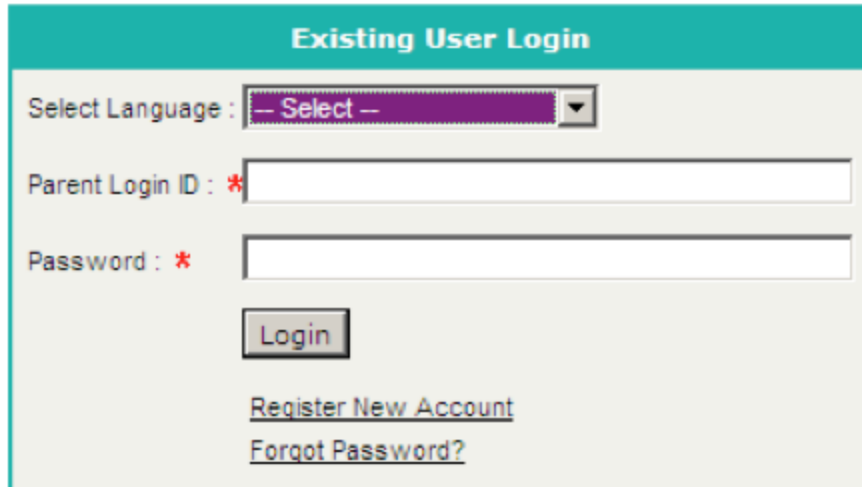


Helpful Tips: How to use the DPS Online Registration Form

When you click the Enrollment Online link, you will be taken to a login screen. If it is your first time enrolling through this application, you will need to select 'Register New Account' and create a profile.



The image shows a login form titled "Existing User Login". It features a teal header bar with the title. Below the header, there is a "Select Language" dropdown menu with "-- Select --" as the current selection. Underneath are two text input fields: "Parent Login ID : *" and "Password : *", both with red asterisks indicating required fields. A "Login" button is positioned below the password field. At the bottom of the form, there are two links: "Register New Account" and "Forgot Password?".

Once a profile is created, you will be taken to the Instructions page. Please read this information carefully. Click New Application, then Go, in order to fill out the registration form.

Instruction:

Applications that you have saved display in the list below. If the application has a status of 'Submitted,' the school can now review it. You can view it, but will not be able to make changes. If the application has a status of 'Saved, but not submitted,' you can still make changes. The application will not be available to the school until you choose the Submit option at the bottom of the application. To add an application for another child, click New Application. You can copy information such as address and phone from the child you select to the new application by selecting the 'Copy basic information from' option.

Saved Applications



The image shows the "Saved Applications" section of the interface. It starts with a "New Application" button. Below this is a dropdown menu currently showing "2013-14 SY Registration Application". Underneath the dropdown is a checkbox labeled "Copy basic information from". At the bottom left of this section is a "Go" button.

- Clicking Save at the bottom of the application will save the entire application form for the current student.
- Once all sections are saved, the parent/guardian can do one of three things:
 1. Check the I Agree box and click the Submit button.
 2. Click the I Agree button and click the Print button without submitting.
 3. Click the blue Home icon in the upper right corner to return to the list of saved application forms. This allows you to save an application that is in progress but not ready to be submitted.

Address and Phone Section

- Street Name, City and Zip will default to the address provided when you registered for the Enrollment Online Module.
- At least one (1) phone number must be added for the student and the phone type must be Home.
- Remember to click the ‘Same as physical address’ box.
- You must save the application before you can add additional contacts.
- Click the **Add Contact** hyperlink to add another contact, if new contact entry section is not already open.
- Click the pencil icon next to an existing contact to make changes to that contact’s information.
- Click **Cancel** to exit from editing or entering new contacts.
- Click **Save** to save the contact record.

Hover over a box in order to see the tooltip (if available).

The screenshot shows a web form titled "Student Information Tab". It contains several input fields and a dropdown menu. A red arrow points to a tooltip that appears over one of the input fields, containing the text "Exactly as shown on birth certificate".

Student Information Tab

Select which school year your child will begin attending class? * 2013-14 2014-15

Which day will your child begin attending class? *

What grade will your child be in the selected school year? * -- Select --

First Name *

Middle Name

Last Name *

Exactly as shown on birth certificate