



OnCourse Student Information System

Online Registration for Guardians

This guide walks parents/guardians through the online registration process.

Intro

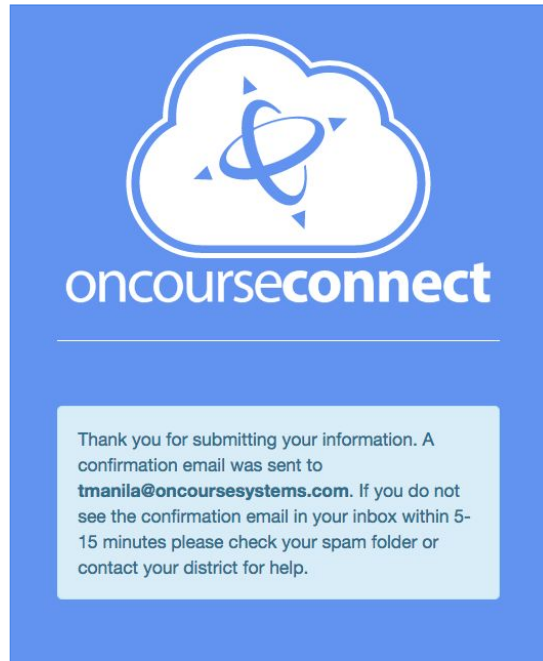
Contact your school district for instructions on how to access online registration.
Most likely there will be a link on the district website.
Some districts may choose to email the link.

1

After clicking the online registration link you will be taken here.
Enter your first name, last name, and email address.
When you're finished click the Registration button.

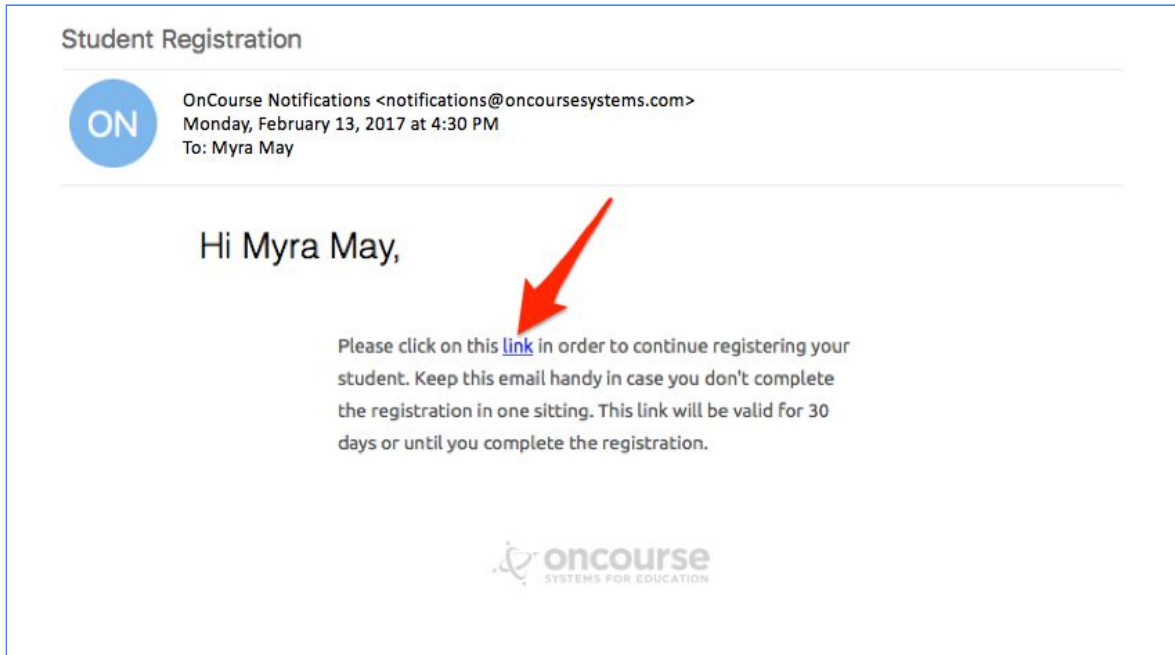
2

After clicking the Register button you will receive the following message letting you know that a message was sent to your email. If you don't receive an email within 15 minute, check your spam folder. If the email isn't in your spam folder, call you district for help.



3

If the email is in your inbox, click on blue "link" button to continue.



4

You will be taken the Online Registration site. To begin, choose the appropriate School Year.

Online Registration for Oncourse University

School Year

School year for which student is being registered*

2016-2017

Please be sure to pick the correct year. School years generally run from September to June.

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Submit Registration

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Throughout the online registration process choose the blue “Next” button to move to the upcoming section. Choose the blue “Previous” button to go back to the preceding section.

Online Registration for Oncourse University

School Year

School year for which student is being registered*

2016-2017

Please be sure to pick the correct year. School years generally run from September to June.

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Next >

Submit Registration

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Fill in the necessary Student Information.

