

# New Student Online Enrollment (NSOE) Setup & Use

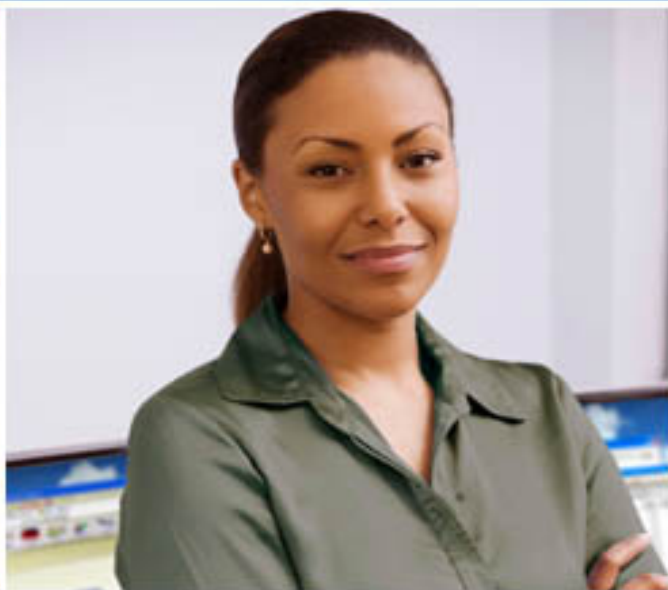
## What will be covered:

*This session will demonstrate how to access, enable, and setup the New Student Online Enrollment (NSOE) feature including integration of Custom Forms as registration forms. Additionally, a brief overview of using Data Mining to harvest data obtained via registration forms will be covered.*

- Setting Up the NSOE Configuration
  1. Enrollment Portal Configuration
  2. Automated Emails
  3. Required Documents\Attachment Types
- Tips & Tricks for Enrollment Portal Configuration
- Linking Custom Forms as Registration Forms
- Online Enrollment Portal Users
- Reports
- 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

## Links to additional resources:

[New Student Online Enrollment Guide](#)



**Texas Skyward User Group Conference**

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

**Shawn Lee (Technology)  
Eagle Mountain-Saginaw ISD**



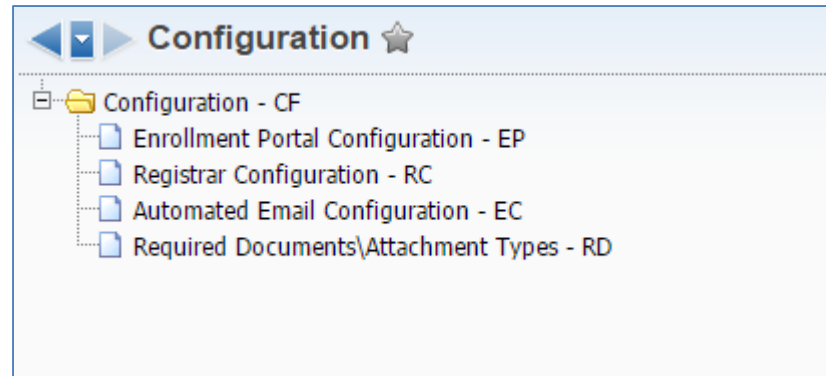
## New Student Online Enrollment (NSOE) Setup & Use

- 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)
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# NSOE Setup & Use

Setting up the **NSOE Configuration**  
Options:

