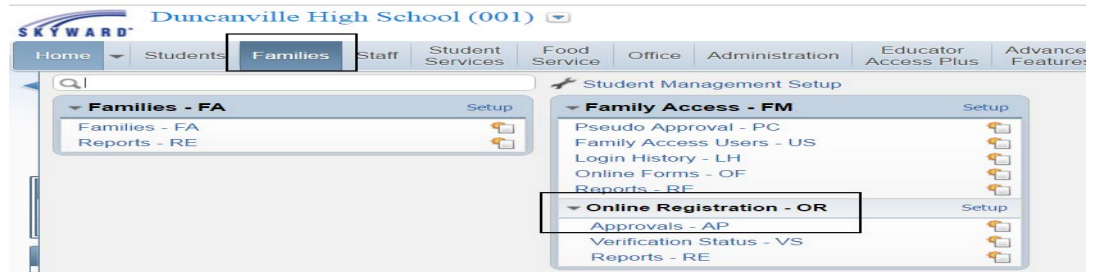


How to Process Online Registration For Returning Students

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

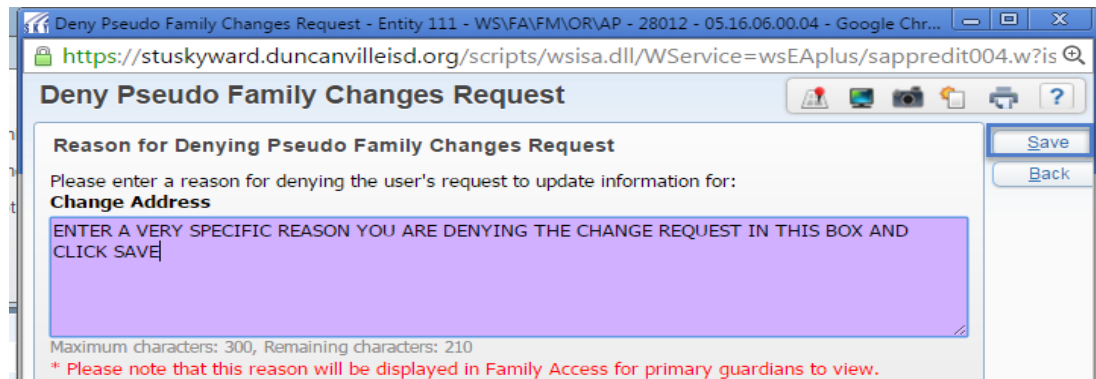
Begin in Student Management
Click: Families (FA)
Click: Family Access (FM)
Click: Online Registration (OR)
Click: Approvals (AP)



Expand the student requesting a change to their information.
Click: Approve or Deny

