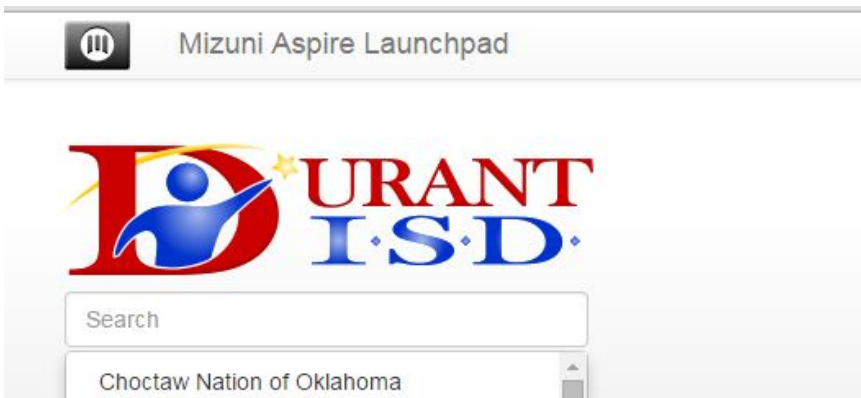


Student Pre-registration

Step 1. Upon logging in, you should see the name of your school displayed with an option that says, “Change.”

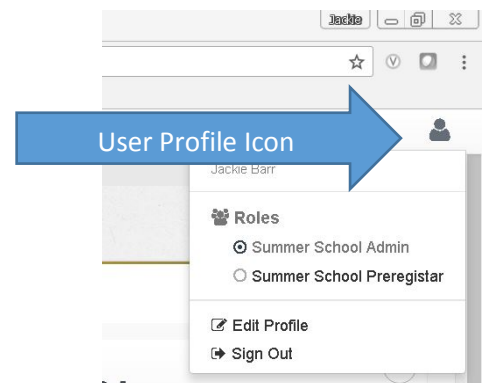
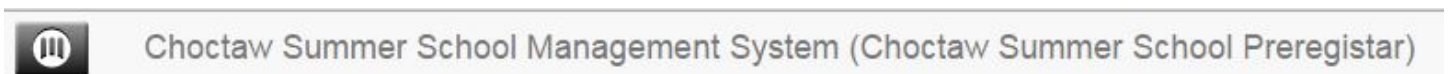
Select “Change” and choose the “Choctaw Nation of Oklahoma” option.



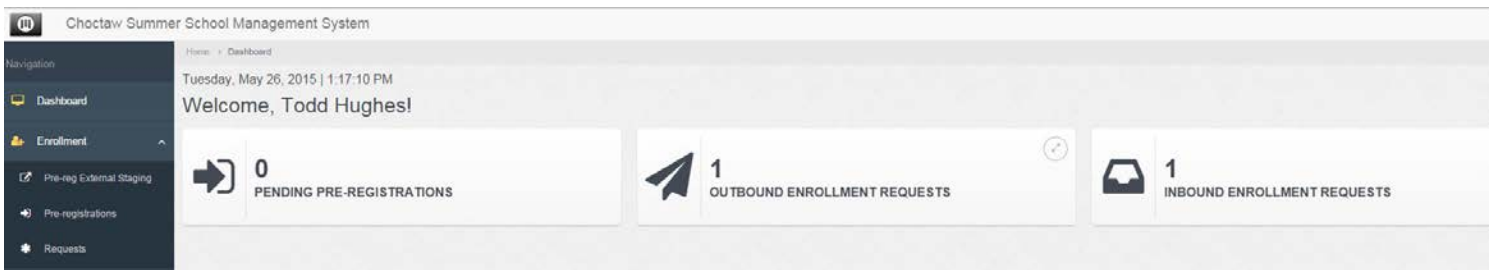
Step 2. You should see a “Choctaw Summer School Management System” application option. Click this application link to enter the enrollment site.



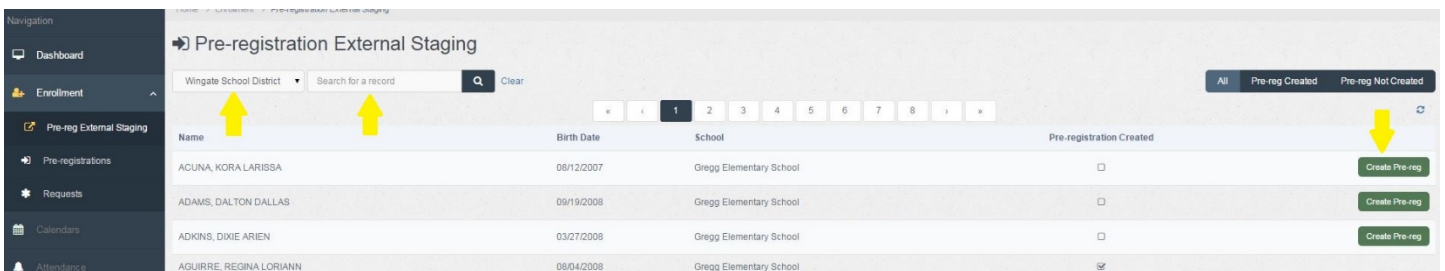
Step 3. Verify that you’re signed in under the “Summer School Preregistrar” role. The role is visible at the top of the page. The role is visible at the top of the page. If not, change roles by clicking on the user profile icon in the top-right corner and select “Change Role.”



Step 4. Upon entering the site, click to expand “Enrollment” on the navigation bar (to the left) and choose the “Pre-reg External Staging” option.

