



Manage Registration Window

Perhaps the most widely used feature of the registration details grid, and the enrolment dashboard, is the Manage Registration window. This window can be launched by clicking the green Manage Registration button, or the respective status icon on the left-hand side of the enrolment grid.

This is where all supporting documentation can be reviewed, student number entered, and student details verified. In the following guide, we take a deep dive into all the features available to school clerical staff, from this window.

Click here to launch the Manage Registration window

Registration Details	
Student Name	Hermione Granger
Time of Registration	July 07, 2021 1:29:18 PM
Grade	KF
Email	kkiraly@sd42.ca
Siblings	View Siblings
Duplicate PHN	View Duplicates
Daycare Used	Little Willows
Special Needs	None
Life Threatening	None

Clicking the Manage Registration button launches a window, pictured below, offering a variety of functions for the clerical staff.

Manage Registration - Hermione Granger

Student Details | Proof of Daycare | Supporting Documents | Contact

Legal Details | Preferred Details

Last Name	<input type="text" value="Granger"/>	<input type="text" value="Granger"/>
First Name	<input type="text" value="Hermione"/>	<input type="text" value="Hermione"/>
Middle Name	<input type="text"/>	<input type="text"/>
Student Gender	<input type="radio"/> Male <input checked="" type="radio"/> Female <input type="radio"/> X	<input type="radio"/> Male <input checked="" type="radio"/> Female <input type="radio"/> X
Date of Birth	<input type="text" value="May 18, 2015"/>	<input type="text"/>
Personal Health Num	<input type="text" value="1111 111 111"/>	<input type="text"/>

Student Number:

There are various tabs across the top of the window, each with a separate function.



• **Student Details**

This is where student information is visible and can be modified as needed. These fields are enabled at different stages of the registration.

Student Details	Proof of Daycare	Supporting Documents	Contact
Legal Details		Preferred Details	
Last Name	<input type="text" value="Granger"/>	<input type="text" value="Granger"/>	
First Name	<input type="text" value="Hermione"/>	<input type="text" value="Hermione"/>	
Middle Name	<input type="text"/>	<input type="text"/>	
Student Gender	<input type="radio"/> Male <input checked="" type="radio"/> Female <input type="radio"/> X	<input type="radio"/> Male <input checked="" type="radio"/> Female <input type="radio"/> X	
Date of Birth	<input type="text" value="May 18, 2015"/>		
Personal Health Num	<input type="text" value="1111 111 111"/>		
Student Number:	<input type="text" value="1234567"/>		



All fields are disabled in these states, as the registration does not require any verification



Once documentation has been uploaded, the fields are enabled for staff to verify the documents uploaded by the parents



Once documentation has been verified, staff need to validate all entered information, including the student number from MyEdBC. This is important, to allow for successful auto linking of student to parent



Once the student number has been entered, the field is disabled as we await successful auto linking. However, if a student number has been entered in error, it can be modified by using the orange "Edit" button to the right of the field



The fields are all disabled when the registration is complete



- **Proof of Daycare**

If daycare catchment has been used in the registration, this supplementary tab will appear detailing the daycare information.

Student Details	Proof of Daycare	Supporting Documents	Contact
Daycare Details		Daycare Meets Requirements?	
Daycare Name: Little Willows		<input type="radio"/> Yes <input type="radio"/> No	
Apt / Suite #: 47		Uploaded Documents	
Street Address: 11176		• ProofOfDaycare	
Street Name: Gilker hill			
City: Maple Ridge			
Province: BC			
Country: Canada			
Postal Code: v2w1g3			
Close		Submit Request New Upload	

- **Daycare Details** - The left side of the grid displays the information relative to the daycare that was used. This information is read only.
- **Daycare Meets Requirements** - A yes/no selection which clerical staff can use to verify the information uploaded by the parent.
- **Uploaded Documents** - A list of documentation uploaded by the parent is displayed here. Each document can be viewed by clerical staff to validate information provided.
- **Request New Upload** - Staff can use this feature to request new documentation from the parent, if the submitted documentation was insufficient. The [Request New Upload](#) section of this document covers this in detail.



• Supporting Documents

This tab displays documentation uploaded by the parent, and separate sections where staff can select the type of documentation uploaded, for [proof of age](#) and [proof of address](#). The registrant application address also appears on this tab, to aide in document verification.

Student Details	Proof of Daycare	Supporting Documents	Contact
Accepted Document		Parent Uploads	
Proof Of Age	<input type="text" value="Select Document Type"/>	• BCBirthCertificate	
Application Address	12617 256 street Maple Ridge BC Canada V4R 1C2		
Proof Of Address	<input type="text" value="Select Document Type"/>	• BCDriversLicense	
	<input type="text" value="Select Document Type"/>	• BCUtilityBill	
<input type="button" value="Close"/>		<input type="button" value="Submit"/>	<input type="button" value="Request New Upload"/>

- **Request New Upload** - Staff can use this feature to request new documentation from the parent, if submitted documentation was not sufficient. The [Request New Upload](#) section of this document covers this in detail.

• Contact

From here we can contact the registrant directly, sending emails as the Parent Portal. This process does not have an approval flow, and emails are sent without intervention. Please use this feature with caution and care.

Student Details	Proof of Daycare	Supporting Documents	Contact
Subject <input type="text"/>			
Message			
<div style="border: 1px solid #ccc; padding: 5px;"><p>B <i>I</i> <u>U</u> </p><p>Arial Size</p><hr/><p>Design <input type="checkbox"/> HTML <input type="checkbox"/> Preview <input type="checkbox"/></p></div>			
<input type="button" value="Close"/>		<input type="button" value="Send Message"/>	



Request New Upload

This feature allows us to contact parents and request new supporting documentation, if required. Clicking this launches a screen allowing us to choose which type of supporting documentation (Proof of Address, Proof of Age, Proof of Daycare) we would like provided, and a message box where we can communicate with the parent the reason for our request. This email does not have an approval flow, and emails are sent without intervention. Please be mindful of the content placed in this email.

Check off the types of proof for the parent to upload

Select Type of Upload Request

Proof of Address Proof of Age Proof of Daycare

Message

Design HTML Preview

Back Send Message Send the email

Should you require any further assistance, or have any questions, please reach create an [IT Helpdesk ticket](#), or reach out to the Help Desk directly.

