



Washoe County School District

Every Child, By Name And Face, To Graduation

**WCSD
Online Registration
Staff Processing**

WCSD Mission

To create an education system where all students achieve academic success, develop personal and civic responsibility, and achieve career and college readiness for the 21st century.

Online Registration Staff Processing

Online Registration (OLR) Staff Processing contains tools for reviewing and adding parent registration information to Infinite Campus. Existing parents can update their demographic, household, and student data while parents new to the district can submit their information for the first time. Linking existing students and parents to their Infinite Campus entries allows their data to be seamlessly updated when their application is approved. New to district students have their demographic, household, and other data created in Infinite Campus.

OLR Application Review

Index > Census > Online Registration > Staff Processing

1. Click **Online Registration**.
2. Click **Staff Processing**. The Online Registration Search tab will open.

The screenshot shows the 'Online Registration Search' interface. It features a search form with the following fields: Student Number (with a lock icon), Student First Name, Student Last Name, First Name, Last Name, Application Number, Email Address, Application Start, Application End, Application End Year (set to 2018), School (set to All Schools), Application Status (set to All), Application Type (set to All), Address Status, and a checkbox for 'Only Applications with Health Conditions or Medications'. Below these fields is a 'Max Applications Returned' dropdown set to 100, and an 'Include unsubmitted applications' checkbox. At the bottom, there are four buttons: 'Search Applications' (highlighted with a red box), 'Mark Batch Applications', 'Clear Batch Applications', and 'Mark Applications With Link Errors' (all three have red 'no' symbols over them). Two callout boxes with blue arrows point to the search form: the top one points to the text input fields and states 'Individual OLR applications can be searched by Student Number, Student Name, Parent Name, Application Number, and Email Address.'; the bottom one points to the dropdown menus and states 'All OLR applications can be searched by School, Application Status, Application Type and if an address has changed or stayed the same.'

3. Enter the search criteria. You have the ability to search for specific applications by student number, student name, parent name, application number (which appears in the results) and by email address of the parent. You can also search across all applications by specifying School, Application Status, Application Type and if an address has changed or stayed the same.
4. **Application End Year** defaults to the current active OLR year. Note that when IT performs the New Year Roll and opens up OLR to the next school year, any existing applications will be in the previous school year and Application End Year will need to be changed to find them.
5. Click the **Include unsubmitted applications** checkbox at the bottom of the search screen unless you know the parent has submitted the application.
6. Click **Search Applications**. **Search Applications** is the only button you will use.
Mark Batch Applications, Clear Batch Applications and Mark Applications With Link Error is for IT use only!

The applications matching the search criteria will appear in a list. The list includes the application number, first and last name of the parent, the status of the application, submission date (if submitted), the name of any employee who has made modifications, and approval date if approved.

The screenshot shows the 'Online Registration Search' interface. At the top, there are buttons for 'Back to Search' and 'Refresh Search'. Below this is a green header for 'Students' with a search icon. A table lists student information:

First Name	Last Name	Middle	DOB	Calendar	Grade	Type
NAPOLEON	DYNAMITE		01/01/2009	MIGUEL SEPULVEDA ELEMENTARY SCH 01		New

Below the student list is a green header for 'Online Registration Applications' with a search icon. A table lists application details:

Application	Name	Status	Type	Date Submitted	Modified by	Date Approved	Comments
259461	Cothrun, Chris	Approved/Posted	New	03/07/2018 12:04 PM	CHRISTOPHER COTHRUN	04/12/2018 12:10 PM	cc test

Below the application table is a detailed view for application 4821, with a red box highlighting the household information:

Household ID	Email Address	Home Phone	Reg Start Date	Language	Comments
4821	ccthrun@washoeschools.net	(775)777-7777	03/05/2018 11:39 AM	English	cc test

At the bottom, there are several buttons: 'Review Application', 'Delete Application', 'UnSubmit Application', 'Update Registration', 'Print Application', 'Post Batch Applications', 'Resend Initial Email', and 'Log In As Parent/Guardian'. The 'Review Application' button is circled in red.