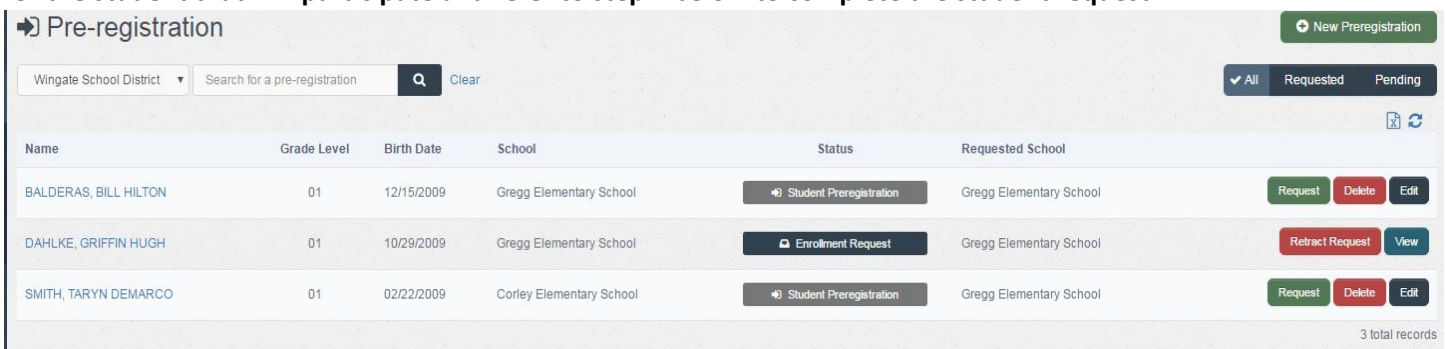


Step 5. Verify that your school district is displayed in the 1st textbox. Using enrollment form, search for the student to create a pre-registration request in the search text box. Choose the green “Create Pre-req” button for the appropriate student. Select the correct host school from the, “Site for Enrollment Request” drop down box highlighted in red. Choose the “Day” or “Morning” option from the “Calendar Session” drop down box. Populating these 2 fields with data will convert the “Invalid Data Found” option in the upper right corner of the page and a “Create Preregistration” button will appear. Clicking this button will take you back to the student search page. Replace the text in the student search text box to search for the next student.



The student list can also be filtered by selecting the “Pre-reg Created” and “Pre-reg Not Created” option.

Step 6. Once all eligible students have been selected under “Pre-reg External Staging,” select “Pre-Registration” in the navigation bar on the left. Verify that your school is displayed in the 1st textbox. Work through the list of students on the Pre-Registration page or search for the student to pre-register in the search text box. Ideally you would want to alphabetize your enrollment forms and work quickly through the list alphabetically. Click the green “Request” button for the student that will participate and refer to step 7 below to complete the student request.



Notice the options available per student (Request, Delete, Edit) and (Retract Request, View) for requested students. The student list can also be filtered by selecting the (All, Requested, or Pending) option.

Step 7. Complete the red highlighted textboxes using information from the student enrollment form. This will remove the “Invalid Data Found” message in the top right corner and display a “Request Enrollment” button to select at the top right. Once chosen, you will be re-directed to the Pre-Registration page to “Request” the next student.

Request Pre-registration: BILL HILTON BALDERAS Invalid Data Found [Revert Changes](#)

<p>Student Info</p> <p>Requesting District: Wingate School District</p> <p>Site for Enrollment Request: Wingate School District: Gregg Elementary Sch</p> <p>Calendar Session: Day</p> <p>Grade Level: First Grade</p> <p>First Name: BILL</p> <p>Middle Name: HILTON</p> <p>Last Name: BALDERAS</p> <p>State ID: 1002128799</p> <p>Birth Date: 12/15/2009</p> <hr/> <p>Email Addresses</p> <p>School Issued Email Address: Email Address</p> <p>Personal Email Address: sample@testing.com</p> <hr/> <p>Demographics</p> <p>Race: American Indian or Alaska Native</p> <p>Ethnicity/Race: American Indian or Alaska Native</p> <p>Hispanic/Latino: <input type="checkbox"/></p> <p>American Indian Or Alaska Native: <input checked="" type="checkbox"/></p>	<p>Phone Numbers</p> <p>Home Phone: (867) 530-9 <small>Enter a valid phone number of at least 10 digits without formatting.</small></p> <p>Cell Phone: (795) 233-0 <small>Enter a valid phone number of at least 10 digits without formatting.</small></p> <p>Work Phone: Work Phone</p> <hr/> <p>Guardian 1</p> <p>Relationship: -- Nothing selected -- <small>Guardian 1 relationship is required.</small></p> <p>First Name: First Name <small>Guardian 1 first name is required.</small></p> <p>Middle Name: Middle Name</p> <p>Last Name: Last Name <small>Guardian 1 last name is required.</small></p> <p>Suffix: Suffix</p> <p>Home Phone: Home Phone</p> <p>Cell Phone: Cell Phone</p> <p>Work Phone: Work Phone</p> <p>Personal Email: Personal Email</p> <p>Work Email: Work Email</p>	<p>Home Address</p> <p>Line 1: 5810 Tennyson Parkway</p> <p>Line 2: Suite 100</p> <p>City: Plano</p> <p>State: TX</p> <p>Zipcode: 75024</p> <hr/> <p>Mailing Address</p> <p>Line 1: 5810 Tennyson Parkway</p> <p>Line 2: Suite 100</p> <p>City: Plano</p> <p>State: TX</p> <p>Zipcode: 75024</p> <hr/> <p>Additional Info</p> <p>Placement criteria: -- Nothing selected -- <small>Placement criteria is required.</small></p> <p>Shirt Size: -- Nothing selected -- <small>Shirt Size is required.</small></p>
--	---	--

Additional Tips: Filters can be utilized to differentiate between categories.

