

# How to Process Online Registration for Returning Students

Follow the steps below to process a returning student's online registration.

Begin in Student Management

**Click:** Families (FA)

**Click:** Family Access (FM)

**Click:** Online Registration (OR)

**Click:** Approvals (AP)



Duncanville High School (001)

Home Students **Families** Staff Student Services Food Service Office Administration Educator Access Plus Advance Features

Search

Student Management Setup

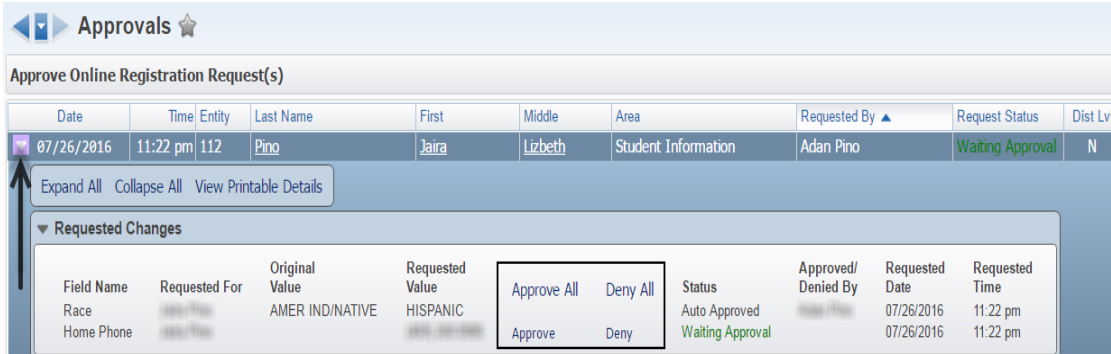
**Families - FA** Setup  
 Families - FA  
 Reports - RE

**Family Access - FM** Setup  
 Pseudo Approval - PC  
 Family Access Users - US  
 Login History - LH  
 Online Forms - OF  
 Reports - RE

**Online Registration - OR** Setup  
 Approvals - AP  
 Verification Status - VS  
 Reports - RE

Expand the student requesting a change to their information.

**Click:** Approve or Deny



Approvals

Approve Online Registration Request(s)

Date	Time	Entity	Last Name	First	Middle	Area	Requested By	Request Status	Dist Lvl
07/26/2016	11:22 pm	112	Pino	Jaira	Lizbeth	Student Information	Adan Pino	Waiting Approval	N

Expand All Collapse All View Printable Details

Requested Changes

Field Name	Requested For	Original Value	Requested Value	Approve All	Deny All	Status	Approved/ Denied By	Requested Date	Requested Time
Race	AMER IND/NATIVE	AMER IND/NATIVE	HISPANIC	Approve	Deny	Auto Approved		07/26/2016	11:22 pm
Home Phone				Approve	Deny	Waiting Approval		07/26/2016	11:22 pm

To **DENY** a request **Click:**

Deny and enter the specific reason you are denying the request.

**Click:** Save



Deny Pseudo Family Changes Request - Entity 111 - WS\FA\FM\OR\AP - 28012 - 05.16.06.00.04 - Google Chr...

https://stuskyward.duncanvilleisd.org/scripts/wsisa.dll/WService=wsEPlus/sappredit004.w?is

## Deny Pseudo Family Changes Request

Reason for Denying Pseudo Family Changes Request

Please enter a reason for denying the user's request to update information for:

**Change Address**

ENTER A VERY SPECIFIC REASON YOU ARE DENYING THE CHANGE REQUEST IN THIS BOX AND CLICK SAVE

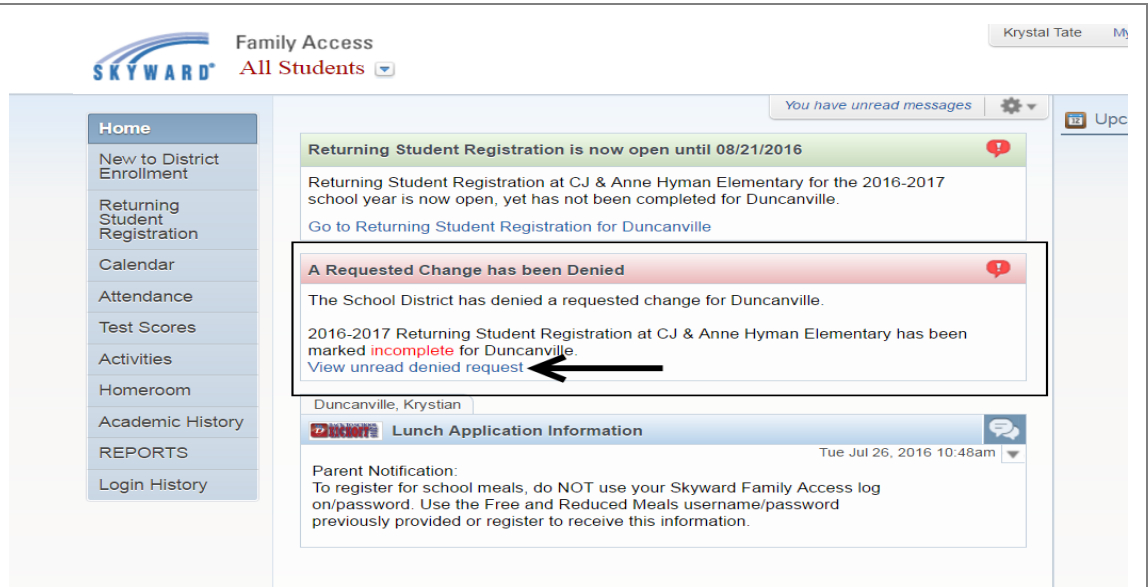
Maximum characters: 300, Remaining characters: 210

\* Please note that this reason will be displayed in Family Access for primary guardians to view.

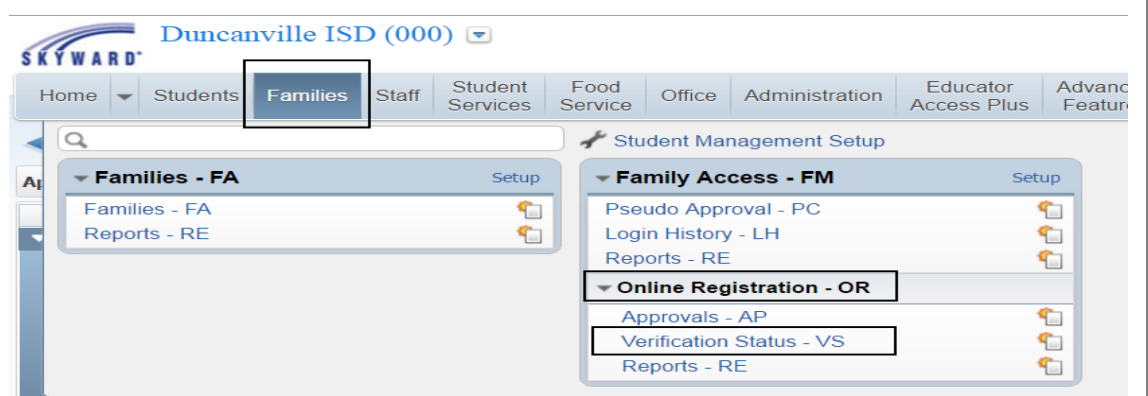
Save Back

# How to Process Online Registration for Returning Students

A message will be displayed in Family Access as soon as you click the Save button if requests have been denied.



When all of the student's registration requests have been completed by the parent and approved by the office **Click:** on Verification Status



Verify all steps have been completed and **Click:** Mark as Verified.