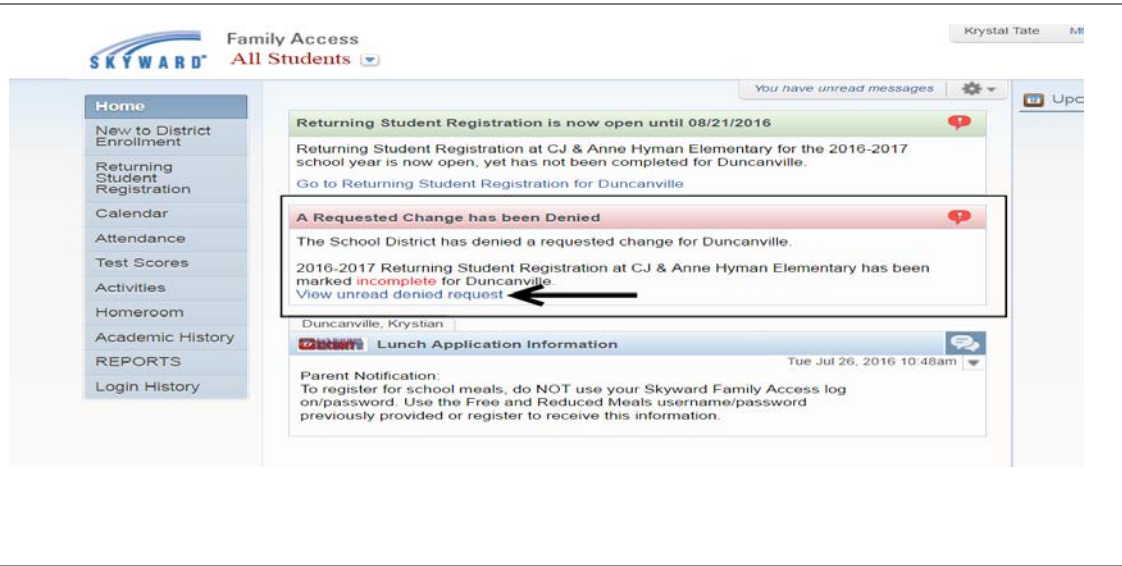


To **DENY** a request **Click:** Deny and enter the specific reason you are denying the request.
Click: Save

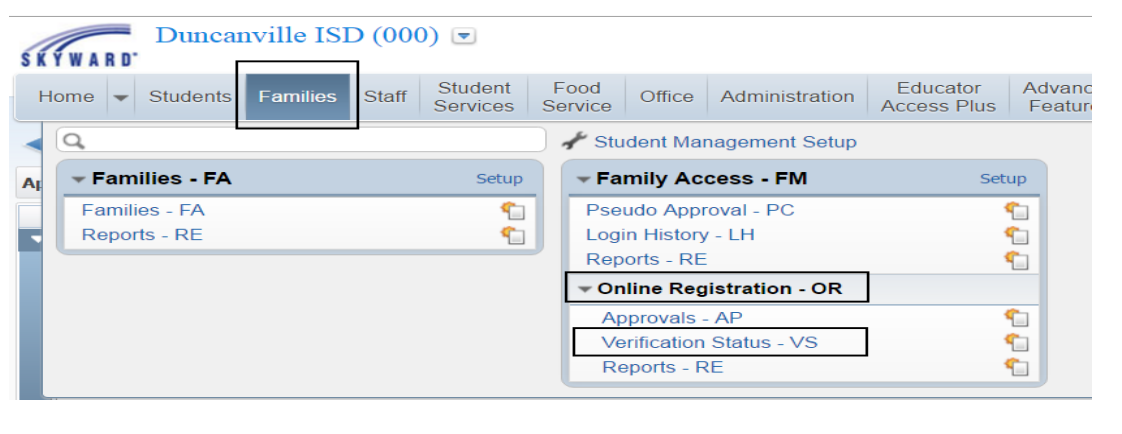


How to Process Online Registration For Returning Students

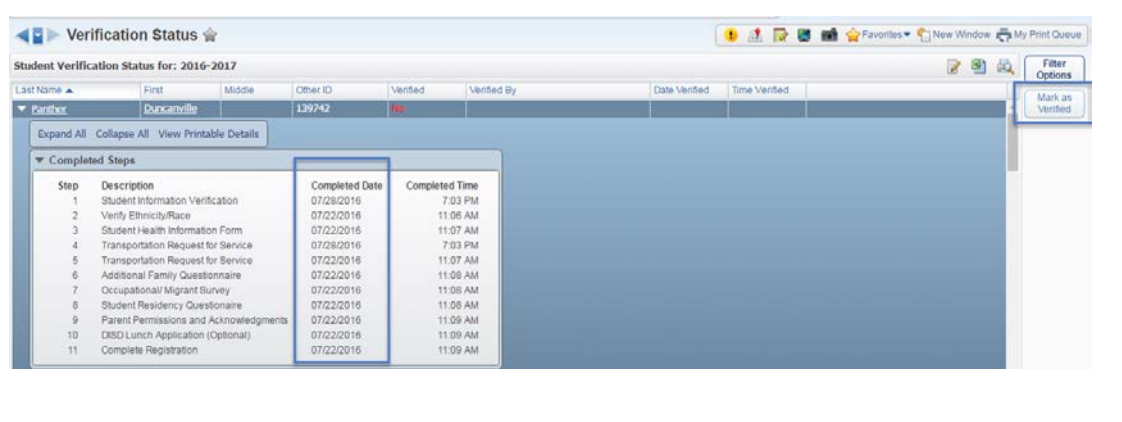
A message will be displayed in Family Access as soon as you click the Save button if requests have been denied.



