

What is **New Student Online Enrollment**?

New Student Online Enrollment is a module of Skyward that gives parents/guardians the opportunity of entering the initial student data. It is also a critical piece of truly going “paperless”.

It removes the early steps of guardians having to step foot in a school or district office to get the paperwork needed to enroll their student(s). Parents can initiate the application by accessing the district’s NSOE Portal site.

How does it work?

Guardians will be able to request family access to the NSOE Portal and can enter their student’s data without having to step foot in a building. Once the new student request has been approved by the district, guardians would then be given access to Family Access Online Registration for Returning Students.

The Portal is used by guardians who do not have any access to the Family Access module. There are actually two parts to the Portal, the first is the Account Request, and the second is the Enrollment Access page.

In order to get access to the Portal, parents have to fill out a brief online form where they will enter some of their contact information including their Email address. Through the Portal, guardians will only be able to fill out Enrollment Applications and view previously submitted ones. The user completing the application will be considered the Primary Guardian of the Students they submit applications for.

Once applications are submitted for processing, they cannot make any changes to the data they entered on it. The application will essentially be locked, with the exceptions of viewing and printing a copy of it.

New Student Enrollment Portal: Account Request

SKYWARD Online Enrollment Access
Select Language

New Student Enrollment: 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 Online Enrollment system.
Please fill out the form below to request an account to access the New Student Online Enrollment (NSOE) Portal. Once the information below has been submitted, you will receive an email with your account information, for this reason you **must** have a valid email address entered. Once you receive the email, you will then be given a link to access the login page for the NSOE Portal. If you have any questions, please contact the district office at 555.555.1234. Thank you for choosing the Skyward ISD.

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

* Enter Legal First Name: Krystal
* Enter Legal Last Name: Smithscr
Enter Legal Middle Name: May
Enter Legal Name Prefix: [] Enter Legal Name Suffix: []

Enter contact information

* Enter Email Address: ksmithscr@email.net
* Re-type Email Address: ksmithscr@email.net
* Enter Primary Phone Number: (555) 555-9684

Complete the security dialog

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Asterisk (*) denotes a required field
[Click here to submit Online Enrollment Account Request](#)

This is the Portal Account Request page. This should be the URL linked to from a district's website for guardians interested in filling out the initial New Student Enrollment Application. In the upper right corner the Google Translator can be found. Click the drop down, and then select the language to translate the page into. There will then be a button to display the site in the original language.

**Denotes a required field to save the screen.

In the blue box spanning the width of the page, you can see the information typed into one of the text areas in the New Student Enrollment Portal Configuration screen.

****Enter Legal First Name:** This is the legal first name of the person requesting a Portal Account to enroll new students

****Enter Legal Last Name:** This is the legal last name of the person requesting a Portal Account to enroll new students.

Enter Legal Middle Name: This is the legal middle name of the persons requesting a Portal Account to enroll new students.

Enter Legal Name Prefix: The user can select the appropriate legal prefix for their name.

Enter Legal Name Suffix: The user can select the appropriate legal suffix for their name.

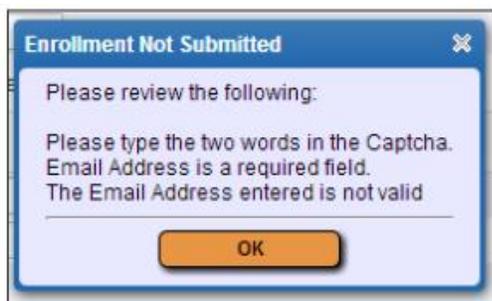
****Enter Email Address:** The guardian needs to enter a valid email to have their account information sent to.

****Retype Email Address:** The Email entered above, needs to be reentered here as an exact match. If it does not match, their Account Request will not be processed. They will receive an error when trying to submit the request.

****Enter Primary Phone Number:** The guardian needs to enter their primary phone number that will also become the primary phone number of the first family of the students they submit Enrollment Applications for.

The **CAPTCHA** verification will show at the bottom of the page.

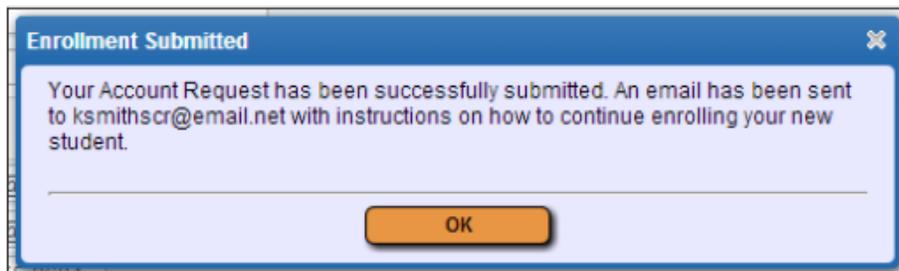
Click here to Submit Online Enrollment Account Request: Once the form is filled out, click the button to complete the Account Request.



If a required field is missing, then an error will display and the request will not be completed.

If the form was filled out completely and there were no issues with matching data, the above message will appear. Click **OK** to complete the Account Request, or **Back** to make changes to the information entered.

As indicated, an email will be sent to the email address entered with directions on how to complete the Student Applications.



After clicking OK, the above confirmation message appears. Click **OK** on this screen to refresh your page. The regular Login page for the Portal will then load. This is the same URL that will be included in the email sent to the guardian.



Louisburg USD 416
Student Database

Login ID:

Password:

[Forgot your Login/Password?](#)

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Login Area:

****Login ID:** This is the Login ID provided in the Account Information that the user received when they requested their account.

****Password:** This is the Password provided in the Account Information email that the user received.

Sign In: Click this once the account information has been entered to access the NSOE Portal.

Forgot your Login/Password?: This will allow the user to request a new Account Information email to be sent if they forgot their password.

Online Enrollment Access

Krystal Smithscr Exit

Select Language

SKYWARD
New Student Enrollment: Application Form

Save and Continue to Fill Out Application Save and Come Back Later Print Application Leave WITHOUT Saving

Instructions for completing the student application
Answer the questions to progress through the application form.
Click 'Save and Continue to Fill Out Application' to save your progress and stay on this screen.
Click 'Save and Come Back Later' to save your progress and return to the summary page.
Click 'Leave WITHOUT Saving' to return to the summary page without saving.

Asterisk (*) denotes a required field

Step 1: Enter Student's Information

* Last Name: * First Name: Middle Name:
 Name Suffix: * Gender:
 * Date of Birth: Birth City: Birth State:
 Birth Country: * Birth County:

New Student Enrollment Portal: Overview

The first time a guardian logs into the Portal, they will be taken directly to the Application Form. This is the form filled out with the new student's information.

In the upper right corner, the name of the guardian logged in is shown next to the Exit button.

Save and Continue to Fill Out Application: This button will save the data filled in the form, and keep the screen open to allow the guardian to complete it.

Save and Come Back Later: This button will save the data filled in the form and take the user back to the Portal's main page.

Print Application: This button will send the page to the printer. This will not run a process to a print queue and generate the form in a .PDF. It functions just like clicking print from the browser.

Leave WITHOUT Saving: This button will take the user back to the Portal's main page and not save any data entered into the form before doing so.

These buttons will also display at the very bottom of the form.

The blue area displays part of the text that was entered during the setup. This should display instructions for the guardians, and give them any necessary reminders



New Student Online Enrollment – where parent initially enters preliminary student information for students new to the Louisburg district.

Returning Student 2015-16 Registration – where parent completes the work flow of enrollment forms and data for any student returning for the 2015-16 school year.

The work flow will consist of optional and required elements to be completed.