The results will show applications with household addresses with zoning for your school unless **All Schools** was chosen from the School dropdown to see applications district wide. Click on the + left of the application number to select the application and see the email address and phone number of the parent submitting the application.

The selected household background will change to dark blue to show that it has been selected. A list of students on the application, their date of birth and their enrolled school and enrollment year will appear. **Calendar** will show the enrollment year and school. If this is blank, the student is not currently enrolled in a WCSD school. **Type** will show whether the application is a new or returning student. A blank calendar field is a new students or a student that did not attend a WCSD school last year.

Click **Review Application** to open a pop up window with the application data for review.

Additional OLR Application Tools

- **Delete Application:** allows you to remove the application from Campus. Applications have to be deleted when incorrect people are included as students on the application or when a parent did not include a student at another school, we do not have tools to remove students or edit applications.
- **UnSubmit Application:** changes the status of an application so that parents may review and change the data. They would then have to submit the application again. You can only unsubmit an application that has been submitted but not posted, a posted application **will not** unsubmit. This is useful when additional students need to be added, emergency contacts need to be updated, etc.
- **Update Registration:** Use this option when parents are unable to see all students in their household under **Student** on the application. Search Campus for the student name, mark **Guardian** and **Portal** under relationships then use **Update Registration**. The application will be changed to an unsubmitted status and the student will be added to the application. Parents may then update the student data.
- **Print Application:** will print a copy of all the data entered by the parent. It will print all student information together. It will not print a copy for each student.
- **Do not use Post Batch Applications:** this is an IT process, **do not** post batch applications.
- **Resend Initial Email:** If a parent mistakenly deletes the welcome email with their link to start an application, you can resend the email so they do not have to start a new one. It contains the application number for reference. Note that any parent with Portal access can click on the **Online Registration** link in their portal to start new applications or update an application in progress.
- **Log in as Parent/Guardian:** allows you to see what the parent is seeing. Use this function to assist parents with the OLR process.

Application Review

1. Click **Review Application**.

The application will open in a new window. If it does not appear after a few moments, check to see if there is another browser window open behind your current window or that your browser is not blocking pop-ups. The blue **Review** arrow is active and the Application Review sections appear below.

Infinite Campus Online Registration

Application Number 259461

* Indicates a required field

✓ Household → ✓ Parent → ✓ Emergency Contact → ✓ Other Household → ✓ Student → **Review** → Staff Approval

Application Review

Application

Application End Year: 17-18 [Change End Year](#)

Household

Household phone number in application: (775)777-7777
The Household record is linked to a Campus record. HouseholdID 4821 will be updated when the application is posted.

End Date all previous Household Locations records for this household

[Link Household](#) [Unlink Household](#)

Home Address

5805 YUKON DR
SUN VALLEY, NV 89433
The Home Address record is linked to a Campus record. AddressID 134401 will be updated when the application is posted.

[Link Address](#) [Unlink Address and Household](#)

Mailing Address

The Household has no separate Mailing Address.

Parents / Guardians

Name	Gender	Birth Date	Linked To PersonID	
	M	01/01/1970	561990	Link Person Unlink Person

Emergency Contacts

Name	Gender	Birth Date	Linked To PersonID	
	M		265888	Link Person Unlink Person

Other Household Members

Name	Gender	Birth Date	Linked To PersonID	
	F		561991	Link Person Unlink Person

Students

Name	Gender	Birth Date	Grade Level	Linked To PersonID	
DYNAMITE , NAPOLEON	M	01/01/2009	01	561992	Link Student Unlink Student

Description of Review
Red - High risk of data duplication if record not linked
Orange - Moderate risk of data duplication if record not linked
Blue - Minimal risk of data duplication if record not linked
 - Indicates at least one medication or health condition was listed
 - Indicates a document was uploaded for the household, click to view.

1. The application number appears in the upper right corner of the window for reference.
2. Review and resolve or clarify any warnings that appear in red, orange, and blue.
3. Review each section for completeness and accuracy. Pay particular attention to the links to existing data and any warnings that appear. Resolve record duplication, overlapping households, and other issues before approving and posting the application.

