2026-2027 OHM BOCES CTE Registration
Tutorial (Non-SchoolTool Users)

S SCHOOLTOOL

○ New User ← Select New User then click CONTINUE.
○ Returning User

Click Continue to start a new session and enter children, contacts, and addresses from scratch.

Note: If returning to modify a previously registered CTE student's info, click "Returning User" button and enter Session Key given in original registration and Password you entered (see pg. 5).

CONTINUE

Previous Step   Pre-Register Children

< CANCEL

Use this screen to enter information about your children.

How many children are you registering today?   Select One ⌄

Select One
1
2
3

Register **only one** student at a time - **select the number 1 from dropdown**.

Complete the student name and other information shown in example below, then click CONTACTS under Next Step. **DO NOT Add Another Child.**

Step 1   **Step 2**

Previous Step   Pre-Register Children   Next Step

< CANCEL   **CONTACTS >**

Use this screen to enter information about your children.
- Fields with * are required.
- When complete, click on the "Contacts >" button to continue.

Click Here to Add Another Child

Child 1

First Name:	Test	*	Is Hispanic:	☑	**Check if Hispanic**
Middle Name:			Race:	Black or African American ⌄	*
Last Name:	Delete	*	Primary Language:	English ⌄	*
Child's Email Address:					
Child's Cell Phone #:					
Gender:	Male ⌄	*			
Date of Birth:	1/1/2005	*			

Click Here to Remove this Child

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Please enter at least **two contacts per student** – the first should be a primary contact (this is primary parent/guardian the student resides with). **Do NOT** enter two people as one contact (example: Mark and Beth Smith). When finished entering data for contacts, click RELATIONSHIPS under Next Step.

Select 2 or more contacts.

Enter all available information for contacts, then click RELATIONSHIPS under Next Step at upper, right corner of screen.

Relationships - One contact must be the primary.
Fill in relationships & other relevant info for contacts, then click ADDRESSES under Next Step at upper, right corner of screen.

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Previous Step — Residence Addresses — **Next Step**

< RELATIONSHIPS   **ADDITIONAL INFO >**

Use this screen to enter an address for each contact.
- Every contact must have an address and/or home phone number.
- If multiple contacts live at the same address, use the "Same address
- Fields with * are required.
- When complete, click on the "Additional Info >" button to continue.

> **Fill in addresses and home phone (can be cell phone) for contacts,** then click ADDITIONAL INFO under Next Step at upper, right corner of screen.

Mom Delete
- ○ Same address as another contact
- ⦿ Enter a new address and home phone number
- ○ Enter a new home phone number only

House #: 1   Street: Any Street   Unit #: 111
Line 2:
City: Nowhere   State: NY   Zip Code: 11111
Home Phone #: (111) 222-0000   Is Listed: ☑

Grandpa Delete
- ○ Same address as another contact
- ⦿ Enter a new address and home phone number
- ○ Enter a new home phone number only

House #: 2   Street: Another Street   Unit #:
Line 2:
City: Somewhere   State: NY   Zip Code: 22222
Home Phone #: (222) 333-4444   Is Listed: ☑

In the "Additional Information for" section, **you will check multiple boxes.** As you check boxes, fields of required information will appear. **If required boxes are not checked and/or you have not filled out all relevant information, you will need to return to student's registration to fix** (see "Note" at top, right of page 1). **Please** double check your work to make sure it is accurate & complete.

Previous Step — **Next Step**

< ADDRESS   ★ **MAKE SURE ALL REQUIRED BOXES ARE CHECKED!!!!** ★   **CONTACT INFO >**

Use this screen to enter additional information requested by the district.
- Fields with * are required.
- When complete, click on the "Contact Info >" button to continue.

Additional Information for Test Delete
- ☑ Course Selections
- ☑ Online Registration Addl. Fields
- ☐ MSA Intake
- ☑ CTEC Intake Form
- ☑ New Visions Addl. Details
- ☐ MSA Intake Addl. Fields

> For **regular CTE programs** - check **3 boxes** - Course Selections, CTEC Intake Form, and Online Registration Addl. Fields.

