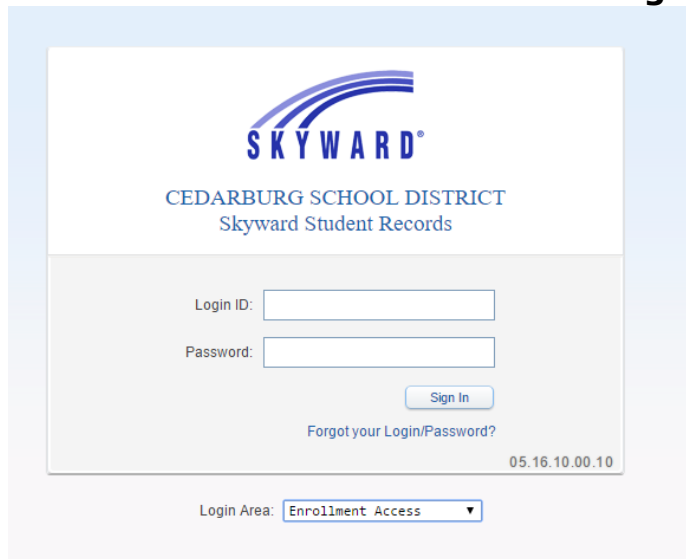


## New Student Enrollment Portal: Login



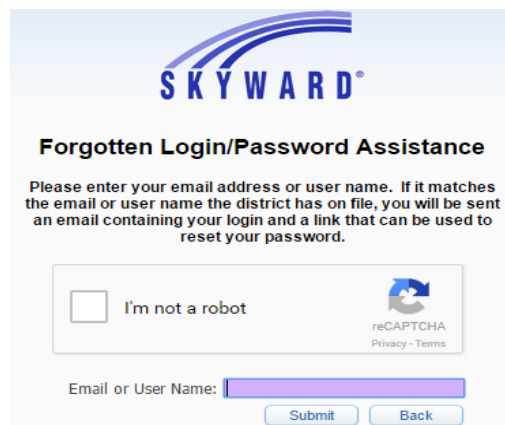
Guardians use their emailed credentials to access the NSOE Portal through the Skyward Enrollment Access page. A Family Access user will not be able to use their account info to log into the Enrollment Access area. If a Family has Family Access, please use the link in Family Access to Enroll new students.

**\*\*Login ID:** This is the guardian's email address used when they requested their account.

**\*\*Password:** This is the Password provided in the Account Information email that the guardian received.

**Sign In:** Click this once the account information has been entered to access the NSOE Portal.

**Forgot your Login/Password?:** This will allow the user to request a new Account Information email to be sent if they forgot their password.



After clicking the Forgot your Login/Password link, this screen will appear. The email that the guardian used when requesting an account needs to be entered. If the guardian does not remember which email address they used, they will need to contact the district.

## New Student Enrollment Portal: Overview

The screenshot shows the SKYWARD Online Enrollment Access portal. At the top right, the user name 'Krystal Smithscr' and an 'Exit' button are visible. Below this is a 'Select Language' dropdown menu. The main header area features the SKYWARD logo and the title 'New Student Enrollment: Application Form'. Below the title are four buttons: 'Save and Continue to Fill Out Application', 'Save and go to Summary Page', 'Print Application', and 'Leave WITHOUT Saving'. A blue box contains instructions for completing the application, including a note that only one step can be edited at a time. Below the instructions is a 'Step 1: Student Information' section with an 'Edit' button, a 'View Only' button, a 'Save' button, and a 'Save and Collapse Step' button. The form fields include: \* Last Name, \* First Name, Middle Name, Name Suffix, \* Gender, \* Date of Birth, Birth City, Birth State, Birth Country, and Birth County. Asterisks (\*) denote required fields.

