

**Texas Skyward User Group Conference**

# **New Student Online Enrollment (NSOE) Setup & Use**

**Shawn Lee**



# NSOE Setup & Use



## New Student Online Enrollment (NSOE) Setup & Use

- Setting Up the NSOE Configuration
  - Enrollment Portal Configuration
  - Automated Emails
  - Required Documents\Attachment Types
- Tips & Tricks for Enrollment Portal Configuration
- Linking Custom Forms (Registration Forms)
- Online Enrollment Portal Users
- Returning New Students vs. Actual New Students
- Account Creation & Application Creation Demo (Parents)
- Processing Applications
- Custom Forms Access Options (Viewing Registration Forms)
- Custom Forms Report (Printing Registration Forms)
- Data Mining Custom Forms (Registration Forms) Data

# NSOE Setup & Use



Setting up the NSOE Configuration Options:

- NSOE Configuration

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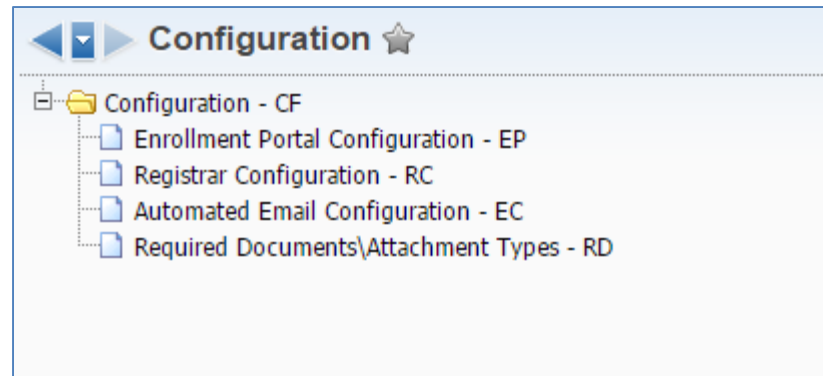
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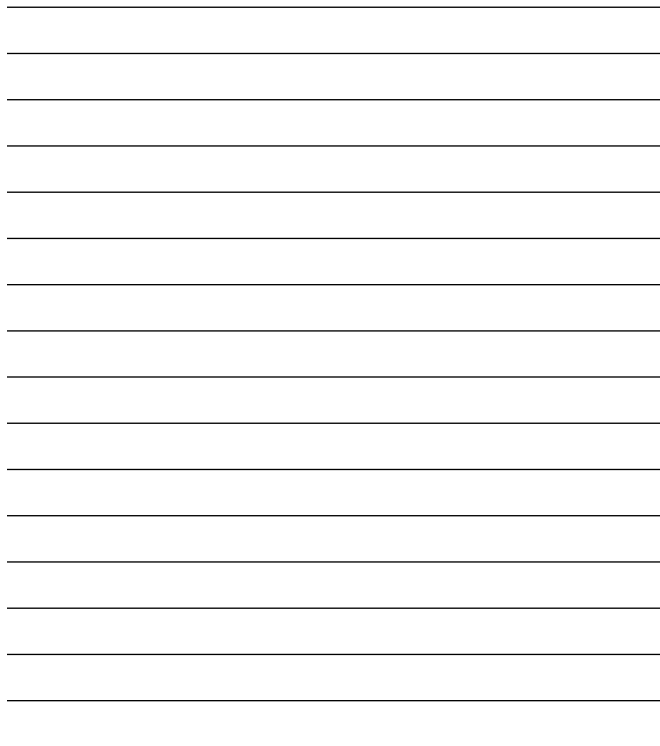


# NSOE Setup & Use



## Enrollment Portal Configuration:


- Configuration



### Enrollment Portal Configuration


Account Registration

- Require Primary Phone Number for guardian registration
- Require Email Address for guardian registration
- Require Address Validation for guardian registration
  - Allow guardians to continue with an out-of-district address
  - Enter message to display if address is not inside the district:
  - Use address and grade level to automatically determine 'School to Enroll into'
  - If unable to determine 'School to Enroll into', place in entity:
- Require reCAPTCHA for guardian registration [?](#)

I'm not a robot  [Test reCAPTCHA](#)

Display Options

Set Image to display as a Header on the Enrollment entry screen:

 **EAGLE MOUNTAIN SAGINAW ISD**  
*Fostering a Culture of Excellence*

[Remove Attached File](#)

Set Instructional Area Display:  
Font Size:  pt Font Color:  Background Color:

Enter text to display below image on Account Request screen:

Welcome to the Eagle Mountain-Saginaw ISD New Student Online Enrollment portal. This process is used to submit a NEW student record to the district. It is not intended for students who have already attended the district in the past. In the event that child has attended EMS previously, please access using your Family Access account. If you no longer recall your access info, please attempt to recover your login or contact your student's campus for assistance. To proceed with a new student enrollment record, please complete the required fields below to request an account to then enroll your student(s).

# NSOE Setup & Use



## Tips & Tricks for Setting Up the Enrollment Portal Configuration:

- **Tips & Tricks**

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**General Application Options**

- Rename "New Student Online Enrollment" to:
- Display a link to the New Student Online Enrollment Portal in Family Access
  - Allow non-primary guardians access to the New Student Online Enrollment Portal through Family Access [?](#)
- Allow users to enroll students for:  Current School Year  Next School Year
  - First Day of School for Next Year:   [?](#)
  - Enter text to display above the School Year to Enroll Into option:  
  
NOTE: All Pre-K student enrollments should choose ALL PRE-K STUDENTS HERE as the entity to enroll to.
- For entities using Online Registration, ensure that it is available for  days after a student's application is approved
- Limit Emergency Contacts to
- Do not display directional address field to guardians
- Allow guardian to enter Immunization Dates
- Allow guardian to enter Childhood Illness for Chickenpox \* Chickenpox Illness Code:
- Allow guardian to enter Custom Form data
- When displaying the 'School to Enroll Into' field, select specific entities to display and customize their labels   
Note: If unchecked, all entities will be available when displaying the 'School to Enroll Into' field.
- Custom URL for 'School to Enroll Into' field:  [?](#)  
Custom URL Label:
- Allow users to translate the New Student Online Enrollment Portal into Other Languages [?](#)  
Note: The optional Translator Meta Tag from Family Access District Display Settings (WS/FA)PM(PS/CF/DD) will also be used for Online Enrollment.
- Default 'Create/Activate Family Access Account' to checked for guardians
  - Default 'Email Account Reset Link' to checked for guardians
- Turn off the New Student Online Enrollment Portal for all users in the District
  - Auto-Logout from Inactive Time:  Minutes [?](#)
  - Auto-Logout from Time on Single Page:  Minutes [?](#)

# NSOE Setup & Use



Linking Custom Forms as  
Registration Forms:

