edit	FERPA Notification Acknowledgement	Complete	02/15/16
Max Barker			
Edit	Request for Allergy Information	Complete	02/15/16
Edit	Student Media Release Form	Complete	02/15/16
Debbie Barker			
Edit	Athletic Permission Form - All Sports	Complete	02/15/16
Edit	Request for Allergy Information	Complete	02/15/16
Edit	Student Media Release Form	Complete	02/15/16
Jeanne Barker			
Edit	Athletic Permission Form - All Sports	Complete	02/15/16
Edit	Request for Allergy Information	Complete	02/15/16

When you are ready, submit the forms to the schools ->
Submit Forms

At this point, the user can still go back and edit any of the forms. The status of Complete does not mean the form is locked, but only that it has been marked as completed.

When the Submit Forms button is clicked, a message will be displayed explaining what to expect next:



When the user clicks OK, the Submit button goes away and the Edit link on each form changes to View, indicating that the forms can no longer be edited:

Tyler SIS			
Back	Home	Menu	Student
Year	Links	Joe Barker	Language Help
Online Registration Academic Year - 2016-17			
Actions	Form	Status	Last Updated
Household of Joe Barker			
View	Welcome and Instructions	Complete	02/11/16
View	Household Parents (System)	Complete	02/15/16
View	Household Addresses (System)	Complete	02/15/16
View	Student Information (System)	Complete	02/15/16
View	Emergency Contacts (System)	Complete	02/15/16
View	Non-resident Parents (System)	Complete	02/15/16
View	Acceptable Use of Computers and Networks	Complete	02/15/16
View	Acknowledgement of Receipt - Student Handbook	Complete	02/15/16
View	FERPA Notification Acknowledgement	Complete	02/15/16
Max Barker			
View	Request for Allergy Information	Complete	02/15/16
View	Student Media Release Form	Complete	02/15/16
Debbie Barker			
View	Athletic Permission Form - All Sports	Complete	02/15/16
View	Request for Allergy Information	Complete	02/15/16
View	Student Media Release Form	Complete	02/15/16
Jeanne Barker			
View	Athletic Permission Form - All Sports	Complete	02/15/16
View	Request for Allergy Information	Complete	02/15/16
Forms have been submitted			

The forms are now ready for review by district staff.

If the forms are rejected during the review process, the parent will receive an email notifying them of the rejection. All of the forms will still be marked as Complete and all of the data previously entered will still be there, but the View links will change back to Edit links, allowing the necessary changes to be made. When the changes are complete, the forms must be resubmitted.