The first time a guardian logs into the Portal, they will be taken directly to the Application Form. This is the form to be filled out with the new student's information. If a guardian logs in for the first time after a previous application has been denied and they have no other pending applications, they will see this page with a red message in the upper left corner notifying them of the denied application.

In the upper right corner, the name of the guardian logged in is shown next to the **Exit** button.

Below that, the Google Language Translator is available. Selecting a different language from there will translate all buttons and text into that language. When the page is translated, there is a bar at the top with a button to return the page back to its original language.

The button across the top of the page do the following:

**Save and Continue to Fill Out Application:** This button will save the data filled in so far, and keep the screen open to allow the guardian to complete it.

**Save and go to Summary Page:** This button will save the data filled in so far and take the user back to the Portal's main page.

**Print Application:** This button will send the page to the guardian's printer.  
Note: This will not run a process to a print queue and generate the form in a .PDF. It functions just like clicking print from the browser.

**Leave WITHOUT Saving:** This button will take the user back to the Portal's main page and not save any entered data before exiting the form.

These buttons will also display at the very bottom of the form.

The area below the buttons displays part of the text that was entered during the setup.

## Creating and Submitting a New Student Enrollment Application

The first time a user logs into the Portal, they will be taken directly to the Application Form. A guardian who has started or submitted an Enrollment Application and is logging into the Portal to start a new one will click on the **Click to Enroll Additional Student** button from the "New Student Enrollment Applications: Summary Page."

With the Application Form split into the different steps, it is important to know that guardians will only be able to have one step expanded and available for editing at a time. The currently active step will have the **Save** and **Save and Collapse Step** buttons active at the top of the section. If no step/section is in Edit mode, then the **Edit** and **View Only** buttons will be active. When one step/section is in Edit mode, the other sections will have the **View Only** button active so a guardian can review those sections while editing another.

### Step 1: Student Information

Asterisk (\*) denotes a required field    Please Note: Only one step may be edited at a time

**Step 1: Student Information**    Edit    View Only    Save    Save and Collapse Step

\* Last Name:     \* First Name:     Middle Name:

Name Suffix:     \* Gender:

\* Date of Birth:     Birth City:     Birth State:

Birth Country:     Birth County:

Does student live within this school district?

Social Security Number:     State ID:

Is Student Hispanic/Latino?

\* Federal Race: (select all that apply)     American Indian or Alaskan Native

Asian

Black or African American

Native Hawaiian or Other Pacific Islander

White

Ancestry:

\* Language Spoken Most:     \* Language Spoken at Home:

\* Language District should use:

Has student attended a state school?     Has student attended this district previously?

Previous School District:     School in the District Student Previously Attended:

\* Expected Date of Enrollment:     \* Expected Grade Level:     \* Expected School to Enroll into:

Additional Information: (on the Student for the District)   
Maximum characters: 5000, Remaining characters: 4976

This area is where guardians begin entering the data for the new student.

At the bottom of this section, some fields that will make up the student's Entry record can be found. A guardian also has space in the **Additional Information** field to leave a note for the office to see as they process a student's application.

Complete Step 1 and move to Step 2: Family/Guardian Information    Complete Step 1 Only

A guardian will then have to click the **Complete Step 1 and move to Step 2: Family/Guardian Information** to move on to adding the Family details. If the guardian does not wish to move on to the next step, they can click the **Complete Step 1 Only** button. Both buttons will scan through the fields for Step 1 and verify that all required data has been entered.

\*\* Denotes Required Field to save screen.

Ancestry:

\* Language Spoken Most: ENGLISH \* Language Spoken at Home:

\* Language District should use:

Has student attended a state school?  Has student attended a private school?

Previous School District: Jefferson ISD School in the District Student ID:

\* Expected Date of Enrollment: 08/02/2013 \* Expected Grade Level:

Additional Information: (on the Student for the District) He prefers to go by Ben.

Maximum characters: 5000, Remaining characters: 4976

**Application Not Submitted**  
Please review the following:  
Student Home Lang is a required field.  
Correspondence Lang is a required field.  
Expected Grade Level is a required field.

