Getting Started

To get to the online course registration page, go to the DLD home page, digitallearning.k12.wa.us.

On the right hand side of the page, in the section titled 'Sign In,' click 'DLD Registration System.'

Sign in to your account. Once you are signed in, you will be directed to the "Course Registration" page. This is also referred to as the Registration Home.

1. Add New Registration

Click on "Add New Registration." Registrars can then create a new student account or select an existing student account. To select an existing account, click on a letter of the alphabet to jump to the student's last name, or enter the student's last name in the search box.

- When creating a new student account, enter the student's personal, contact, and parent information.
- At any point, you may click "Save and Postpone" in order to save the data entered on the page, to be finished later. Otherwise, click "Continue."

The page will automatically jump to the catalog index where you can choose the course by category.

2. Choose Courses/View Selected Courses

Registrars choose a new course by searching the DLD course catalog.

To choose a course from the DLD course catalog:

- Use the index of course categories by clicking on the subject, provider, level, grade, or semester of the course you are looking for, and click the "Add Course for Term 20XX" button next to the course(s) you wish to select.
    - To narrow your search, click another course category link located on the right-hand pane
- OR, enter a keyword in the "search" textbox, and click the "Add Couse for Term 200X" button next to the course(s) you wish to select.

3. Complete Registration Request

For each course registration, Registrars:

- Assign the student's teacher/mentor
- Explain why the student is taking the course
- Explain how the course will ultimately be paid for
- Enter Supporting Student Participation information (e.g., student claimed under ALE)

- Select the course start date and if listed, the course end date (otherwise, the end date has been prescribed by the start date selected)
- If there are required texts, they will be listed; opt in or out of placing text book orders
- Click "Continue" when done

Note: Registrations submitted for the first semester of a year-long course (as designated by the course provider) automatically generate a registration for the second semester of the year-long course.

Unless a drop is requested, the second term registration of a year-long course is processed when second term registration opens.

4. Submit Your Registration

For each course, Registrars:

- Double-check course, Teacher/Mentor, and book order selections.
    - "Remove" allows you to delete courses for which you do not want to request a registration
    - "Edit Registration" allows you to revise selections you made in step 3
    - "Edit Student Information" allows you to make changes to student and parent contact information
- Click "Submit Registration" to end registration process for the student OR click "Add Another Course" to request more courses for your student and click "Submit Registration" to finalize for the student.
- Print the "Registration Submitted" page for your records.
- Click "Registration Home" at the top of the page to return to the main registration page.

View and Update Existing Registrations

Registrars can check registration status, request a drop for an existing registration, assign a new Mentor, or edit student account information.

- Select the term of the registration you want to view/update. This will direct you to the "Registrations" page, where you are able to see registrations for a particular term. Here, you will see 6 categories which you can use to filter your search (e.g. provider, subject). This is helpful if there are many registrations.
- Click the "down" arrows next to information headers to expand the registration information.
- For DROPS:
    - Click "Request Drop" corresponding to the course
    - Complete the drop survey
    - Click "Request Drop" to submit the drop request to the DLD
- For EDITS:
    - Click "Edit Registration" next to the course
        - Change the assigned Mentor for this course

        - Add or update the student's personal info, including Supporting Student Participations
    - Click "Save Changes" to update the registration
- The changes will appear on a file to be sent to the course provider who will update the registration within their system. Please allow at least 24 hours for changes to be executed.
- For EXTENSIONS:
    - Click "Request Extension;" each course provider has their own policies about course extensions. On the "Request Extension" screen, there will be a form to enter new end date(s), an email form to submit a request directly to the course provider or protocols for the provider's extension request process
    - Date changes entered on a request form will be sent to the course provider who will update the registration dates within their system.
- Email the DLD: **Please use this function** if you have any questions or concerns regarding this particular registration. This will tell the DLD exactly which course you are inquiring about.
- Print: This selection expands Course logistical info, Student info, and Teacher info for individual registrations upon printing.

Registration Status

Track the status of a registration as it moves from a request to an enrollment by clicking on the registration term from the Registration Home page, in "View Submitted Registrations". Click the "down" arrow next to "Course Logistical Info" to view the status.

- Processing: the registration has been successfully submitted and awaits processing with the DLD. Current term registrations are processed according to the provider's last add date posted on the DLD Calendar.
- Sent to Provider: the registration has been submitted to the course provider and awaits processing within their respective registration system.
- Enrolled: the registration has been activated within the course provider's systems; enrollments are generally processed within 24 hours of the course's selected start date.
- Drop Requested: the Registrar has successfully submitted a drop request for the registration; the DLD's drop policy has been activated.
- Drop Sent to Provider: the drop request has been submitted to the course provider and awaits processing within its respective registration system.
- Dropped: the drop request has been activated within the course provider's system.
- Saved: the Registrar has begun entering the registration into the system, but has not completed the submission process.
- Rejected: the registration has been submitted to the DLD but cannot be processed (e.g., a course has been closed or student dos not meet grade requirement).
- Waitlisted: (VHS courses only) the registration has been received by the provider but is pending enrollment until a seat has become available in the course.

- Completed: the course's registered end date has passed and the student's account will be deactivated at the end of the school year unless the student is registered for more courses.
- Year-long course: the second semester registration in a year-long course pairing (i.e., Algebra I semester 2) which is awaiting activation within the course provider's system .
- Confirming: the second semester registration in a year-long course pairing has been sent to the course provider in advance of the second semester start date to be confirmed on their system.

Save Registrations

At any point in the registration process prior to clicking "Submit Registration," Registrars can click "Save and Postpone" to save the registration at the current screen.

- To return to the registration process, click on the student's name within the "Saved Registrations" section on the Registration homepage.
- Check the "Remove Checked Items" or "Resume" box remove or resume a saved registration from your working list.

"Course Registration" (Registration Homepage)

Download Teacher Data: This is only accessible to Registrars. Teacher data is usually uploaded for viewing about a week after registration is submitted. The "Download teacher Data" link will open an excel spreadsheet with pertinent information about the online teacher.

Tax Exemption: This is only accessible to Registrars. Here, you may view/print a certificate to document exception from paying state taxes for the purchase of a DLD online course.

Mentors: View My Students

Mentors can view a list of all of their assigned students and the students' courses, DLD email accounts, and registration status.

- Click on the student's name to retrieve his or her DLD email account and password.
- Click on the "Email the DLD" button next to the student's name in order to ask questions relating to the course or student. Select the "Print" button to print an overview of an individual student course.
- You may also click on the "down" arrows to display more information on the course, student, and teacher.

View School Roster

Registrars can view a list of all of your school's online students and their DLD email accounts or remove inactive students from the school roster.

- Click "Remove" to delete an inactive student from your roster.

- Students currently enrolled in courses cannot be deleted—you must drop them from all courses first.
- Click on "(view all regs)" next to a student's name to see all of the courses in which they are or have been enrolled.

View Your Statement

- Click the "Statement" button on the homepage. Here, you will be able to select the School Year for the invoices you want.
- The statement will be broken down by semester (i.e., Fall, Spring) to show which enrollments occurred when. In each semester, you will see the students enrolled in a DLD online course, which courses they took, and total cost.
- The Statement Detail provided and reflects costs incurred from current semester and/or open enrollment registrations, to date. Payment will be due next 30 days from the date of the invoice.

Course support team

Click on the "Course Support Team" in order to view the list of your school's Registrar(s), Mentors, and Billing Contacts.