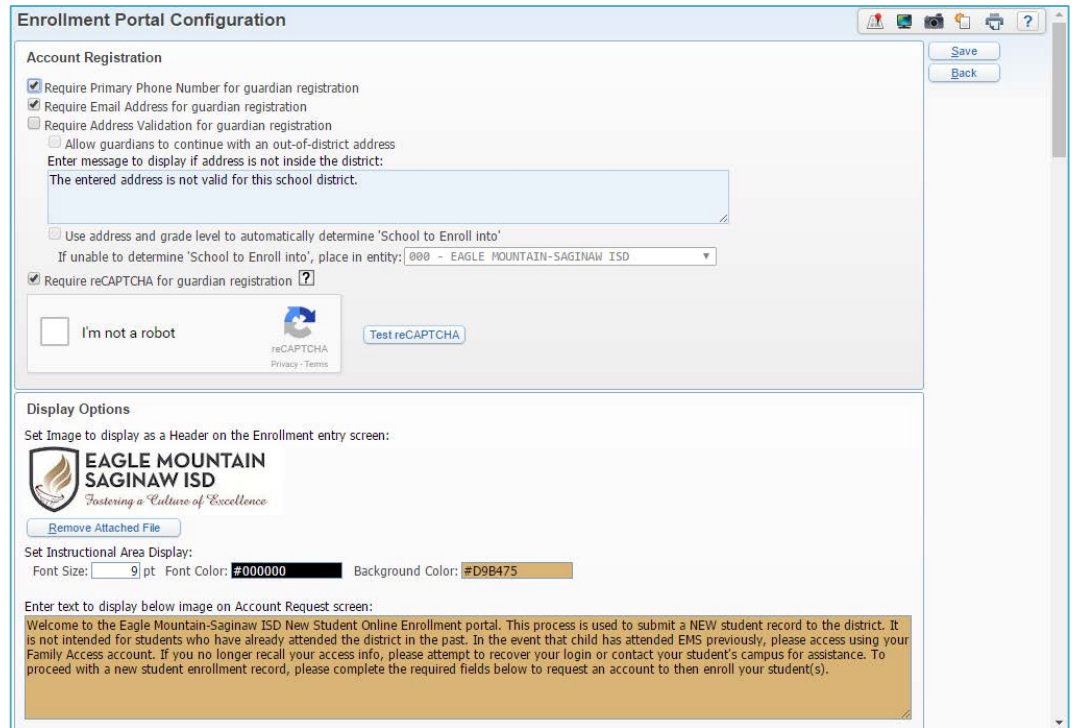
- NSOE Configuration



# 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

**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/FM/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:  [?](#)
  - Auto-Logout from Time on Single Page:  [?](#)

# NSOE Setup & Use



Linking Custom Forms as Registration Forms:

- Custom Registration Forms

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	<input type="button" value="Enter"/>	Custom Student	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="Enter"/>	<input type="button" value="Sort A-Z"/>	
	(2016-17) EMS Student Enrollment Form	((2016-17) EMS Student Enrollment Form	<input type="button" value="Enter"/>	Custom Student	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="Enter"/>		
	(2016-17) EMS Parent Consent Form - TCP	((2016-17) EMS Parent Consent/TCPA Comp	<input type="button" value="Enter"/>	Custom Student	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="Enter"/>		
	(2016-17) EMS Family Access Confirmation	((2016-17) EMS Family Access Confirmation	<input type="button" value="Enter"/>	Custom Student	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="Enter"/>		
	(2016-17) EMS Health Services - Student In	((2016-17) EMS Health Services - Student In	<input type="button" value="Enter"/>	Custom Student	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="Enter"/>		
	(2016-17) EMS Residency Questionnaire	((2016-17) EMS Residency Questionnaire	<input type="button" value="Enter"/>	Custom Student	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="Enter"/>		
	(2016-17) EMS Military Connected & Foster	((2016-17) EMS Military Connected & Foster	<input type="button" value="Enter"/>	Custom Student	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="Enter"/>		
	(2016-17) EMS Occupational Survey	((2016-17) EMS Occupational Survey	<input type="button" value="Enter"/>	Custom Student	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="Enter"/>		
	(2016-17) EMS Home Language Survey	((2016-17) EMS Home Language Survey	<input type="button" value="Enter"/>	Custom Student	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="Enter"/>		
	(2016-17) EMS Student/Staff Ethnicity and	((2016-17) EMS Ethnicity & Race Data Form)	<input type="button" value="Enter"/>	Custom Student	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="Enter"/>		
	(2016-17) EMS Notice of Disclosure	((2016-17) EMS Notice of Disclosure	<input type="button" value="Enter"/>	Custom Student	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="Enter"/>		
	(2016-17) EMS Handbook Acknowledgeme	((2016-17) EMS Handbook Acknowledgeme	<input type="button" value="Enter"/>	Custom Student	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="Enter"/>		
	(2016-17) EMS Handbook Acknowledgeme	((2016-17) EMS Handbook Acknowledgeme	<input type="button" value="Enter"/>	Custom Student	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="Enter"/>		
	(2016-17) EMS Consent/Opt Out Form	((2016-17) EMS Consent/Opt Out Form	<input type="button" value="Enter"/>	Custom Student	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="Enter"/>		
	(2016-17) EMS Free/Reduced Lunch Applic	((2016-17) EMS Free/Reduced Lunch Applic	<input type="button" value="Enter"/>	Custom Student	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Enter"/>		
	(2016-17) EMS Volunteer Application	((2016-17) EMS Volunteer Application	<input type="button" value="Enter"/>	Custom Student	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Enter"/>		
	(2016-17) EMS Health Services - Allergy He	((2016-17) EMS Health Services - Allergy Hé	<input type="button" value="Enter"/>	Custom Student	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Enter"/>		
	(2016-17) EMS Health Services - Asthma Hi	((2016-17) EMS Health Services - Asthma Hi	<input type="button" value="Enter"/>	Custom Student	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Enter"/>		
	(2016-17) EMS Health Services - Diabetes H	((2016-17) EMS Health Services - Diabetes H	<input type="button" value="Enter"/>	Custom Student	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Enter"/>		
	(2016-17) EMS Health Services - Health Co	((2016-17) EMS Health Services - Health Co	<input type="button" value="Enter"/>	Custom Student	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Enter"/>		
	(2016-17) EMS Health Services - Medicatio	((2016-17) EMS Health Services - Medicatio	<input type="button" value="Enter"/>	Custom Student	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Enter"/>		
	(2016-17) EMS Health Services - Seizure He	((2016-17) EMS Health Services - Seizure He	<input type="button" value="Enter"/>	Custom Student	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Enter"/>		
	(2016-17) EMS Cohabitation Affidavit	((2016-17) EMS Cohabitation Affidavit	<input type="button" value="Enter"/>	Custom Student	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Enter"/>		
	(2016-17) EMS Grandparent Affidavit	((2016-17) EMS Grandparent Affidavit	<input type="button" value="Enter"/>	Custom Student	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Enter"/>		





Online Enrollment Reports:

- Online Enrollment Reports

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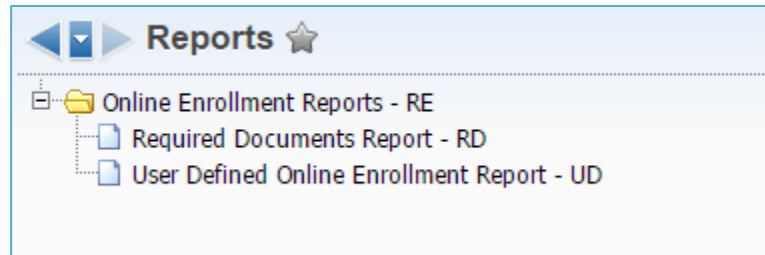
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Returning New Students vs. Actual  
New Students:

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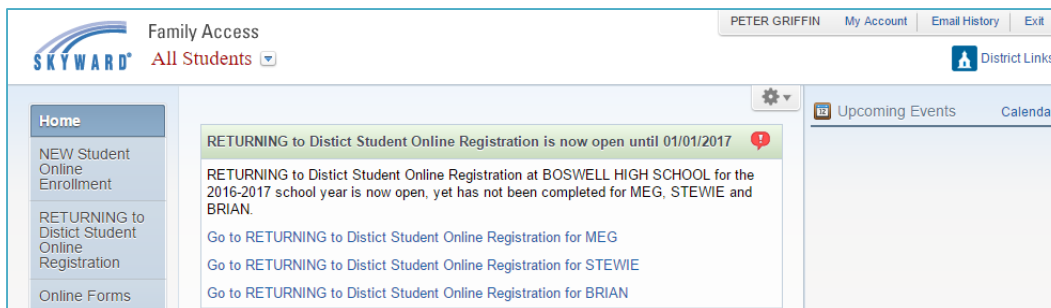
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- Returning New Students  
vs. Actual New Students