Application End Year

WCSD only has one year of OLR active at a time, the Application End Year should not be changed.



Application
Application End Year: 17-18 [Change End Year](#)

Household Records

1. Verify the household data. If OLR is unable to make a match for **Household**, you will get the following statement. ***The Household record is not linked to a Campus record. A new household record will be created when the application is posted.*** This does not always mean that there is no household in Campus. If you see that the people connected to the application have a warning message, there may already be a household established. **Search for households before you post.**



Household
The Household record is not linked to a Campus record. A new household record will be created when the application is posted.
[Link Household](#) [Unlink Household](#)

2. Check the **End Date** all previous Household Location records for this household box **only** if this is a new household at this address. Do not check this box if the family is already linked to this address.



Household
Household phone number in application: (775)777-7777
The Household record is linked to a Campus record. HouseholdID 122371 will be updated when the application is posted.
 End Date all previous Household Locations records for this household
[Link Household](#) [Unlink Household](#)

3. **Link Household** allows you to attach to an already established household. This would happen when a student was enrolled in a WCSD school, the student left a district school for a school year or more and then came back to the district. The household has a different address from when the student was previously enrolled. **There is already a household established in Campus.** Campus will suggest that the people in the household already have records.



Select a Household to link				
Address	Household Name	Family Member	Phone Number	HouseholdID
				45437

[Link](#) [Cancel](#) [Search](#)

4. **Search Infinite Campus for the people and the Household.** Hover over the name of the matching household and it will give you the household ID.
5. Click **Link Household**, enter the household ID, and click **Search**. Click to select the household.
6. Click **Link**. This will connect the old household with the new application and update the address when you post the application.
7. Review the address. **Please make sure the address is in capital letters.**
8. Household warnings and how to resolve:
 - The submitter has indicated that a household member has previously attended the District. Please take extra care to verify that any non-linked information does not already exist in Campus. Please link all records that do have a match so as to not create duplicate records.—Review application carefully and link to existing data wherever possible.
 - *The Household record is not linked to a Campus record. A new household record will be created when*

the application is posted.— **Search for and link an existing household record** if one already exists for this household. This is especially important if there are warnings that there are Parent / Guardian records with the same first and last name.

Home Addresses

1. **Home Addresses** that match an address attached to another household will generate a notice in red showing another record is linked to this address. Click **Link Address** to attach the household to the address. Remember, two households may share the same address.

Home Address
 2315 PRIMIO WAY
 SPARKS, NV 89434

A Campus Address record has the same Number, Street, City, State, and Zip as this record (High Risk)
 The Home Address record is not linked to a Campus record. A new address record will be created when the application is posted.

2. A list of addresses will appear. You will have two options when linking the address. In this instance you would choose **Link Address Only** since the households are different. (Same address two households.)

Street	Apt	City	State	Zip	Household Name	Phone	AddressId	HouseholdId
2315 PRIMIO WAY		SPARKS	NV	89434	XXXXXXXXXX	(775) 358-1111	2315001	2315001
2315 PRIMIO WAY		SPARKS	NV	89434	XXXXXXXXXX	(775) 358-1111	2315002	2315002

3. Addresses that have a match to the address and the household: click **Link address and Household**. (Student left the districts and returned to a WCSD School and address is the same.)

Select an Address to link

Street	Apt	City	State	Zip	Household Name	Phone	AddressId	HouseholdId
2315 PRIMIO WAY		SPARKS	NV	89434	XXXXXXXXXX	(775) 358-1111	2315001	2315001
2315 PRIMIO WAY		SPARKS	NV	89434	XXXXXXXXXX	(775) 358-1111	2315002	2315002

4. Addresses that do not have a match in the system will show no results, you would choose Cancel. (New application or address not in system.)

