

## 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.

## 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:
  - Enter a keyword in the “Search” textbox, and click the “Add Course for Term 200X” button next to the course(s) you wish to select.
  - OR 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 200X” button next to the course(s) you wish to select.
  - To narrow your search, click another course category link.

## 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.
- Select the course start date.
- Confirm 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.
- Print the “Registration Submitted” page for your records.
- Click “Submit Registration” to end registration process for the student.
- Or click “Add Another Course” to request more courses for your student.
  - Then click “Submit Registration” to finalize the student’s registrations.
- Click “Registration Home” on the left navigation bar to return to the main registration page.

## 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.

- **Processing:** the registration has been successfully submitted and awaits processing with the DLD; current term registrations are processed within 24 hours of submission to the DLD.
- **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 submission to the provider.
- **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 (ie: a course has been closed or student does 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.

## View and Update Existing Registrations

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

- Select the term of the registration you want to view/update.
- 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 Teacher/Mentor for this course.
    - And/or update the student's personal information (for all courses).
  - Click "Save Changes" to update the registration.

## 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?" box to remove a saved registration that you wish to delete from your working list.

## Teacher/Mentors: View My Students

Teacher/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 "Help" link next to your student's email address to learn more about logging in.

## 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 Student" to delete an inactive student from your roster.
- Students currently enrolled in courses cannot be deleted; you must drop them from all courses first.

## Search the Course Catalog

Registrars and Teacher/Mentors can browse the course catalog—including pricing information—prior to entering the course registration process.