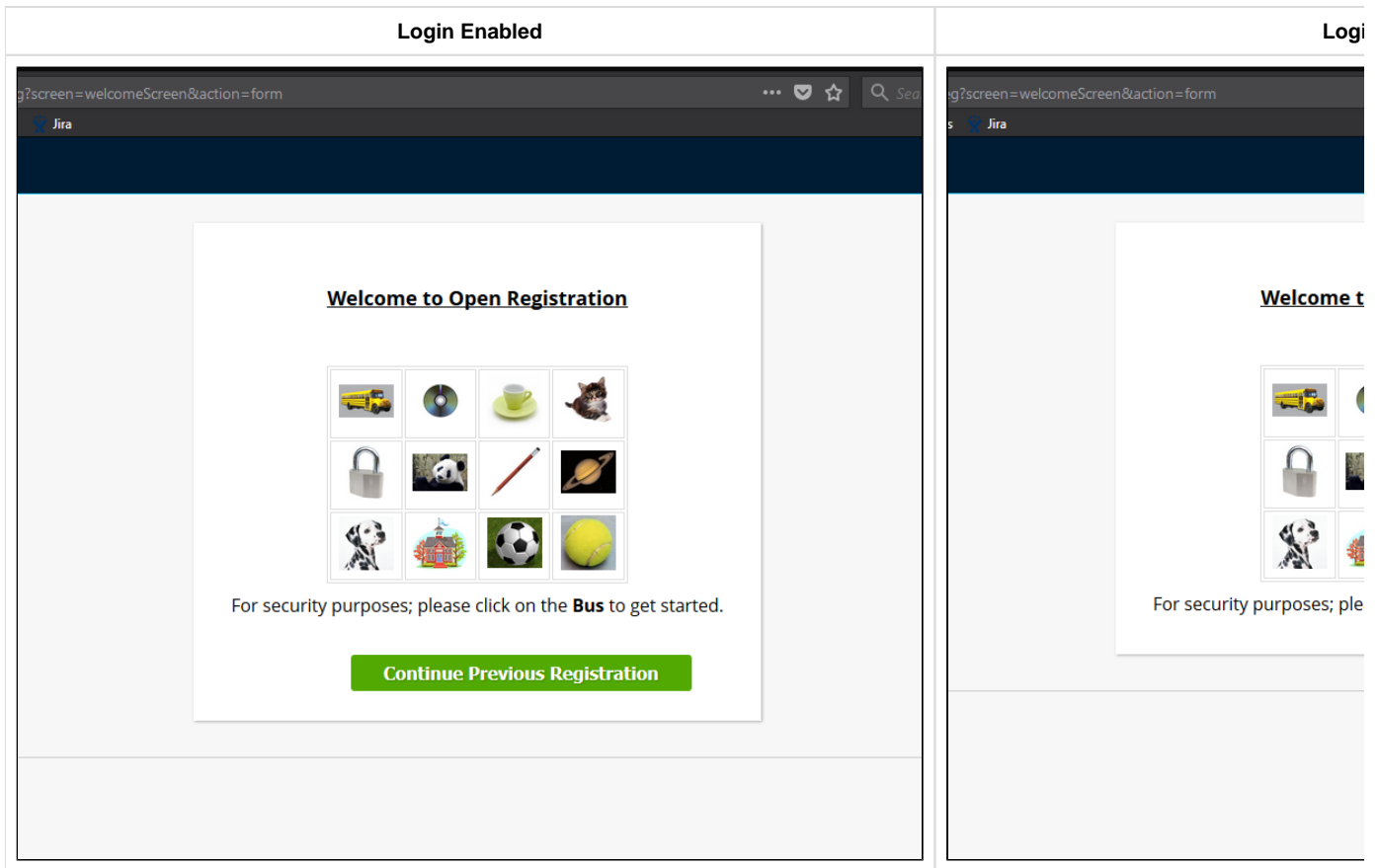


Registering a Student Through Open Registration

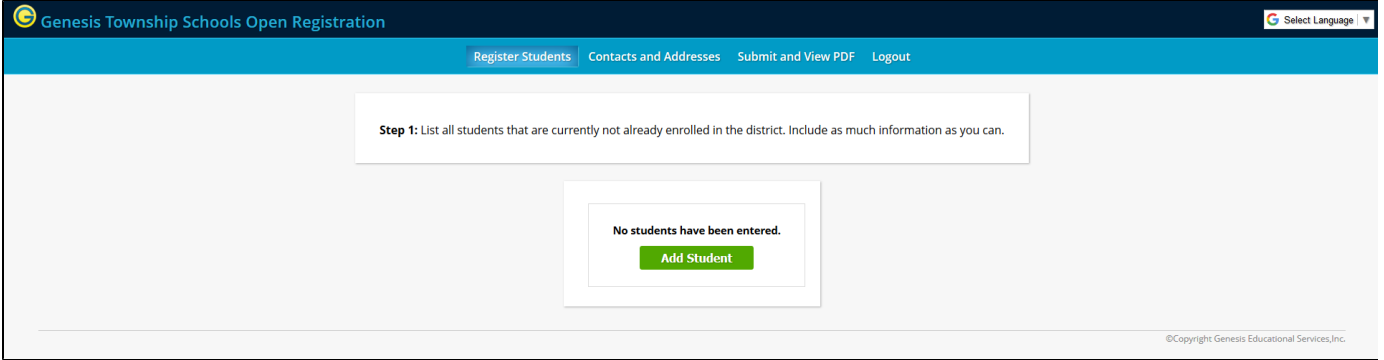
Registering a student in Open Registration

1. Home Screen



2. Register Students tab (after solving captcha)

Click 'Add Student'



(Step 1 text is set in open reg setup under students tab message)

Fill in student information, fields with a * are required fields, these may be necessary to fill in in order to submit registration information.

Add Student

FILL OUT THIS FORM AND THEN HIT THE 'SAVE STUDENT' BUTTON
* DENOTES REQUIRED FIELDS

Registering for School Year:*

Anticipated Grade Level:*

Student First Name:*

Middle Name:*

Student Last Name:*

Nick Name:*

Ethnicity:

Select one or more:*

Gender:*

Municipality:*

Date of Birth:*

Refuse release of birthplace information:

City of Birth:*

State of Birth:*

Country of Birth:*

Birth Certificate / Record number:*

Citizenship:*

Immigration Status:*

Date First Enrolled in US School (if born outside the US):*

Primary Language spoken by student:*

Language spoken by family at home:*

Military Connected Indicator:*

Insurance Provider:*

Has Med Insurance?:*

Release to NJ Family Care:*

Name and Address of Last School Attended:

Last Grade Attended

Last HOME Address (please include street, city, state and zip code)

Sample student information, note some fields such as Municipality are required but do not have any information filled in.