5. Address warnings and how to resolve:

- *The Home Address record is not linked to a Campus record. A new address record will be created when the application is posted.*— Search for the address before posting to avoid creating and linking incorrect address information.
- *Notice: AddressID ##### is occupied by the XXXXX household, HouseholdID: #####.* - Multiple households can exist at an address, search to make sure that the household is not being duplicated at the same address. Resolve household issues before posting by linking to the correct household and / or end-dating old households at the address.
- *A Campus Address record has the same Number, Street, City, State, and Zip as this record (High Risk).* - Search for the address and resolve before linking this address. Note that apartments will trigger this warning as Campus does not search on Apt number.

Mailing Address

1. An application with no separate mailing address will appear as below.

Mailing Address

The Household has no separate Mailing Address.

2. A separate mailing address such as a P. O. Box will appear when the parent removes the check box for **The household has no separate Mailing Address**. If the address does not have a match in Campus, the dialog box will contain the following statement: *The Home Address record is not linked to a Campus record. A new ad-*

dress record will be created when the application is posted.

3. If the mailing address has a match in Campus, click **Link Address** to link to the existing address.
4. Mailing address warning and how to resolve:
 - *The Mailing Address record is not linked to a Campus record. A new address record will be created when the application is posted.*— Similar to the Home Address warning, search for the address to avoid creating and linking incorrect information.

Parents / Guardians

1. A parent/guardian name that matches or closely matches a person already in Infinite Campus will generate a warning at one of three levels. The message in the picture below shows that a person in Campus has a very similar name. Clicking on the **Link Person** button will reveal a list of possible matches.

The screenshot shows the 'Parents / Guardians' section of a software interface. At the top, there are fields for 'Name', 'Gender', and 'Birth Date', with a 'Linked To PersonID' field below them. A warning message states: 'A Campus Person record has a very similar First Name and Last Name as this record (Minimal Risk)'. A 'Link Person' button is highlighted with a red box. Below this, a table titled 'Select a Person to link to Wyatt, Steph' lists several records with columns for 'Details', 'Last Name', 'First Name', 'Middle', 'DoB', 'Household', 'Address', 'Phone', and 'PersonID'. The 'Link' button at the bottom left is also highlighted with a red box.

2. If the person record is an exact match, click on the name of the person and click **Link Person**. Selecting and linking the person will keep the program from duplicating people. You may see more than one person with the exact same information and personID number. It does not matter which record you choose. (If it is a common name, search, **search**, **search** in Campus before you link the record.)
3. Click on the Details document link to view the Person Summary Report for more information on possible matches. Compare Contact, Household, and other information to identify existing records to link.

The screenshot shows the 'Emergency Contacts' section of a software interface. At the top, there are fields for 'Name', 'Gender', and 'Birth Date', with a 'Linked To PersonID' field below them. A warning message states: 'A new person record will be created'. A 'Link Person' button is highlighted with a red box. Below this, a table titled 'Select a Person to link to BOB, BOB' lists several records with columns for 'Details', 'Last Name', 'First Name', 'Middle', 'DoB', 'Household', 'Address', 'Phone', and 'PersonID'. The 'Link' button at the bottom left is also highlighted with a red box.

4. A person that has been incorrectly linked to a wrong person record may also be unlinked by clicking on the **Unlink Person** button.
5. Once a match is found, select the person and click **Link**. If there is no match in the system, click **Cancel**.
6. Person (Parents / Guardians, Emergency Contacts, Student) warnings and how to resolve:
 - *A Campus Person record has the same First Name and Last Name as this record (Moderate Risk).* - Search Campus (All People) for the name and compare relationships, phone numbers and email addresses. Link to existing records instead of creating duplicate records.
 - *A Campus Person record has a very similar First Name and Last Name as this record (Minimal Risk).* - Search Campus (All People) for the name and compare relationships, phone numbers and email addresses. Link to existing records instead of creating duplicate records.

Emergency Contacts

1. Review data for Emergency Contacts. Parents often include nicknames or preferred names in quotes here, causing future problems for OLR. Names and other OLR fields cannot include quotes, remove these before approving the application.
2. If the program indicates that it will create a new person record, Link Person and search the list to make sure that the person is not already in Campus.
3. Click on the Details document link to view the Person Summary Report for more information on possible matches. Compare Contact, Household, and other information to identify existing records to link.
4. When you find a person match, click on the name in the list and click **Link**.