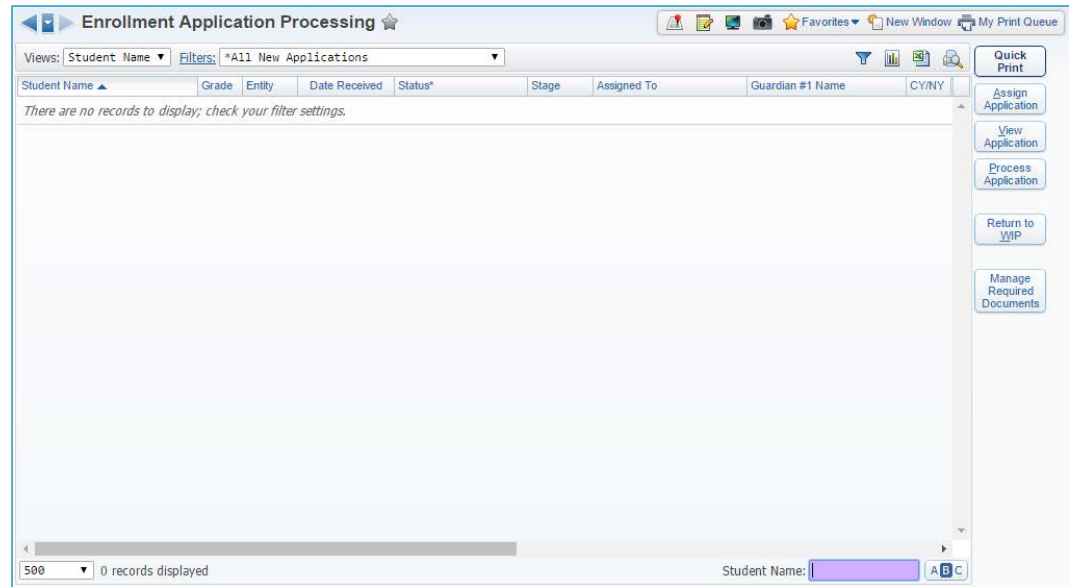
The screenshot displays the Skyward Family Access interface. At the top, it shows 'Family Access' with the user name 'PETER GRIFFIN' and links for 'My Account', 'Email History', and 'Exit'. Below this is the Skyward logo and 'All Students' with a dropdown arrow. A 'District Links' icon is also visible. The main content area is divided into three sections: 'Home' on the left, a central message box, and 'Upcoming Events' and 'Calendar' on the right. The central message box contains a red notification icon and text: 'RETURNING to Distict Student Online Registration is now open until 01/01/2017'. Below this, it states: '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.' Three links are provided: 'Go to RETURNING to Distict Student Online Registration for MEG', 'Go to RETURNING to Distict Student Online Registration for STEWIE', and 'Go to RETURNING to Distict Student Online Registration for BRIAN'. The left sidebar includes links for 'NEW Student Online Enrollment' and 'RETURNING to Distict Student Online Registration'. The 'Upcoming Events' and 'Calendar' sections are currently empty.