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.



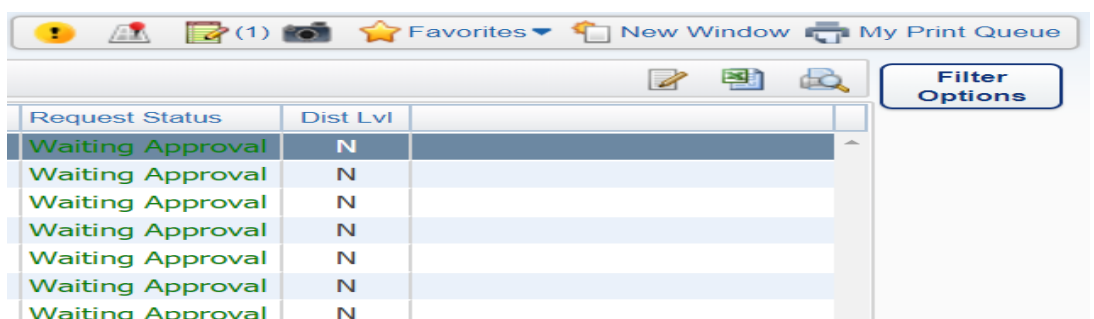
How to Process Online Registration For Returning Students

Filter Options:

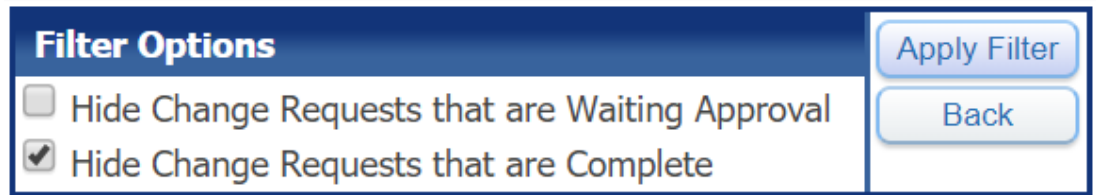
Go to:

- Families
- Online Registration
- Approvals

In that screen you will see filter options, click the button.



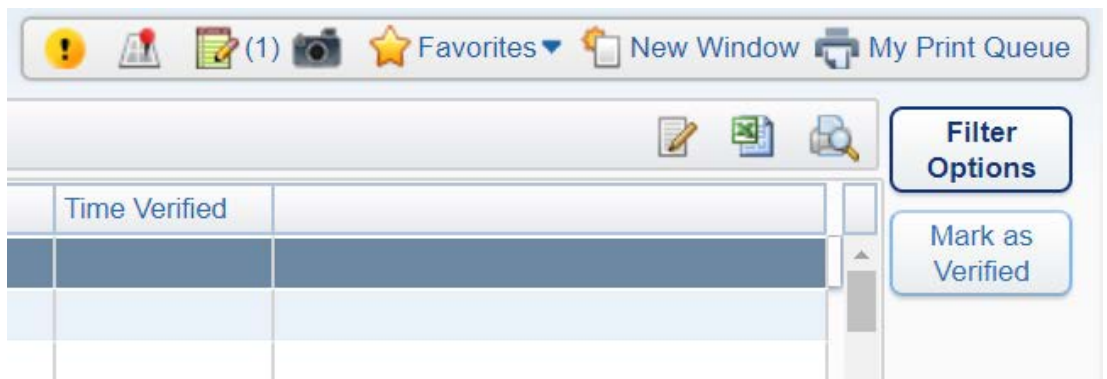
Once you click **Filter Options** you will get the next message. You will need to hide request that are complete so that you may focus on the ones that are waiting approval.



Go to:

- Families
- Online Registration
- Verification Status

There you will see filter options as well. Click the button.



How to Process Online Registration For Returning Students



Here you will select correct School Year. Next, Hide Students that are Verified so that you may focus on students not verified and students pending approval.

Filter Options	
School Year:	2018-2019 ▼
<input type="checkbox"/>	Hide Students that are Verified
<input type="checkbox"/>	Hide Students that are Verified pending approval to changes
<input type="checkbox"/>	Hide Students that are not Verified

Apply Filter
Back