Other Household Members

Link people listed under Other Household Members to existing entries in Campus where possible.

Other Household Members			
Name	Gender	Birth Date	Linked To PersonID
Kitty, Cat	F	01/02/1963	A new person record will be created

A Campus Person record has a very similar First Name and Last Name as this record (Minimal Risk)

Students

1. Link students to existing student records whenever they exist. Selecting Link Student will perform a search, displaying results with exact name matches at the top and close matches underneath.
2. Use the Details document link to view the Person Summary Report for more information on possible matching students. Compare Contact, Household, and other information to identify existing records to link. Avoid creating duplicate student entries whenever possible.

Students							
Name	Gender	Birth Date	Linked To PersonID				
[REDACTED]	F	09/07/2011	A new person record will be created				

A Campus Person record has a very similar First Name and Last Name as this record (Minimal Risk)

Select a Person to link to

Details	Last Name	First Name	Middle	DoB	Household	Address	Phone	PersonID
<input type="checkbox"/>	[REDACTED]							
<input type="checkbox"/>	[REDACTED]							
<input type="checkbox"/>	[REDACTED]							

First Name Last Name Search

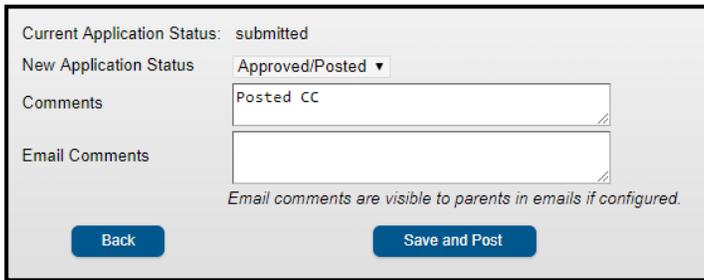
3. Select the matching Student record and press the **Link** button.

Final Application Review

1. Click **Next** at the bottom of the page after reviewing the application for linking errors and confirming that any new person, household, and address records being created are not already in Infinite Campus.

2. Choose **Application Status** “APPROVED/POSTED” if application is complete. Parents get an email when the application has been posted. If you do not choose Approved, it states the application status is NULL. Enter **Comments** if needed.

3. Email Comments will be included at the bottom of the email sent to parents. Keep these comments short, simple, and professional. Remember that parents might not see or read the email, do not rely on email comments as your only method of communicating with the parents.



The screenshot shows a web form for updating application status. It includes the following elements:

- Current Application Status: submitted
- New Application Status: Approved/Posted (dropdown menu)
- Comments: Posted CC (text input field)
- Email Comments: (empty text input field)
- Buttons: Back and Save and Post
- Footnote: Email comments are visible to parents in emails if configured.

4. **Save and Post** will post the information to the database and update the household and person records for



The screenshot shows a confirmation message with the following elements:

- Text: Application status has been updated. For a PDF copy of the submitted data, please click the link below.
- Link: [Application Summary PDF](#)
- Button: Go to Student Processing

linked households and people. Unlinked entries will create the records in Infinite Campus.

5. **DO NOT POST THE APPLICATION MORE THAN ONCE.** If you get an error message, check in Campus, it usually posts even though you get an error. **Call the help desk if it remains unposted.**
6. The following message will appear after the application has been posted.
7. Clicking on the **Application Summary PDF** link will allow you to review and print the data. This report prints the data for all students together. There is no way to print for each student. The report will contain the person who **Approved** the application as well as the **Submission Date**, the **Confirmation number** and the person who created the application.