Online Registration for Oncourse University

School Year

Student Information

Student Demographics

Student Academics

Student Health/Medical

Parent/Guardian/Contact 1

Electronic Signature

Submit Registration

Student Information

First Name*

Raquel

Middle Name

Last Name*

May

Birth Date*

09/27/2007

Gender*

Female

City of Birth

East Brunswick

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Continue with Student Demographics.

Online Registration for Oncourse University

School Year

Student Information

Student Demographics

Student Academics

Student Health/Medical

Parent/Guardian/Contact 1

Electronic Signature

Submit Registration

Student Demographics

Immigrant Status

Student Born in US

Primary Ethnicity

Multi-race

African American

Native American

Asian

Hispanic

Pacific Islander

Caucasian

Primary Language

English

School Transferring From

If applicable

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Include any Student Academics information.

Online Registration for Oncourse University

Student Academics

- Section 504 Services** Please check if student received 504 services previously
- Special Education Services** Please check if the student received special education services previously

Other Services

Please describe any other services your child has received previously

Field Trip Permission Slip

District Provided Files:

[FieldtripPermission-download.doc](#)

Attach File

[< Previous](#) [Next >](#)

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Fill in any necessary Student Health/Medical information.

Online Registration for Oncourse University

Student Health/Medical

Primary Doctor Name

Dr. Melissa Kenis

Primary Doctor Phone

609-443-2389

Child Covered by Health Insurance Policy?

Yes

Health Insurance Provider

Independence Blue Cross

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If you're adding a new contact, include this information in the Parent/Guardian/Contact 1 section.

School Year

Student Information

Student Demographics

Student Academics

Student Health/Medical

Parent/Guardian/Contact 1

Electronic Signature

Submit Registration

Parent/Guardian/Contact 1

First Name*
Myra

Last Name*
May

Home Phone
899-470-1799

Mobile Phone
609-555-1234

Work Phone
856-345-7865

Email Address
mmay@oncourseuniversity.com

Relation to Student*
Mother

Primary Contact

Student Resides With

Student Allowed Contact With

[Add another guardian for this student](#)

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Need to add a second contact, you can do it here in the Parent/Guardian/Contact 2 section.

School Year

Student Information

Student Demographics

Student Academics

Student Health/Medical

Parent/Guardian/Contact 1

Parent/Guardian/Contact 2

Electronic Signature

Submit Registration

Parent/Guardian/Contact 2

First Name*
Darrell

Last Name*
May

Home Phone
889-470-1799

Mobile Phone
609-987-1234

Work Phone
856-765-3489

Email Address
dmay@oncourseuniversity.com

Relation to Student*
Father

Primary Contact

Student Resides With

Student Allowed Contact With

[Remove guardian](#) [Add another guardian for this student](#)

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Sign your registration form in the Electronic Signature section.
And when you're finished, click the Submit Registration button.

Online Registration for Oncourse University

School Year
Student Information
Student Demographics
Student Academics
Student Health/Medical
Parent/Guardian/Contact 1
Parent/Guardian/Contact 2
Electronic Signature

Electronic Signature

Acknowledgement* By checking this box, I verify that all information was entered accurately

Electronic Signature*
Myra May
Please enter your name

Date*
6/13/16

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Submit Registration

Submit Registration

13

Click here to confirm.

SUBMIT FORM?

Are you sure you want to submit this form? Once the form it is submitted you will be unable to edit it.

Cancel

Submit

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If any fields are filled out incorrectly, you will see this message.

UNABLE TO SUBMIT

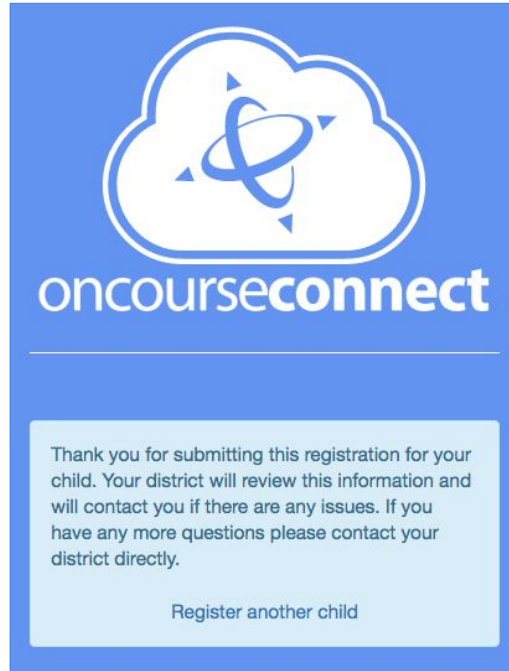
The following field is not complete. Please complete all required fields to submit the form.

section: Electronic Signature

- Acknowledgement
- Electronic Signature
- Date

Close

When your registration form is submitted, you will receive the following message.



In you have any additional questions or concerns about this feature, please contact your school district.

