



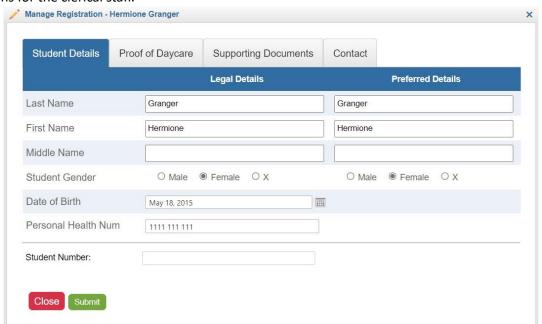
Manage Registration Window

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.



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



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.





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 <u>all</u> 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.



- **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 <u>proof of age</u> and <u>proof of address</u>. The registrant application address also appears on this tab, to aide in document verification.



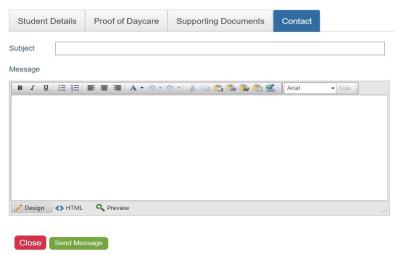
Request New Upload - Staff can use this feature to request new documentation from the
parent, if submitted documentation was not sufficient. The Request New Upload section of
this document covers this in detail.

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.

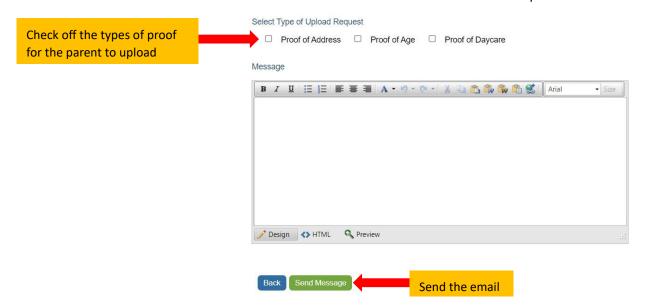






Request New Upload

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.







Should you require any further assistance, or have any questions, please reach create an <u>IT Helpdesk</u> <u>ticket</u>, or reach out to the Help Desk directly.