IMPORTANT!!!

> Note: If registering student for a Wait List program, do not check Course Selections; but still check CTEC Intake Form and Online Registration Addl. Fields.

> For **New Visions programs** - check **4 boxes** - Course Selections, CTEC Intake Form, Online Registration Addl. Fields, AND New Visions Addl. Details.

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Additional Information Screenshots (many fields are filled in with examples)
Please read all instructions in red boxes.

Course Selections
1) Select a School Level 2) Select a Course   3) Click on Add

| CTEC ▼ | Select One ▼ | ADD |

After you ADD your course (program) selection, it will show here.

| DELETE | CTEC: Animal Science AM (522) |

> 1) Select CTEC for School Level.
> 2) Select a Course (CTE program).
> 3) Click ADD.

CTEC Intake Form
Does student have conditions, requirements, medications, or anything else the teacher should know about?:

Yes ▼ *

If Yes, please list here.:

Asthma

Does student have any allergies?:

Yes ▼ *

If Yes, please list any allergies the student has, placing a comma between each.:

Bees

> Fields with an asterisk are required; however, **fill out ALL applicable fields for that student.**
>
> **If Yes is indicated** for "Does student have conditions…?" and/or "Does student have any allergies?", **you cannot leave subsequent "If Yes,…" blank.**

School Counselor Name: Samantha O'Neil (Notre Dame) 724-5118 x28 ▼ *
IEP/504 Plan:
Neither ▼ *
Economically Disadvantaged?: No ▼ *
English Language Learner?: Yes ▼ *
Behavioral Intervention Plan?: No ▼ *
Grade Level in Sept. 2023: 11 *
Days Absent to Date in this School Year: 8 *
Diploma Track: Regents ▼ *
Cumulative GPA: 84 *
First Year Entered Grade 9:
2021-2022 ▼ *
Living Environment Regents Score (Nursing Assistant only):

> **When ALL relevant fields are completed with accurate information in each section** (3 sections for regular CTE and 4 sections for New Visions), then click CONTACT INFO under Next Step at upper, right corner of screen.

Online Registration Addl. Fields
School District/Organization:
Notre Dame ▼ *
Notre Dame - select student's home district here:
Utica ▼ *
Home District Student ID: 1234567 *

New Visions Addl. Details
English 11 Grade to Date: 78 *
Regents ELA Score/Final Exam: 92
Regents Algebra I Score/Final Exam: 75
Regents Algebra II Score/Final Exam:
Regents Geometry Score/Final Exam:
Regents Earth Science Score/Final Exam: 79
Regents Living Environment Score/Final Exam: 82
Regents Global History Score/Final Exam: 88
Regents U.S. History Score/Final Exam:

> **This section is for New Visions registrations only.**

> Note: Please **print New Visions Application Form** found at www.oneida-boces.org/cteregistration, **fill out form, attach student's New Visions essay, and send to OHM BOCES CTE Guidance Office.**

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First, enter a generic password that you will remember (the same password can be used multiple times), enter your name and email address and/or phone number.   Then click SAVE.

Note: The session key is specific to that student.

Click the Print to generate a printable report, which will open in a new window. Then click EXIT under Final Step at upper, right corner of screen.

Supply CTE HARDCOPY of the following documents:
- Medical Record (Send by end of this school year.)
- IEP or 504 Plan (When applicable. Send by end of this school year.)
- New Visions Essay (When applicable; attached to completed application.)

Send hardcopy through the courier to OHM BOCES CTE Main Office (Medical Record/IEP/504 Plan) and, if applicable, OHM BOCES CTE Guidance Office (New Visions Application Form and Essay).

Note: **WAIT LIST** does not open at beginning of registration process;

it is turned on when programs start to be filled to capacity.

Wait List program selection dropdown will show in "CTEC Intake Form" section.

Again, if registering student for a **Wait List** program,

in the "Additional Information…" section,

do not check Course Selections; but still check CTEC Intake Form and Online Registration Addl. Fields**.**