Online Registration Tutorial - School Tasks

Parents can now log into the Family Portal, and from there can enter new registration data for each of their children. School staff can process the entire registration application directly in MYEDBC, eliminating the need for paper forms and data entry, and in-person registration. The data is transferred from the application forms to the student record, speeding up the processing of enrolling students and increasing accuracy of student data.

1. Turn off "Exclude from Online Registration" Button

To include your school in the list of school selection options:

School Top Tab > Setup Side Tab > Details Sub side Tab > Online Registration Sub Top Tab Unselect "Exclude from Online Registration"

2. Online Registration Acceptance Content

You can choose to use the District standard message for accepting students into your school or you can add a customized welcome message specific to your school. To add a customized message:

***School Top Tab > Setup Side Tab > Details Sub Side Tab > Online Registration Sub Top
Tab*** Add message to "Use this field to create a welcome message specific to this school."

3. Request Clerical Security Add on Role

Clerical or Admin need an Add on role of "OLR-Registrar - School" to see the Online
Registration Side Tab. Please submit a helpdesk ticket with the username and names of any
front desk staff you would like this role assigned to.

4. Assign Staff to receive registration transfer emails

Staff Top Tab > Click into Staff Name Check box for Receive Online Reg emails

5. New Registration Review

School staff process the online enrollment after it has been completed by the parent or guardian by verifying the details of the students and identifying existing records.

School View > School Top Tab > Online Registration Side Tab

The registar reviews the information the parent has inputted, confirms with the parent/guardian and then accepts or denies the registration.

The MyEducation BC Standards Manual provides guidelines for acceptable identification documentation and name formatting. Following the Ministry guidelines will help reduce the number of duplicate students created within the district.

For each Student Registration, the clerical can follow the following checklist of steps to approve or deny the request:
- Portal Registration – This step is completed by the Parent.
- Duplicate Student Verification – prevents registration of duplicate students by doing a search through all existing BC student records for a potential match
- Review – student data is reviewed in the same format that was entered by the family. Errors in data entry can be corrected directly in the online forms
- Registration Approval – Accept or Deny

6. Verify Student - Duplicate Student Verification

The verification phase prevents the registration of duplicate students by doing a search through all existing student records for a potential match.

School Top Tab > Online Registration Side Tab > Checklist > Select Student > Duplicate Student Verification
- If a match is found check on the match and click SAVE
- If no match is found, click on SAVE and a new student registration is started.

The school user processing the registration links the new registration with an existing student record or confirms that this is a new student
- Pop up "Continue with new student registration?" - Select Yes

7. Review Form Details and Correct Any Errors

Student data is reviewed in the same format that it was entered by the family. The entire process is completed electronically directly into the MYEDBC application, avoiding any need to leave MYEDBC to complete the process. Errors in data entry can be corrected directly in the online forms.

School Top Tab > Online Registration Side Tab > Checklist Sub Side Tab > Select Student Go through Sub Top Tabs

a) **Start Top Tab**
Be sure the current School year is checked, read any notes from parents/guardians and/or you can add any notes for internal use

b) **Student Detail Sub Top Tab**
Be sure details look correct as entered

c) **School Sub Top Tab - School Selection**
Be sure your school is the selection and click the next button

d) **Contact Information - Family/Contact Sub Top Tab**
If you accept the registration this information can be found in the students record School View> Student Top Tab > Contacts Side Tab

e) **Medical Information - Additional Information Sub Top Tab**

f) **Documents added by Parents - Documents Sub Top Tab**
Once school staff or deny the registration these documents are deleted in an overnight procedure

g) **1701 Information - Student and Additional Information Sub Top Tab**

h) **Submit Sub Top Tab**
Click on the Submit Top Tab and then Submit on the bottom of the screen to complete the Review Process

8. Accept or Deny Registration

Accept: A new page will open to review details and add enrollment dates, codes and status and assign a calendar. Fill in information and click Save. The system will transfers data from submission form to students MYEDBC record. Documents are not transferred to the student's MYEDBC record. Notification email will be sent to parents.

Error Message: If student is Active in another school the message "Student is active in another school. Students must be withdrawn before accepting" is displayed. If the student is already owned by a school, enquiries need to happen between the two schools. Then decision made about the next process (withdrawal, pre-registration, transfer, next school field for EOYR)

Deny: Deny keeps the form data historically but does not update the student, for cases when the student is already enrolled. Notification is sent to parents with the reason included.

9. Process Enrolment

After the student has been accepted and enrollment details saved; the student can now be scheduled and start school.

You can see the process of registrations at:
School Top Tab > Online Registration Side Tab > Student Registrations

The Status and WorkflowPhase give information about where in the process each registration is at.

You can run Registration Summary Reports:
School View > Online Registration Side Tab > Student registration > Details > Reports > Online Registration Summary