Edit Student

FILL OUT THIS FORM AND THEN HIT THE 'SAVE STUDENT' BUTTON
* DENOTES REQUIRED FIELDS

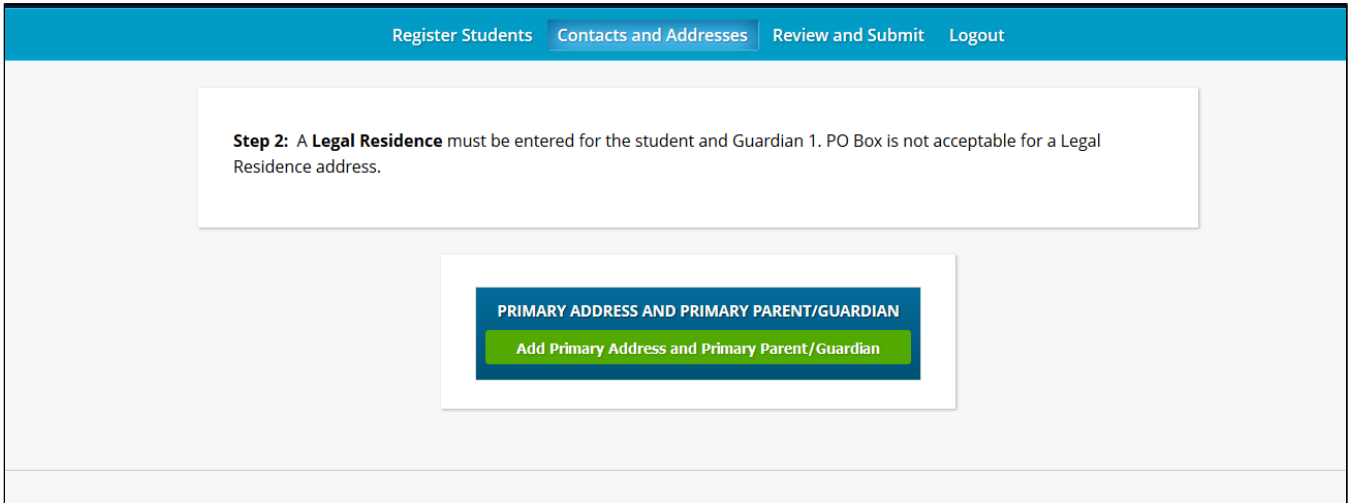
Registering for School Year:* 2018-19
 Anticipated Grade Level:* 09
 Select Desired School:* Alternative High School
 Student First Name:* John
 Middle Name:* T
 Student Last Name:* Doe Suffix: Jr
 Nick Name:*
 Ethnicity:
 Hispanic
 White
 Black
 American Indian / Alaskan
 Asian
 Hawaiian native/other Pacific Islander
 Select one or more: *
 Gender:* Male
 Municipality:*
 Date of Birth:* 12/03/1998
 Refuse release of birthplace information:
 City of Birth:* Morristown
 State of Birth:* NJ
 Country of Birth:* United States
 Birth Certificate / Record number:* 123123123123
 Citizenship:* United States
 Immigration Status: *
 Date First Enrolled in US School (if born outside the US): *
 Primary Language spoken by student:* English
 Language spoken by family at home:* English
 Military Connected Indicator: *
 Not Military Connected - Student is not military-connected
 Active Duty - dependent of a member of the Active Duty Forces (Full Time: Army Navy Air Force Marine Corps or Coast Guard)
 Insurance Provider:*
 Has Med Insurance?: Yes No Unknown
 Release to NJ Family Care: Yes No Unknown
 Name and Address of Last School Attended:
 Last Grade Attended
 Last HOME Address (please include street, city, state and zip code)

[Save Student](#) [Cancel](#)

Incomplete Submission	Complete Submission																																										
<p>Register Students Contacts and Addresses Submit and</p> <p>Step 1: Please enter the student's name and information exactly as it appears</p> <table border="1"> <thead> <tr> <th colspan="7">STUDENTS WHO YOU HAVE ENTERED</th> </tr> <tr> <th>STATUS</th> <th>LAST</th> <th>FIRST</th> <th>MIDDLE</th> <th>DOB</th> <th>AGE</th> <th></th> </tr> </thead> <tbody> <tr> <td>Missing fields</td> <td>1.</td> <td>Doe</td> <td>John</td> <td>T</td> <td>12/2/1998</td> <td>19</td> </tr> </tbody> </table> <p>Add Another Student</p> <p>If you have entered all of your students, then click the 'Next S</p> <p>Advance to Next Screen</p>	STUDENTS WHO YOU HAVE ENTERED							STATUS	LAST	FIRST	MIDDLE	DOB	AGE		Missing fields	1.	Doe	John	T	12/2/1998	19	<p>Register Students Contacts and Addresses Review and Su</p> <p>Step 1: Please enter the student's name and information exactly as it appears on t</p> <table border="1"> <thead> <tr> <th colspan="7">STUDENTS WHO YOU HAVE ENTERED</th> </tr> <tr> <th>STATUS</th> <th>LAST</th> <th>FIRST</th> <th>MIDDLE</th> <th>DOB</th> <th>AGE</th> <th></th> </tr> </thead> <tbody> <tr> <td>Completed</td> <td>1.</td> <td>Doe</td> <td>John</td> <td>T</td> <td>12/3/1998</td> <td>19</td> </tr> </tbody> </table> <p>Add Another Student</p> <p>If you have entered all of your students, then click the 'Next S</p> <p>Advance to Next Screen</p>	STUDENTS WHO YOU HAVE ENTERED							STATUS	LAST	FIRST	MIDDLE	DOB	AGE		Completed	1.	Doe	John	T	12/3/1998	19
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Completed	1.	Doe	John	T	12/3/1998	19																																					
<p>After submitting a student they will appear in a table. There is a status column informing you if you missed any required fields</p>	<p>Once the student has all required fields filled in their status will be complete</p>																																										

