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

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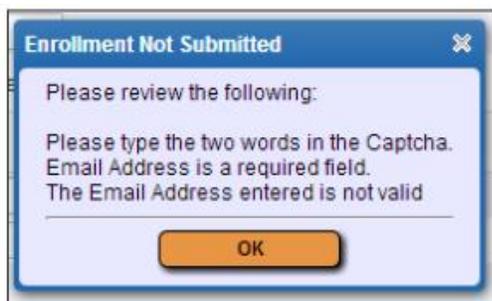
If a required field is missing, then an error will display and the request will not be completed.

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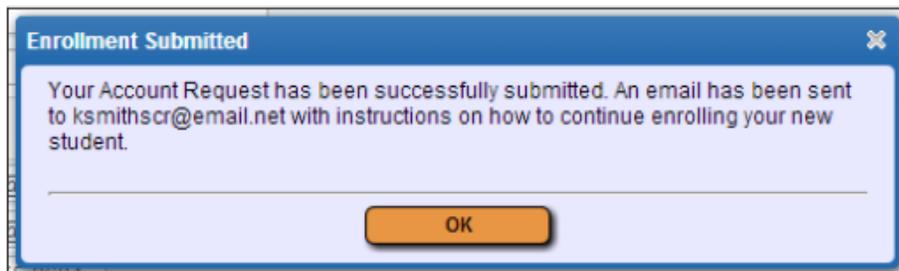
After clicking OK, the above confirmation message appears. Click **OK** on this screen to refresh your page. The regular Login page for the Portal will then load. This is the same URL that will be included in the email sent to the guardian.

SKYWARD®

Louisburg USD 416
Student Database

Login ID: [_____]

Password: [_____]

Sign In

Forgot your Login/Password?

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Login Area: Enrollment Access ▾

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.

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.