AUDIT REPORTS

Index > Census > Online Registration > Audit Reports

Student Without OLR Applications

The screenshot shows a web interface for generating a report titled "Students Without OLR Applications". At the top, a blue header contains the title. Below the header, a text box explains: "This report lists students from the selected year and school(s) who do not have a valid OLR application started. (Applications with a status of 'denied' are excluded.)". The interface is divided into two main sections. The first section, "Which School Years would you like to evaluate?", contains two dropdown menus: "School Year for Enrollments" and "School Year for OLR Applications", both currently set to "16-17". The second section, "Which schools would you like to include?", features a scrollable list of school names, starting with "All Schools" and including "Academy For Career Education", "ACADEMY OF ARTS CAREERS & TECH", "ADULT EDUCATION", "AGNES RISLEY ELEMENTARY", "ALICE MAXWELL ELEMENTARY", "ALICE SMITH ELEMENTARY", "ALYCE TAYLOR ELEMENTARY", "ANDERSON ELEMENTARY", and "ARCHIE CLAYTON PRE-A.P. ACADEMY". A "Generate Report" button is located at the bottom of the form.

1. Select the appropriate year for **School Year for Enrollments**.
2. Select the appropriate year for **School Year for OLR Applications**.
3. Select the school from the pick list.
4. Click **Generate Report**. The report will show all students enrolled at the school with no OLR application. The list will include the student name, student number, parent name, home phone and cell phone numbers.

Students with OLR Application but No Enrollment

The screenshot shows a web interface for generating a report titled "Students with OLR Application but No Enrollment". At the top, a blue header contains the title. Below the header, a text box explains: "This report lists students from the selected year who have an OLR application, and have a Person record in Campus, but do not have an enrollment record". The interface is divided into two main sections. The first section, "Select School Year:", contains a dropdown menu for "School Year" currently set to "16-17". The second section, "Select Application Status:", contains a dropdown menu for "All Statuses". A "Generate Report" button is located at the bottom of the form.

1. Select the **School Year**.
2. Select the **Application Status**.
3. Click **Generate Report**. The report will show all applications containing students with no enrollment. The report will contain the student name, parent name, address and home phone number.

Unsubmitted OLR Applications

1. Select **School Year**.
2. Click **Generate Report**. The report will contain all applications that have been started but have not been submitted. This will help to find the parents that have completed the application but have forgotten to submit.

The screenshot shows a web interface titled "Unsubmitted OLR Applications". Below the title is a subtitle: "This report lists OLR applications that have been started but not submitted." There is a section labeled "Select School Year:" with a dropdown menu currently set to "16-17". Below this is a "Generate Report" button.

Students With Submitted Applications

1. Select the **School Year for Enrollments**.
2. Select the **OLR Application** year.
3. Select the **School** from the pick list.
4. Select the **Grades** for your school or leave at **All Grades**.
5. Choose the **Export Report** type. You can export to **PDF** for printing / screen or **CSV** to export into Excel.
6. Click **Generate Report**. This report will show all students enrolled at your school with a submitted OLR application.

The screenshot shows a web interface titled "Students With Submitted Applications". Below the title is a subtitle: "This report lists students that have enrolled and completed their online registration application." There are two sections for selection: "Which School Years would you like to evaluate?" with dropdowns for "School Year for Enrollments" and "School Year for OLR Applications", both set to "16-17"; and "Which schools would you like to include?" with a scrollable list of schools including "All Schools", "Academy For Career Education", "ACADEMY OF ARTS CAREERS & TECH", "ADULT EDUCATION", "AGNES RISLEY ELEMENTARY", "ALICE MAXWELL ELEMENTARY", "ALICE SMITH ELEMENTARY", "ALYCE TAYLOR ELEMENTARY", "ANDERSON ELEMENTARY", and "ARCHIE CLAYTON PRE-A.P. ACADEMY". Below this is another section "Which grades would you like to include?" with a scrollable list of grades including "All Grades", "12", "13", "AD", "PK", "UG", "00", "PK", "01", and "02". At the bottom, there is an "Export report to:" dropdown set to "PDF" and a "Generate Report" button.