- Custom Registration Forms

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Select Custom Forms								Save
Move	Custom Form	Label	Free Form Message	System	Select Form	Required Form	Ranges	Back
↕	(2016-17) EMS Registration Forms Instructi	((2016-17) EMS Registration Forms Instructi	Enter	Custom Student	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Enter	
↕	(2016-17) EMS Student Enrollment Form	((2016-17) EMS Student Enrollment Form	Enter	Custom Student	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Enter	
↕	(2016-17) EMS Parent Consent Form - TCP	((2016-17) EMS Parent Consent/TCPA Comp	Enter	Custom Student	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Enter	Sort A-Z
↕	(2016-17) EMS Family Access Confirmation	((2016-17) EMS Family Access Confirmation	Enter	Custom Student	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Enter	
↕	(2016-17) EMS Health Services - Student In	((2016-17) EMS Health Services - Student In	Enter	Custom Student	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Enter	
↕	(2016-17) EMS Residency Questionnaire	((2016-17) EMS Residency Questionnaire	Enter	Custom Student	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Enter	
↕	(2016-17) EMS Military Connected & Foster	((2016-17) EMS Military Connected & Foster	Enter	Custom Student	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Enter	
↕	(2016-17) EMS Occupational Survey	((2016-17) EMS Occupational Survey	Enter	Custom Student	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Enter	
↕	(2016-17) EMS Home Language Survey	((2016-17) EMS Home Language Survey	Enter	Custom Student	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Enter	
↕	(2016-17) EMS Student/Staff Ethnicity and	((2016-17) EMS Ethnicity & Race Data Form)	Enter	Custom Student	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Enter	
↕	(2016-17) EMS Notice of Disclosure	((2016-17) EMS Notice of Disclosure	Enter	Custom Student	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Enter	
↕	(2016-17) EMS Handbook Acknowledgeme	((2016-17) EMS Handbook Acknowledgeme	Enter	Custom Student	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	*Enter	
↕	(2016-17) EMS Handbook Acknowledgeme	((2016-17) EMS Handbook Acknowledgeme	Enter	Custom Student	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	*Enter	
↕	(2016-17) EMS Consent/Opt Out Form	((2016-17) EMS Consent/Opt Out Form	Enter	Custom Student	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Enter	
↕	(2016-17) EMS Free/Reduced Lunch Applic	((2016-17) EMS Free/Reduced Lunch Applic	Enter	Custom Student	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Enter	
↕	(2016-17) EMS Volunteer Application	((2016-17) EMS Volunteer Application	Enter	Custom Student	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Enter	
↕	(2016-17) EMS Health Services - Allergy He	((2016-17) EMS Health Services - Allergy He	Enter	Custom Student	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Enter	
↕	(2016-17) EMS Health Services - Asthma Hi	((2016-17) EMS Health Services - Asthma Hi	Enter	Custom Student	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Enter	
↕	(2016-17) EMS Health Services - Diabetes H	((2016-17) EMS Health Services - Diabetes H	Enter	Custom Student	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Enter	
↕	(2016-17) EMS Health Services - Health Co	((2016-17) EMS Health Services - Health Co	Enter	Custom Student	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Enter	
↕	(2016-17) EMS Health Services - Medicati	((2016-17) EMS Health Services - Medicati	Enter	Custom Student	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Enter	
↕	(2016-17) EMS Health Services - Seizure He	((2016-17) EMS Health Services - Seizure He	Enter	Custom Student	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Enter	
↕	(2016-17) EMS Cohabitation Affidavit	((2016-17) EMS Cohabitation Affidavit	Enter	Custom Student	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Enter	
↕	(2016-17) EMS Grandparent Affidavit	((2016-17) EMS Grandparent Affidavit	Enter	Custom Student	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Enter	

# NSOE Setup & Use



Online Enrollment Portal Users:

- Enrollment Portal Users

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The screenshot shows a web application window titled "Online Enrollment Users Browse". The interface includes a toolbar with icons for search, print, and other functions. Below the toolbar is a table with the following columns: Login, Last Name\*, First, Middle, Name Key, Password, Account Lock Threshold (5), Active User, and Last Login Date. A single record is displayed for the user with login 'pawtuckethemules@fakemail.com', last name 'Griffin', and first name 'Peter'. The table also includes a 'Delete' button and a set of action buttons on the right side: 'Email Account Password', 'Activate / Deactivate Account', 'Unlock Account', and 'Unlock Multiple Accounts'. At the bottom of the window, there is a pagination control showing '50' records per page and '1 records displayed', along with a search field labeled 'Login:'.

Login	Last Name*	First	Middle	Name Key	Password	Account Lock Threshold (5)	Active User	Last Login Date
pawtuckethemules@fakemail.com	Griffin	Peter		GRIFFPET001	83786		Y	

## Online Enrollment Reports:

- Online Enrollment Reports

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# NSOE Setup & Use



Returning New Students vs. Actual New Students:

- Returning New Students vs. Actual New Students

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**Family Access**  
All Students

PETER GRIFFIN My Account Email History Exit

District Links

Home

- NEW Student Online Enrollment
- RETURNING to District Student Online Registration
- Online Forms

**RETURNING to Distict Student Online Registration is now open until 01/01/2017**

RETURNING to Distict Student Online Registration at BOSWELL HIGH SCHOOL for the 2016-2017 school year is now open, yet has not been completed for MEG, STEWIE and BRIAN.

- Go to RETURNING to Distict Student Online Registration for MEG
- Go to RETURNING to Distict Student Online Registration for STEWIE
- Go to RETURNING to Distict Student Online Registration for BRIAN

Upcoming Events Calendar

# NSEO Setup & Use



## Portal Account Creation and Application Creation (Parents):

- Portal Account & Application Creation

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### Account Request

This form is the first step to enrolling your new student online. Complete it to request an account that you will use to log in to a secure system.