**Complete Step 1 and move to Step 2: Family/Guardian Information** **Complete Step 1 Only**

If something was missed, a screen listing the missed fields will display, and the field(s) will be highlighted with a red box. Click **OK** to close the box and fill in the missing data. Then click one of the Complete Step 1 buttons.

**Step 1: Student Information** **View Only** **Date Completed: 01/29/2017**

As a step is completed, a Date Completed will show to the right of the collapsed step. If the guardian clicks the **Edit** button for that step, the Date Completed will go away until they click one of the complete buttons again.

## Step 2: Family/Guardian Information

**Step 2: Family/Guardian Information** **Edit** **View Only** **Save** **Save and Collapse Step**

**Enter Information for the Primary Guardian and the Family this Student lives with**

**Enter Information for the Family this Student lives with**

Primary Phone: (555) 555-9684  Should the District keep this number confidential?

Family Home Language: ENGLISH

Home Address: House #: 6546 Direction: E Street Name: Main St Apartment:

P.O. Box:  Address 2:  City: Pleasant Ridge State: TX Zip Code: 78323

**Enter Information for the Primary Guardian of the Family this Student lives with**

\* Last Name: Smithscr \* First Name: Krystal Middle Name: May

Name Suffix:  Name Prefix:  Date of Birth:  \* Gender: Female

\* Relationship to Child:  Marital Status: Married

Should this guardian also be considered an Emergency Contact?

Cell Phone: (555) 555-4986 Work Phone:  Contact Email Address: ksmithscr@email.net

Language:  Employer: Stay-at-home mother

Work Hours:

**Are there other Legal Guardians who live at this address?**  
**Yes, I want to Add another Legal Guardian who lives at this address**

**Are there other Legal Guardians who live at a different address?**  
**Yes, I want to Add a Legal Guardian who lives at a Different Address** **No, Complete Step 2 and move to Step 3: Medical/Dental Information** **No, Complete Step 2 Only**

Some of the fields will be filled in for this guardian since it pulls the data from the form the guardian filled out when requesting the Portal account. Everything except the email can be updated from here.

\*\* Denotes Required Field to save screen.

If a guardian is creating an additional Enrollment Application form, meaning they have already submitted one and have started a new one, the first family information will merge into the Family and Guardian fields; however the fields can be updated after they have merged in. There are a couple of fields that may have to be updated such as Relationship to Child.

If a guardian has submitted multiple Enrollment Applications and is now creating another one, the family information that will merge is based on the first Enrollment Application that is submitted, not the most recent.

If there are other guardians within this family (at this same address), click the **Yes, I want to Add another Legal Guardian who lives at this address** button at the bottom of the section. Notice the slightly thicker blue box around the guardians in this first family.

If there are additional Families that need to be attached to the student, click the **Yes, I want to Add a Legal Guardian who lives at a Different Address** button in the bottom left corner of the Family/Guardian Information Section. By clicking this button, the guardian will then be able to fill in the new family's information.

**Yes, I want to Add another Legal Guardian who lives at this address**

**Step 2A: Enter Information for the Family and a Guardian that lives at a different address**

**Enter Information for the Family that lives at a different address** **Remove this Family**

Primary Phone: (555) 555-5163  Should the District keep this number confidential?

Family Home Language: ENGLISH

Home Address: House #: 5466 Direction: W Street Name: ELM ST Apartment:

P.O. Box:  Address 2:  City:  State:  Zip Code:

**Enter Information for a Guardian of the Family that lives at this address**

\* Last Name: Smithscr \* First Name: John Middle Name:

Name Suffix:  Name Prefix:  Date of Birth:  \* Gender: Male

\* Relationship to Child: Father Marital Status:

Should this guardian also be considered an Emergency Contact?