Online Registration Student

Census > Online Registration Student

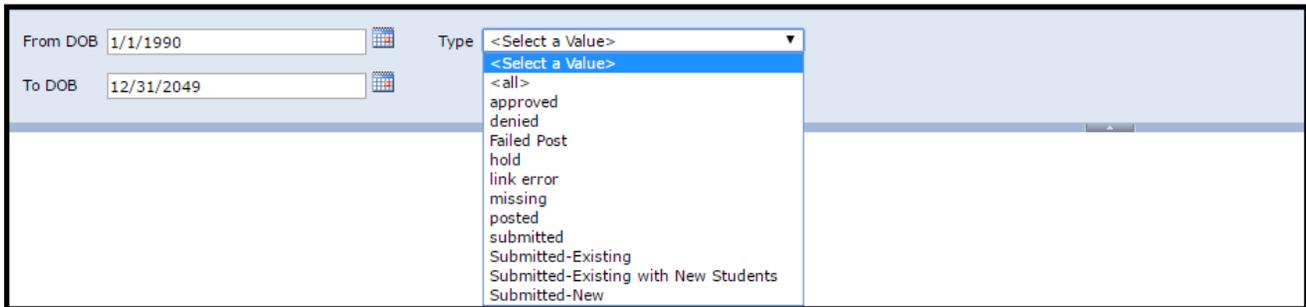
1. Click **Search**. This is a basic student search.
2. Search for the student name.
3. Click **Index**.
4. Click **Census -> Online Registration Student**. The registration summary will appear showing current OLR data. There are three tabs, **Summary**, **Health** and **Miscellaneous**. This report will show OLR data for each individual student.
5. Click on each tab to review the data.
6. Click on the print icon to print.

The screenshot shows a search interface with tabs for "Index", "Search", and "Help". Below the tabs is a dropdown menu labeled "Student". There is a search input field with the placeholder text "Search Student" and a "Go" button. An "Advanced Search" link is also visible.

The screenshot shows a report titled "Online Registration Summary". At the top, there are tabs for "Summary", "Health", and "Miscellaneous". Below the tabs is a toolbar with icons for print, zoom in, zoom out, and refresh. The report content includes: "Enrollment Grade: 05", "School Year: 15-16", "Submission Date 02/23/2015", and "Confirmation Number: # 132121".

OLR_Registration Report

1. The custom OLR_REGISTRATION Report in the Index menu has several ways to check on the status of OLR for your school. This report uses the shared 'reportreader' login, not your own Active Directory or Infinite Campus username and password.
2. Choose the upcoming school year calendar to run the report.



The screenshot shows a web form for the OLR_Registration Report. It features two date input fields: 'From DOB' with the value '1/1/1990' and 'To DOB' with the value '12/31/2049'. To the right of these fields is a 'Type' dropdown menu. The dropdown is open, showing a list of options: '<Select a Value>', '<all>', 'approved', 'denied', 'Failed Post', 'hold', 'link error', 'missing', 'posted', 'submitted', 'Submitted-Existing', 'Submitted-Existing with New Students', and 'Submitted-New'. The dropdown menu is currently set to '<Select a Value>'.

3. Commonly used report types include:
 - Missing—Students enrolled at the school that are missing registration. These parents can be contacted to remind them to do OLR. Note the instructions below to reach the parents of students currently enrolled at a different school who are attending your school next year.
 - Posted—OLR applications with a status of POSTED instead of APPROVED/POSTED, often applications that were incorrectly batch posted.
 - Denied, Failed Post, Link Error—useful for identifying and troubleshooting applications with issues that need further review.

Calling Parents Who Haven't Registered with OLR

Connect will only allow you to contact students at your school. Parents of students currently at another school and are enrolled at your school next year will not receive a call encouraging them to use OLR. IT can create a call to reach these students using the following:

1. Create the call in Connect as you normally would, with any of the voice, email, or SMS options. Include a Spanish call if you have someone to translate and record it.
2. Save the call as a Draft in Connect.
3. Log a ticket with the IT Help Desk (789-3456) to have it sent to your next year's students who are currently at other schools. The Campus support team gets backlogged at certain times during the year, give them enough advance notice to get your call sent on time.
4. At this point you're done. We'll run the OLR_Registration report in the next school year to get student IDs and school numbers. We'll open up your Draft in Connect and upload that list to reach all of your incoming students. We'll schedule it to go out at your original date and time.