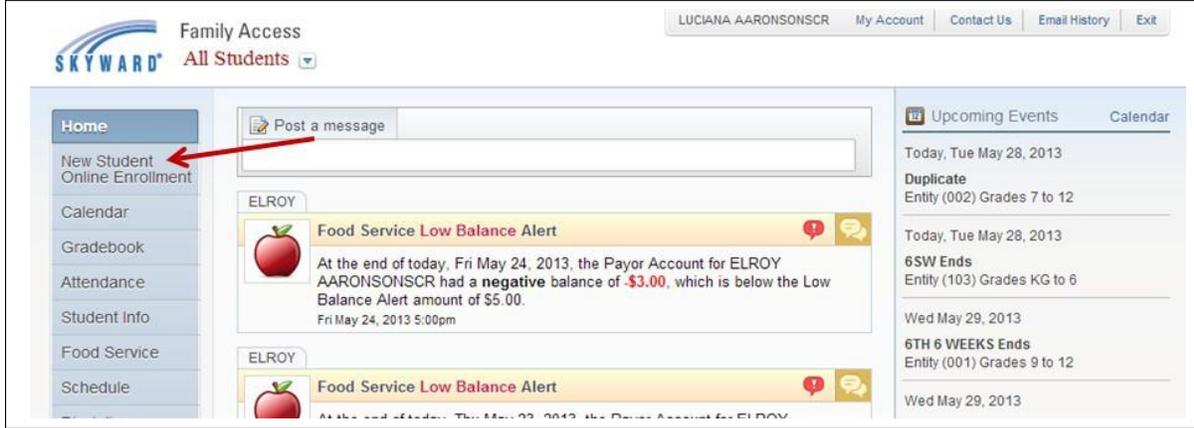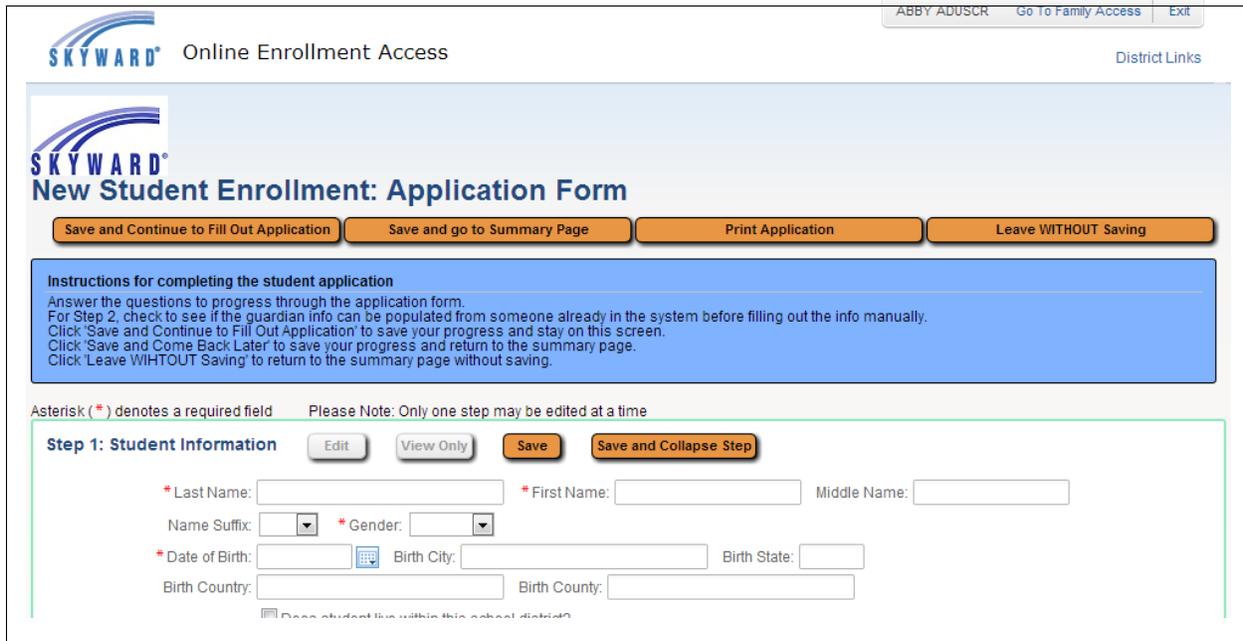# Accessing New Student Online Enrollment from Family Access

The NSOE Application area can be used by existing guardians while they are in Family Access.

Once in Family Access, users will have a link on the left side to access **New Student Online Enrollment**.

Upon clicking the link to open the NSOE area from Family Access, guardians will be taken to one of two pages.

If no applications have been previously started or submitted, guardians will be taken to the Application Form to begin filling out as shown above.

If applications have been started or submitted, guardians will be taken to the Summary Page. Once in the NSOE area, guardians can get back into Family Access by clicking the **Go to Family Access** button in the upper right corner.

Creating and Submitting a New Student Enrollment Application

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

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.

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.

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.

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

Since the new student is being added to an existing family, all fields for the Primary Family

will be locked from editing. Only the option to select the relationship will be available.

If any of the information is incorrect, it will need to be changed by contacting your school directly. The enrollment portal is not intended to for updating existing information.

If a guardian is creating an additional Enrollment Application form, meaning they have already submitted one and have started a new one, Relationship to Child field will need to be filled out for each student.

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.

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.

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

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.

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

Guardians will then 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

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

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.

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

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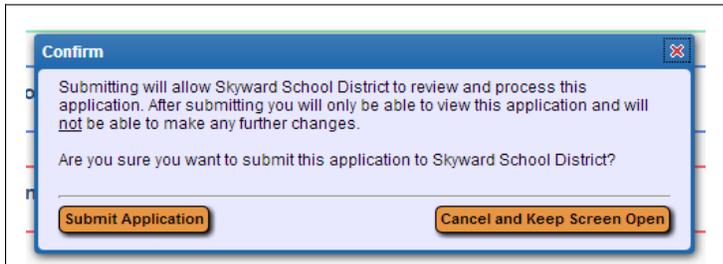
The above confirmation screen will display after clicking the Submit Application to the District button. Click **Submit Application** to complete the process, or **Cancel and Keep Screen Open** to still be able to review and update the application.
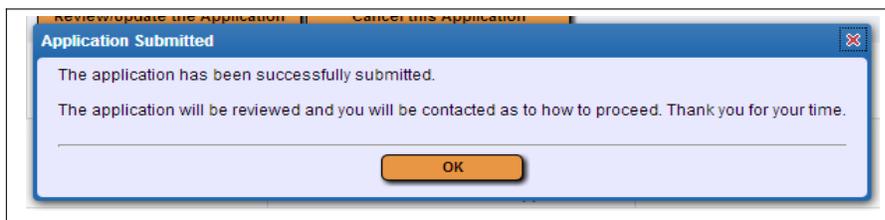
The above screen will display after clicking Submit Application

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

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.