Cell Phone:  Work Phone:  Contact Email Address:

Language:  Employer:

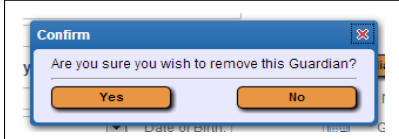
Work Hours:

**Are there other Legal Guardians who live at this address?**

**Yes, I want to Add another Legal Guardian who lives at this address**

Step 2A is to fill in the fields for the new family. This can be repeated to add as many families as needed for the student. Notice at the top of the screen, the blue box that is around the first family can be seen, and a new purple box is around this new family. Each different family added will have a new color around the guardians to help keep them visually separated.

If the new family was added in error, click the **Remove this Family** button to delete the record. Just like with the Primary family/guardian, additional family members can be added by clicking the **Yes, I want to Add another Legal Guardian who lives at this address** button at the bottom of Step 2A.



The above confirmation screen will display after clicking the **Remove this Guardian** and the **Remove this Family** buttons respectively.

A **Remove this Guardian** button will display above all guardians in a family with more than one guardian in it.

**Enter Information for a Guardian of the Family that lives at this address** **Remove this Guardian**

\* Last Name:  \* First Name:  Middle Name:

Name Suffix:  Name Prefix:  Date of Birth:  \* Gender:

\* Relationship to Child:  Marital Status:

Should this guardian also be considered an Emergency Contact?

Cell Phone:  Work Phone:  Contact Email Address:

Language:  Employer:

Work Hours:

**Are there other Legal Guardians who live at this address?**

**Yes, I want to Add another Legal Guardian who lives at this address**

**Are there other Legal Guardians who live at a different address?**

**Yes, I want to Add a Legal Guardian who lives at a Different Address** **No, Complete Step 2 and move to Step 3: Medical/Dental Information** **No, Complete Step 2 Only**

Once all the Family/Guardian Information has been entered, the guardian completing the application needs to click either the **No, Complete Step 2 and move to Step 3:** button or the **No, Complete Step 2 Only** button to complete the step.

**Step 3: Emergency Contact Information**

**Step 4: Emergency Contact Information**

**Enter the Information for Emergency Contact #1** **Remove this Emergency Contact**

\* Last Name:  \* First Name:  Middle Name:

Name Suffix:  Name Prefix:   Is this contact allowed to pick up the student from school?

Gender:  Date of Birth:  Marital Status:  Language:

Contact Email Address:  Primary Phone:   Should the District keep this number confidential?

Cell Phone:  Work Phone:  Fax:

Relationship to Child:  Relationship Comment:

Employer:  Occupation:

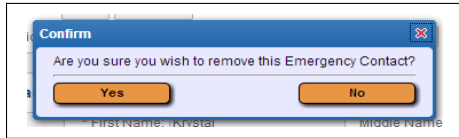
**Do you have other Emergency Contacts to add for this student?**

**Yes, I want to Add another Emergency Contact Record** **No, Complete Step 4 and move to Step 5: Immunization Information** **No, Complete Step 4 Only**

If multiple Emergency Contacts need to be added, click the **Yes, I want to Add another Emergency Contact Record** button in the bottom left corner of the section and the first entry. This will add another set of Emergency Contact fields to be filled in.

\*\* Denotes Required Field to save screen.

If an Emergency Contact record is added in error, the **Remove this Emergency Contact** button can be used.



Upon clicking the button, the above confirmation box will display. Click **Yes** to remove the Emergency Contact, or **No** to cancel the request.

After clicking either the **No, Complete Step 3 and move to Step 4...** button or the **No, Complete Step 3 Only** button the next step will become available (as long as Steps 1 through 2 are also marked complete).