3. Contacts and Addresses

In order to add contact information you must first submit the address and information for the primary parent/guardian



(Step 2 text is set in open reg setup under address/contacts tab message 1)

This form has required fields as well, however you cannot submit the contact information unless all of these fields are filled in.

SECTION 1: ADD THE STUDENT'S PRIMARY ADDRESS

House # * 123

Street Name*

Apt # 3

City* Morristown

State* NJ

Zip* 08807

County Camden

SECTION 2: GUARDIAN AT PRIMARY ADDRESS

First Name* John Last Name* Doe

Relationship to Student* Father

Home Phone 1231231234 Primary

Cell 3213213214 Primary

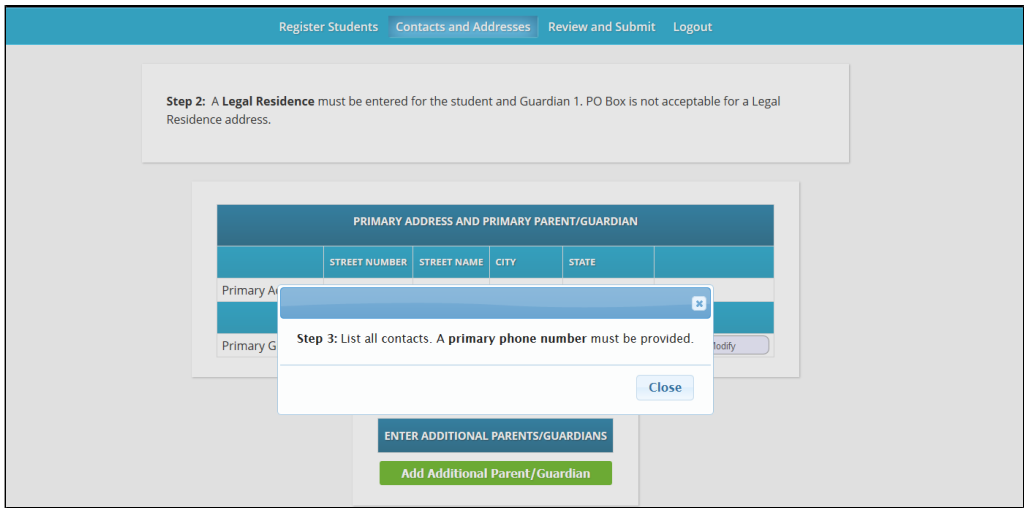
Cell Provider Alltel

Work 2344322345 Primary

Primary Email primaryemail@email.com

Save Primary Contact Information Cancel

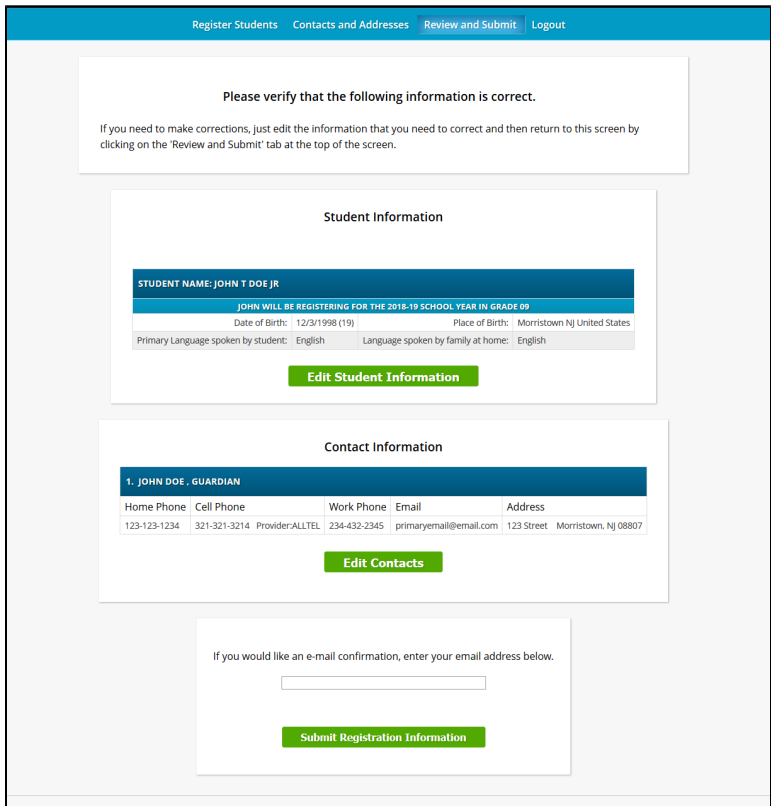
After submitting the primary guardian a prompt will appear, now you are able to add the remaining parents/guardians as well as emergency and other contacts



