**ONLINE STUDENT REGISTRATION: Overview of Screens**

The user will advance through steps, filling in required information and uploading required files as determined by the school. Any clarification needed for any step is provided by the school in the notes visible throughout the registration process.

***All required fields will be marked with a red asterisk \*.***

The Online Student Registration process has 9 screens/tabs to complete the registration:

1. Demographics – Parent sees student Name, DOB, etc. – this is read only; no input is required but if you see something that needs to be updated, please make the Counselor Office at your child’s school aware of the needed change.
2. Residency info – this is the most important step in the process – this is where residency verification is submitted. A new feature is the ability to copy proofs of residency from one child to another if they are both attached to you for registration. See further documentation for the details on this one.
3. Birth info – read only; no input is required but if you see something that needs to be updated, please make the Counselor Office at your child’s school aware of the needed change.
4. Medical info – no input is required. If your child takes medication, has a medical condition or has allergies, please be sure to fill out a nurse formand send it to be kept on file at the school. This must be done each year.
5. Permissions – parents must give electronic permission for pictures published, etc.
	1. Checking "**YES**" on Web Publicity means you are giving the Neshoba County School District permission to publish your child's picture on our website or Facebook page.
	2. Checking "**YES**" on Newspaper Publicity means you are giving the Neshoba County School District permission to send your child's picture to the newspaper.
	3. Checking "**YES**" on PII means that the Personal Identifiable Information about the student may be used by MDE (MS Dept of Education) in computing statistics, surveys and grants.   **The NCSD limits access to its information systems to ensure that only authorized individuals have access to PII.  Staff who work with PII receive training on practices for protecting PII to ensure the integrity and security of information**
6. Parent/Guardian & contact info – parents can add/change/delete contact info. Any contact added must have a phone number.
7. Miscellaneous – no input is required, but please see the note to parents RE: reduced lunch form online.
8. Surveys – No input required; these surveys are only give to new students in the district and since your student is returning, you won’t need to take the survey. Be sure to click on next step to finish.
9. Finish – important step because parent has to check the box to confirm all info is accurate, then give electronic signature and click on the “Save and Finish” button at bottom right of screen in order for registration to be submitted

**To save and continue later:**

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.

**Cancelling:** 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.

**Tips:** 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.