### Step 4: Immunization Information

**Step 5: Immunization Information**    Edit    View Only    Save    Save and Collapse Step

**Instructions for entering Immunization Information**  
Enter Immunization Information for each Vaccine listed below.

Has your child had Chickenpox?    \*Chickenpox Illness Date: 12/26/2013

Asterisk (\*) denotes a required immunization

Immunization	Date 1	Date 2	Date 3	Date 4	Date 5	Date 6	Date 7
*Diphtheria, Tetanus, whole cell Pertussis	05/31/2010	07/29/2010	10/01/2010	05/17/2011	04/02/2014		
Human Papillomavirus							
*Measles, Mumps, Rubella	05/17/2011	04/02/2014					

Complete Step 5 and move to Step 6: Requested Documents    Complete Step 5 Only

Guardians will enter in the different doses of immunizations in the table.

Once all the Immunization Information has been entered, the guardian completing the application needs to click either the **Complete Step 4 and move to Step 5...** button or the **Complete Step 4 Only** button to complete the step.

### Step 5: Additional District Forms

**Step 7: Additional District Forms**    Edit    View Only    Save    Save and Collapse Step

**Instructions for completing the Additional District Forms**  
The buttons below each link to an additional form that must be completed to be able to submit the student application.

Asterisk (\*) denotes a required form

\* Required Form: **AUP**     This form has not been completed

Complete Step 7

This step contains forms to collect specific additional information either by school and/or grade level if needed for the enrollment process.

\*\* Denotes Required Field to save screen.

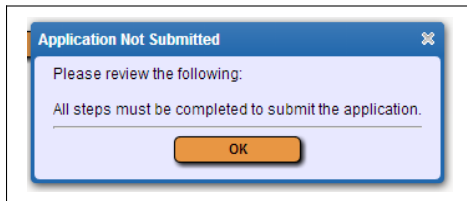
Notice that a form may be flagged as required. When this is done, a guardian must open the form and complete it before completing this step.

The guardian can then fill out the form and click the **Save** button.

\* Required Form:  AUP  This form *has been completed*

The step will then be marked as completed. If it was not filled out and the guardian plans to come back to it, they can uncheck the box showing it as completed.

*Note: If multiple forms are setup, they do not have to be completed in the order they are listed on screen.*



If the **Complete Step 5** button is selected without all the forms being marked as completed beforehand, the above error message will display.

After all Additional District Forms have been marked as complete, the guardian can mark Step 5 complete.

### Submitting the Application

Asterisk (\*) denotes a required field    Please Note: Only one step may be edited at a time

Step 1: Student Information	<input type="button" value="Edit"/>	<input type="button" value="View Only"/>	Date Completed: 04/27/2015
Step 2: Family/Guardian Information	<input type="button" value="Edit"/>	<input type="button" value="View Only"/>	Date Completed: 04/27/2015
Step 3: Medical/Dental Information	<input type="button" value="Edit"/>	<input type="button" value="View Only"/>	Date Completed: 04/27/2015
Step 4: Emergency Contact Information	<input type="button" value="Edit"/>	<input type="button" value="View Only"/>	Date Completed: 04/27/2015
Step 5: Immunization Information	<input type="button" value="Edit"/>	<input type="button" value="View Only"/>	Date Completed: 04/27/2015
Step 6: Requested Documents	<input type="button" value="Edit"/>	<input type="button" value="View Only"/>	Date Completed: 04/27/2015
Step 7: Additional District Forms	<input type="button" value="Edit"/>	<input type="button" value="View Only"/>	Date Completed: 04/27/2015

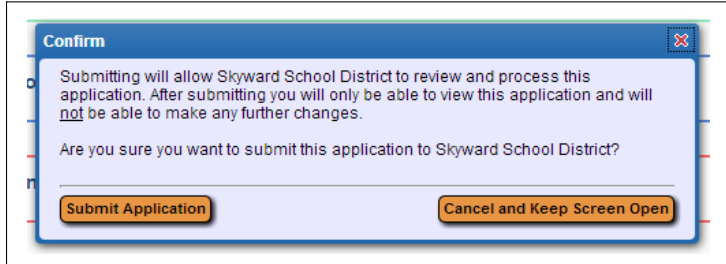
\* All steps must be Completed before an Application can be Submitted \*

\*\* Denotes Required Field to save screen.