Welcome to the Eagle Mountain-Saginaw ISD New Student Online Enrollment portal. This process is used to submit a NEW student record to the district. It is not intended for students who have already attended the district in the past. In the event that child has attended EMS previously, please access using your Family Access account. If you no longer recall your access info, please attempt to recover your login or contact your student's campus for assistance. To proceed with a new student enrollment record, please complete the required fields below to request an account to then enroll your student(s).

Enter the name of the legal parent/guardian of the student you want to enroll

\* Enter Legal First Name:

\* Enter Legal Last Name:

Enter Legal Middle Name:

Enter Legal Name Prefix:  Enter Legal Name Suffix:

Enter contact information

\* Enter Email Address:

\* Re-type Email Address:

\* Enter Primary Phone Number:

Complete the security dialog

I'm not a robot

reCAPTCHA  
Privacy - Terms

Asterisk (\*) denotes a required field

[Click here to submit Account Request](#)

# NSOE Setup & Use



## Enrollment Application Processing:

- Processing Applications

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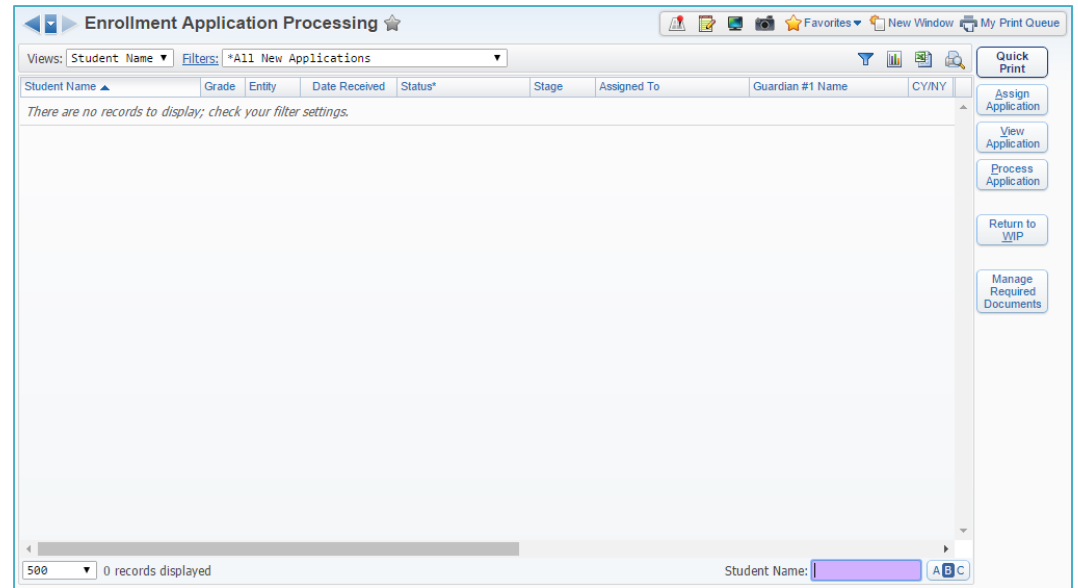
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# NSOE Setup & Use



Custom Forms Report (Print Registration Forms):

- Print Registration Forms

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**Custom Forms Report**

Template Settings

\* Template Description:

Share with other users in entity 001

Custom Form Selection

Available Custom Forms	Buttons	Selected Custom Forms
<input type="checkbox"/> 2012-2013 Registration Checklist	<input type="button" value="Add All"/>	<input type="checkbox"/> Allergy Health Plan
<input type="checkbox"/> 6th Grade Math Placement Form (2015-16)	<input type="button" value="Add"/>	<input type="checkbox"/> Asthma Health Plan
<input type="checkbox"/> 7th Grade Math Placement Form (2015-16)	<input type="button" value="Remove"/>	<input type="checkbox"/> Bus Rider Handbook
<input type="checkbox"/> 8th Grade Math Placement Form (2015-16)	<input type="button" value="Remove All"/>	<input type="checkbox"/> Cohabitation Affidavit
		<input type="checkbox"/> Consent/Opt Out Form
		<input type="checkbox"/> Diabetes Health Plan
		<input type="checkbox"/> EMS Free/Reduced Meal Application Link