# NSOE Setup & Use

## Enrollment Application Processing:

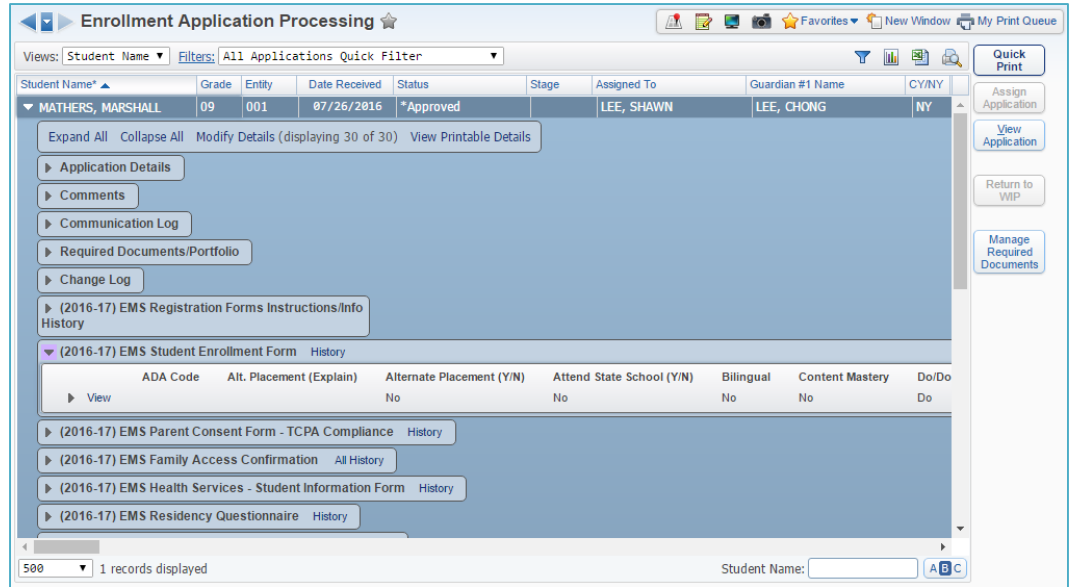
- Processing Applications



# NSOE Setup & Use

**Custom Forms Access** (Viewing Registration Forms):

- Viewing Registration Forms



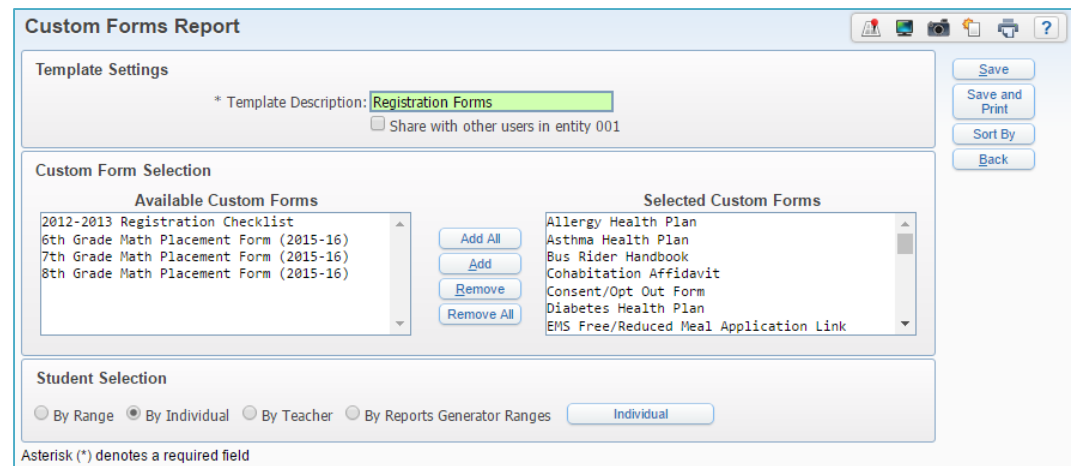
The screenshot displays the 'Enrollment Application Processing' interface. At the top, there is a search bar for 'Student Name' and a filter dropdown set to 'All Applications'. Below this is a table with columns for 'Student Name\*', 'Grade', 'Entity', 'Date Received', 'Status', 'Stage', 'Assigned To', 'Guardian #1 Name', and 'C/Y/N/Y'. The first row shows 'MATHERS, MARSHALL', '09', '001', '07/26/2016', '\*Approved', 'Stage', 'LEE, SHAWN', 'LEE, CHONG', and 'NY'. Below the table, there are several expandable sections: 'Application Details', 'Comments', 'Communication Log', 'Required Documents/Portfolio', 'Change Log', '(2016-17) EMS Registration Forms Instructions/Info History', '(2016-17) EMS Student Enrollment Form History', '(2016-17) EMS Parent Consent Form - TCPA Compliance History', '(2016-17) EMS Family Access Confirmation All History', '(2016-17) EMS Health Services - Student Information Form History', and '(2016-17) EMS Residency Questionnaire History'. The 'EMS Student Enrollment Form History' section is expanded, showing a table with columns: 'View', 'ADA Code', 'Alt. Placement (Explain)', 'Alternate Placement (Y/N)', 'Attend State School (Y/N)', 'Bilingual', 'Content Mastery', and 'Do/Do'. The values are 'No', 'No', 'No', 'No', 'No', 'No', and 'Do'. The interface also includes a 'Quick Print' button, 'Assign Application', 'View Application', 'Return to WIP', and 'Manage Required Documents' buttons on the right side.