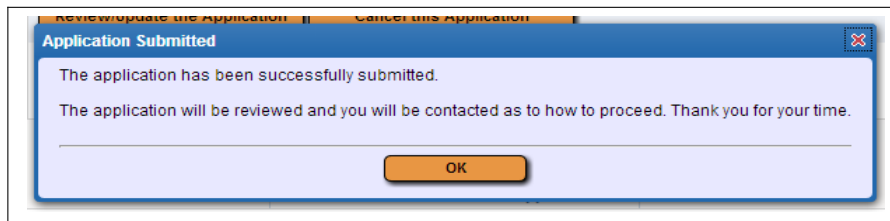


When all steps are complete and are showing a Date Completed, the **Submit Application to the District** button will be active at the bottom of the screen.

Before submitting, guardians should review all parts to make sure the information is correct. Once the application is submitted, changes cannot be made. They would have to contact the district to notify them of the inaccurate information.



The above confirmation screen will display after clicking the Submit Application to the District button. Click **Submit Application** to complete the process, or **Cancel and Keep Screen Open** to still be able to review and update the application.



The above screen will display after clicking Submit Application

Once an application has been submitted, a guardian will be able to **View the Submitted Application**.

If the District has any questions about the application someone from the enrolling school will contact the guardian.

Communication will also be made to inform guardians of any next steps and information needed to finalize and approve the enrollment.

## Accessing Existing Enrollment Requests

Krystal Smithscr    Exit

Select Language ▼

**SKYWARD** Online Enrollment Access

**SKYWARD**  
New Student Enrollment Applications: Summary Page

Your Un-submitted Enrollment Applications

Student Name	Application Status/Options	<a href="#">Click to Enroll Additional Students</a>
Lilyann Marie Smithscr	All Steps have been completed, please select one of the following options: <input type="button" value="Submit Application to the District"/> <input type="button" value="Review/Update the Application"/> <input type="button" value="Cancel this Application"/>	
Bethany Joy Smithscr	All Steps have NOT been completed, please select one of the following options: <input type="button" value="Review/Update the Application"/> <input type="button" value="Cancel this Application"/>	

Your Submitted Enrollment Applications

Student Name	Applicant Status/Options
Benjamin A Smithscr	The district is currently reviewing the applicaiton, please select one of the following options: <input type="button" value="View the Submitted Application"/>

If a guardian has started an application and exited out of the Portal or Family Access, the next time they log in or access the NSOE area, they will be brought to the Summary Page as seen above. If a user had an application denied, and this is their first time logging in since then, they will see a red message in the upper left portion of the screen notifying them of this.

From here, the guardian can click the **Click to Enroll Additional Students** button to start a new Enrollment Application.

In the table where Un-submitted Enrollment Applications are found, the options available will depend upon how far they have completed the application process. If all parts are complete, all three buttons will show as in the first example above. If some parts are incomplete, the red message displays, and only the two buttons will be available seen in the second example above.

**Submit Application to the District:** This button will submit the completed Enrollment Application to the district for processing.

**Review/Update the Application:** This button will open the Enrollment Application screen (Student, Guardian/Family, Health, and Emergency Contact Information) so the guardian can modify or complete it.

**Review/Update Additional Forms:** This button will open the Additional Forms screen (the district specified Custom Forms) so the guardian can update those other forms.

**Cancel this Application:** This button will void and delete the existing application. There will be no way to get it back. The guardian would need to start a new application.

In the table where Submitted Applications are found, the guardian will be able to see any applications that have **not** been approved, denied, or canceled by the district staff. A guardian will only be able to **View the Submitted Application**. Changes cannot be made to the submitted application except by contacting the school directly.