(Step 3 text is set in open reg setup under address/contacts tab message 2)

4. Review and Submit

Once you fill in the necessary information you can go to the Review and Submit tab where you can go over the information you have entered and make sure it is correct



This screen will also tell you which student is missing required fields

Student Information			
STUDENT NAME: JOHN DOE JR		WARNING STUDENT IS MISSING REQUIRED FIELDS	
JOHN WILL BE REGISTERING FOR THE 2018-19 SCHOOL YEAR IN GRADE 09			
Date of Birth:	12/3/1998 (19)	Place of Birth:	Morristown NJ United States
Primary Language spoken by student:	English	Language spoken by family at home:	English

[Edit Student Information](#)

If enabled, you can use your email as a username and set a password to come back later and update/finish filling in information

If you would like an e-mail confirmation, enter your email address below.

If you would to create an account with your email please enter a password below.

Password

Confirm Password

[Submit Registration Information](#)

If you missed required fields that are necessary for submission, you will not be able to submit registration information until they are filled out

Cannot submit registration information There are missing required fields

Please verify that the following information is correct.

If you need to make corrections, just edit the information that you need to correct and then return to this screen by clicking on the "Review and Submit" tab at the top of the screen.

Student Information

STUDENT NAME: JOHN DOE JR		WARNING STUDENT IS MISSING REQUIRED FIELDS	
JOHN WILL BE REGISTERING FOR THE 2018-19 SCHOOL YEAR IN GRADE 09			
Date of Birth:	12/3/1998 (19)	Place of Birth:	Morristown NJ United States
Primary Language spoken by student:	English	Language spoken by family at home:	English

Edit Student Information

Contact Information

1. JOHN DOE, GUARDIAN				
Home Phone	Cell Phone	Work Phone	Email	Address
123-123-1234	321-321-3214	Provider:ALLTEL, 234-432-2345	primaryemail@email.com	123 Street, Morristown, NJ 08807

Edit Contacts

If you would like an e-mail confirmation, enter your email address below.

Cannot submit registration information There are missing required fields

If you would like to create an account with your email please enter a password below.

Password

Confirm Password

Submit Registration Information

After successfully registering you will be shown this screen, you can make further changes and resubmit information if you wish to do so.

Register Students
Contacts and Addresses
Review and Submit
Logout

Resubmit Registration Information

You have successfully started registration for your students.

Public Schools Open Registration

263222A1AC

Date created: 12/19/2017

Student Information

Student Name: John T. Doe Jr.
 JOHN WILL BE REGISTERING FOR THE 2018-19 SCHOOL YEAR IN GRADE 09
 Date of Birth: 12/3/1998 Place of Birth: Morristown NJ United States
 Primary Language of student: English Language spoken at home: English

Contact Information

John Doe, Guardian
 Home: 123-123-1234 Cell: 321-321-3214 Cell Provider: ALLTEL Work: 234-432-2345
 Email: primaryemail@email.com
 Address Information
 123 Street
 Morristown NJ 08807

You have successfully started registration for your students.

(Top text is set in the open registration setup screen under Confirmation Page)