

SAM7 Online Registration

Active Parent Accounts

Registrations through Online Student Registration (OSR) are done entirely through ActiveParent using the parent's existing account. All parents will be required to create an account if they do not have an ActiveParent Account. They will need their child's ActiveCode before they can create an account. ActiveCodes will be emailed to the parent/guardian. Parents may have one account for multiple students.

The parent/guardian will go to the JCSD website at <u>www.jcsd.ms.</u> The parent/guardian will click on "For Parents" and they will see the screen below. If they don't have an ActiveParent account they will click on "Create an ActiveParent Account". If they have an existing account, they can login with their current username and password.



2. If the parent/guardian clicked on "Create an ActiveParent Account" or logged in with their current username and password, they will see the screen below.



3. To create an ActiveParent account, the parent/guardian will enter their child's ActiveCode and enter the required information and click "Create User". If the parent/guardian has an existing account, they will automatically be directed to their ActiveParent account and will need to click on the new online registration icon to start the online registration process.



4. Once the account is created successfully the student is now attached to the parent/guardian for registration and it will bring them back to the login page below. They will click on "Return to login Page"



5. The parent/guardian will login using their username and password.



6. Upon logging into ActiveParent, the parent will see a new icon in the top right corner next to the Settings and Logout buttons. This new icon is the Online Student Registration icon. Parents will need to click on it to begin the process.



7. After clicking on the registration icon they will see the screen below. Since parent/guardians can be linked to multiple students, they will need to select the student they wish to continue with. Once the parent chooses a student, additional information will populate (including the school note). The parent will select a Registration Type and be allowed to begin registration. If the parent has already begun registration and is returning to complete it, the button will say "Update/Continue Registration". The parent may return and continue to update the student's registration even after submission until the school has processed the registration in SAM.

Online Student Registration

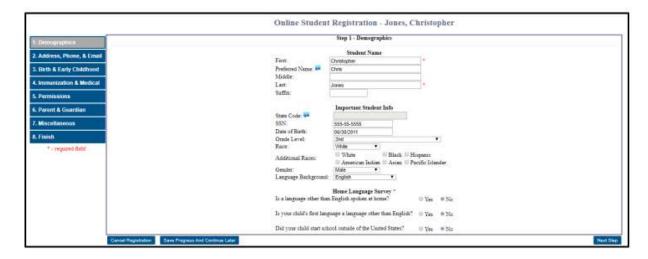


8. Parent/Guardian will click "Begin Registration"

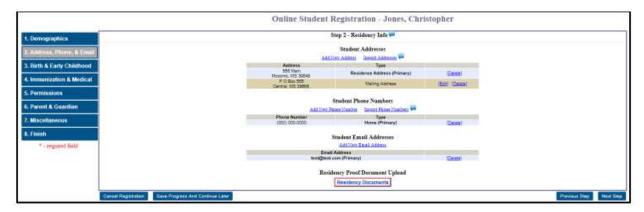
Online Student Registration

Student:	Test, Practice (New Student)	
	Have a code to enter? Click here.	
	School: Vancleave Upper Elementary	
	Date of Birth: 02/15/2019	
	Registration Last Updated: N/A	
	Registration Type	
No Regi	stration Types Available	•

9. The parent/guardian will be taken to the actual registration page.

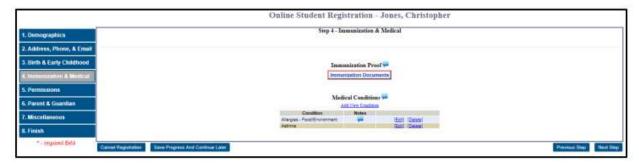


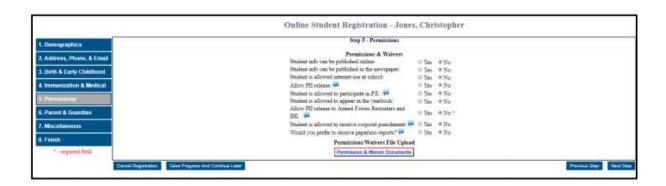
All required fields as determined by the school will be marked with a red asterisk * so that the user immediately knows they are required. The user can save and come back later at any point by clicking the "Save Progress And Continue Later" button. All the user's current progress will be saved and they will be returned to the student selection page. The user can also cancel registration at any point by clicking the Cancel Registration button. This will revert any changes they have made during this session and return them to the student selection page. The user can advance through the steps by clicking the Next Step and Previous Step buttons at the bottom right of the page or by clicking any of the steps on the left side of the page. The user will advance through steps, filling in required information and uploading required files as determined by the school. For existing students, data will be prepopulated from SAM so that the user will not have to re-enter data that has not changed. Any clarification needed for any step can be provided by the school via the multiple notes visible throughout the registration process.



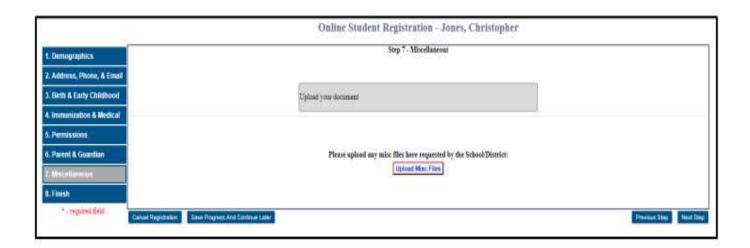


OSR Registration - Birth & Early Childhood Step











Once the parent has completed all steps of registration (or verified the existing data is correct), they must confirm the data's accuracy, enter their full name, and click "Save And Finish". At this point, the entered data is submitted to the school for processing.