Student Name*	Grade	Entity	Date Received	Status	Stage	Assigned To	Guardian #1 Name	C/Y/N/Y
MATHERS, MARSHALL	09	001	07/26/2016	*Approved	Stage	LEE, SHAWN	LEE, CHONG	NY

	ADA Code	Alt. Placement (Explain)	Alternate Placement (Y/N)	Attend State School (Y/N)	Bilingual	Content Mastery	Do/Do
View	No	No	No	No	No	No	Do

## Custom Forms Report (Print Registration Forms):

- Print Registration Forms



**Custom Forms Report**

Template Settings

\* Template Description:

Share with other users in entity 001

Custom Form Selection

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

Reports to Display: My Reports Only

Views: Report Information Filters: My Reports By Date (Newest)

Report Name*	Report Title	Favorite	Created By	Editable	I	S	S	Default Entity	C	O	P	R	R	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		05/26	
▶ EMS 3 Day Home Language Survey Da	EMS 3 Day Home Language Surve	★	LEE SHA001	Y	N	B	Both					137	L		05/23	
▶ EMS 3 Day Military & Foster Care Data	EMS 3 Day Military & Foster Care I	★	LEE SHA001	Y	N	B	Both					146	L		05/23	
▶ EMS 3 Day Occupational Survey Data	EMS 3 Day Occupational Survey L	★	LEE SHA001	Y	N	B	Both					128	L		05/23	
▶ EMS 3 Day Volunteer Application Data	EMS 3 Day Volunteer Application	★	LEE SHA001	Y	N	B	Both					89	L		05/23	
▶ 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		05/16	
▶ EMS Military Connected Data Report	EMS Military Connected Data Repr	★	LEE SHA001	Y	N	B	Both					128	L		05/16	
▶ EMS Occupational Survey Data Report	EMS Occupational Survey Data Re	★	LEE SHA001	Y	N	B	Both					128	L		05/16	
▶ EMS Residency Questionnaire Data Rep	EMS Residency Questionnaire Dat	★	LEE SHA001	Y	N	B	Both					165	L		05/16	
▶ EMS Student Enrollment Form Data Re	EMS Student Enrollment Form Da	★	LEE SHA001	Y	N	B	Both					278	L		05/16	
▶ EMS Volunteer Application Data Report	EMS Volunteer Application Data R	★	LEE SHA001	Y	N	B	Both					89	L		05/16	

100 15 records displayed Report Name: ABC

# NSOE Setup & Use

End of presentation –  
Extra space for other notes

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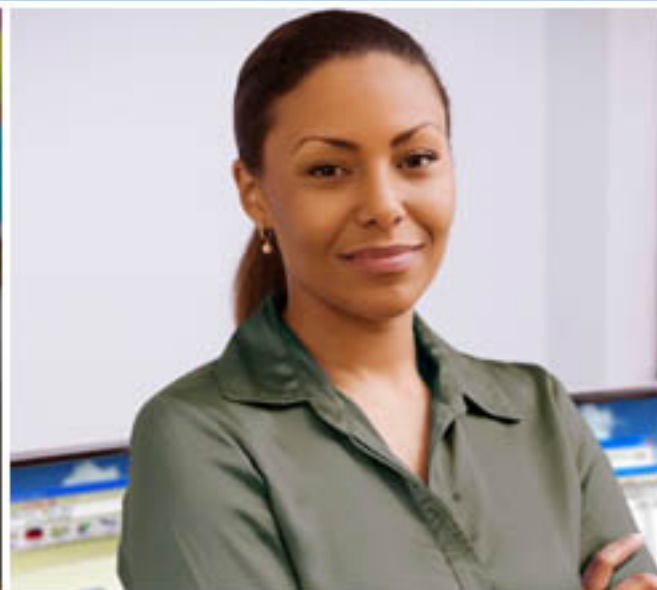
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Texas Skyward User Group Conference

**THANK YOU FOR ATTENDING!**

