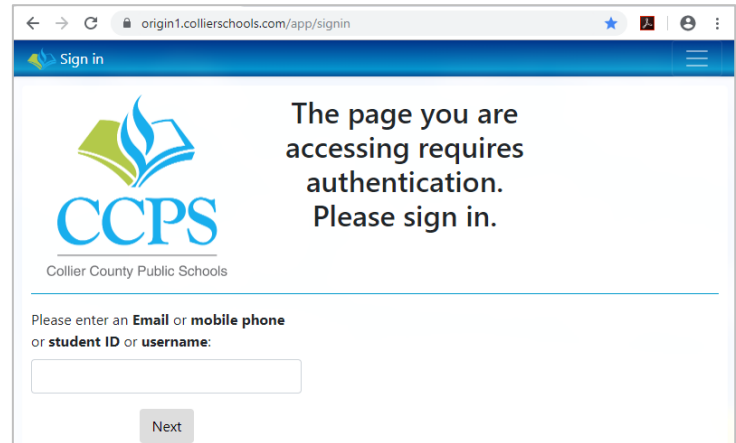


CCPS Portal: Create a Student Application

The Create a Student application is used to generate a student ID number for new students. Once the student ID is generated you will need to proceed with enrolling the student via FOCUS. Only select individuals have access to this application (i.e. Pre-K Assessment (ESE), Little Eagles Program (NHS), VPK Team, FSG Team, ALT Schools, Charter Schools).

Accessing the Application

1. Open your CHROME browser.  Chrome is the preferred browser.
2. Visit <https://portal.collierschools.com/>
3. Enter your network username.
4. Click Next.
5. Log in using your CCPS network username and password.



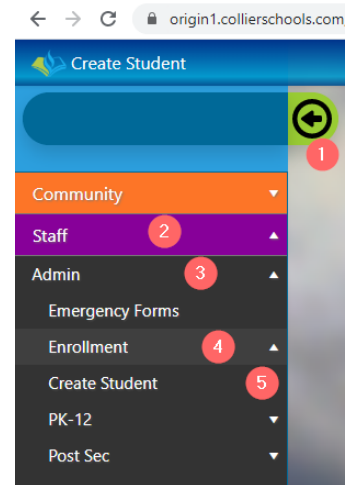
The page you are accessing requires authentication. Please sign in.

Please enter an Email or mobile phone or student ID or username:

Next

Logging in to the Application

1. Click the green arrow in the upper left corner to expand the sidebar menu.
2. Select Staff.
3. Select Admin.
4. Select Enrollment.
5. Select Create Student.
6. The Create Student screen will display.



1. Green arrow to expand sidebar

2. Staff

3. Admin

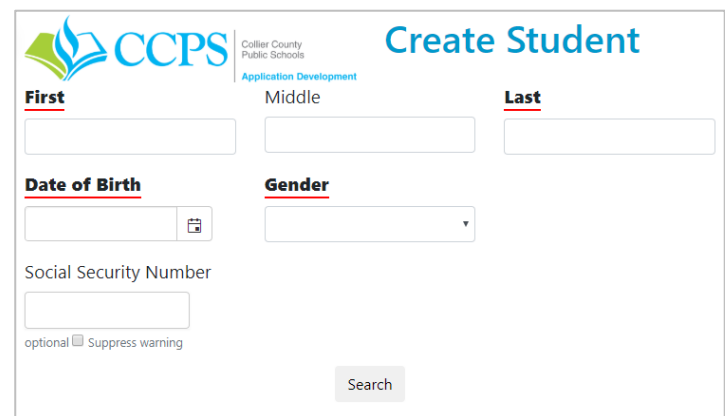
4. Enrollment

5. Create Student

Search for the student

Always search for the student before adding a new record. This helps prevent creating duplicate student records and generating a new student number for a student who already exists in the system.

1. Enter at least 2 letters of the first name.
2. Enter at least 2 letters of the last name.
3. Select the date of birth (YYYY/MM/DD).
4. Select the Gender.
5. Enter the Social Security number (optional, but helps narrow results).
6. Click Search.



CCPS Collier County Public Schools Application Development

Create Student

First **Middle** **Last**

Date of Birth **Gender**

Social Security Number

optional ☐ Suppress warning

Search

CCPS Portal: Create a Student Application

- If the SSN field is blank, an SSN Warning message will appear. will display.

Note: To avoid this message, select Suppress Warning on the search screen.

optional ☐ Suppress warning

SSN Warning

The student does not have a Social Security Number. Although optional, the SSN is used to generate State identifiers and some key elements cannot be changed afterwards. If the Social Security Number is available, please resubmit your search with SSN.

Go back
Continue without SSN

- Click Continue without SSN to continue the search.

- Wait patiently for the search results to load.
- The search results pop-up window will display in the middle of the screen. Review the search results.

Note: Matching search criteria will appear in green. Results will include individuals in the system who already have an existing student ID number.

Results			
am mo			
Female, age 15			
Born February 24, 2005			
Found (25+):	DOB	SID	match
am mo	February 24, 2005		73
am mo	February 14, 2005		67
am mo	February 24, 2006		66
am mo	March 24, 2008		63

- Check the results carefully before generating a new student ID.
 - If the student is listed, review all columns, especially the Match % column. This percentage indicates how closely the result matches the search criteria entered.
 - If the student is listed and the information matches, do not generate a new student ID. Use the existing student record in FOCUS.
 - If the student is listed but is not the correct student, continue with generating a new student ID.
 - If the student is not listed, continue with generating a new student ID.

Add a student

- Click the Create New button at the top of the screen.
- The confirmation page will display.
- Click the **green button** to create a new student ID. This confirms you have reviewed the search results and need to create a new student record.

[NOTICE] In the effort of preventing duplicate student creation, all activity is logged. Please ensure that the student being created is not a duplicate. If unsure, please research records prior to creating a possible duplicate student entry.

I, Sheryl L Priester, confirm to the best of my knowledge that this is a new student.

Close

Searching for:

First	Middle	Last	DOB (age)	Gender	SSN
she	pri		September 8, 2017	M	

Create New

New Student

Searched for:
ma per undefined, age 15
Born February 24, 2005
ma per undefined, age 15
Born February 24, 2005

450502

Close

- The new student ID number will display in the middle of the screen. Make note of the student ID number and **proceed with adding a student in FOCUS to complete the enrollment process. Refer to the FOCUS Enrollment (Add a Student) Instructions.**