Student Selection

By Range  By Individual  By Teacher  By Reports Generator Ranges

Asterisk (\*) denotes a required field



# NSOE Setup & Use



## Data Mining Custom Forms (Registration Forms) Data:

- Data Mining

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Report Name*	Report Title	Favorite	Created By	Editable	I	S	S	Default Entity	C	O	P	R	R	W	O	D	Cre
▶ EMS Foster Care Data ALL DATES CHE	EMS Foster Care Data ALL DATES	★	LEE SHA001	Y	N	B	Both					126	L			06/21	
▶ EMS Foster Care Data Report	EMS Foster Care Data Report	★	LEE SHA001	Y	N	B	Both					121	L			06/21	
▶ EMS Military Connected ALL DATES CH	EMS Military Connected ALL DATE	★	LEE SHA001	Y	N	B	Both					133	L			06/21	
▶ EMS Home Language Survey Data NSC	EMS Home Language Survey Data	★	LEE SHA001	Y	N	B	Both					134	L			05/21	
▶ EMS 3 Day Home Language Survey Da	EMS 3 Day Home Language Surve	★	LEE SHA001	Y	N	B	Both					137	L			05/21	
▶ EMS 3 Day Military & Foster Care Data	EMS 3 Day Military & Foster Care l	★	LEE SHA001	Y	N	B	Both					146	L			05/23	
▶ EMS 3 Day Occupational Survey Data	EMS 3 Day Occupational Survey I	★	LEE SHA001	Y	N	B	Both					128	L			05/21	
▶ EMS 3 Day Volunteer Application Data	EMS 3 Day Volunteer Application	★	LEE SHA001	Y	N	B	Both					89	L			05/21	
▶ EMS 3 Day Residency Questionnaire	EMS 3 Day Residency Questionnai	★	LEE SHA001	Y	N	B	Both					165	L			05/17	
▶ EMS Home Language Survey Data Rep	EMS Home Language Survey Data	★	LEE SHA001	Y	N	B	Both					137	L			05/11	
▶ EMS Military Connected Data Report	EMS Military Connected Data Rep	★	LEE SHA001	Y	N	B	Both					128	L			05/11	
▶ EMS Occupational Survey Data Report	EMS Occupational Survey Data Re	★	LEE SHA001	Y	N	B	Both					128	L			05/11	
▶ EMS Residency Questionnaire Data Rep	EMS Residency Questionnaire Dat	★	LEE SHA001	Y	N	B	Both					165	L			05/11	
▶ EMS Student Enrollment Form Data Re	EMS Student Enrollment Form Da	★	LEE SHA001	Y	N	B	Both					278	L			05/11	
▶ EMS Volunteer Application Data Report	EMS Volunteer Application Data R	★	LEE SHA001	Y	N	B	Both					89	L			05/11	

100 15 records displayed Report Name: ABC

# NSOE Setup & Use



End of presentation –  
Extra space for other notes

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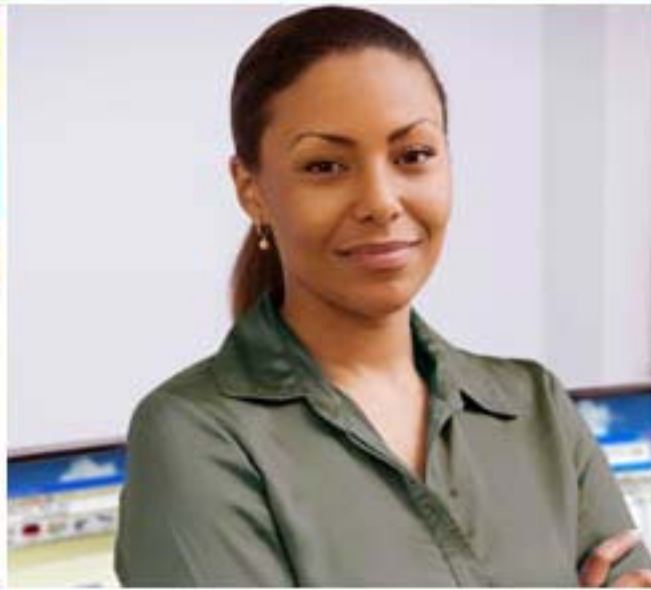
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Texas Skyward User Group Conference

**THANK YOU FOR ATTENDING!**

