

Online Registration and Verification (OLR) Guide

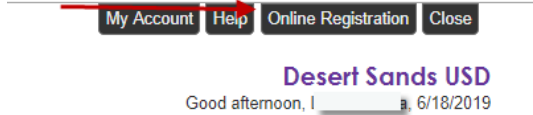
The Online Registration Update and Verification process allows parents to electronically update and verify student information. OLR is a self guided process in which you will navigate through various screens to update information and provide or deny consent. This process **cannot** be completed via the ParentVUE app.

General Notes

1. Only one active (in progress) OLR application can be in process for a student. If additional parent/guardian will be submitting changes, they must wait until first parent's submission has been completed and approved by the school site.
2. If you have students attending multiple schools, do not submit final form until updates for all students are complete.

Accessing OLR via ParentVUE

1. Access ParentVUE at student.dsusd.us
2. Login using previously created account. Contact your student's school if you do not have a ParentVUE account.
3. Click on Online Registration tab to begin



Areas Requiring Special Attention

Acknowledgements: Parent Acknowledgements will appear at login and must be reviewed and accepted before proceeding with the OLR process.

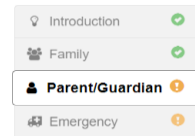
Emergency Contact Screen. **Review page instructions** before updating emergency contact information.

Completing OLR

1. Follow the prompts to complete enrollment updates.
2. If enrollment process is stopped before completing, the information entered will be saved. You may pick up where you left off **1** or you may start over. **2**

Resume Enrollment

3. When a section is complete, it is designated by the green check mark.



Submitting Completed OLR

1. When finished with enrollment, Click REVIEW to confirm all data entered is accurate.

2. From Review/Submit page, you may correct any errors by clicking on Edit. After corrections are complete and saved, you will be navigated back to the Review page.
3. For final submission, after reviewing all data, scroll to bottom of Review/Submit page, check off acknowledgement and click SUBMIT.
4. After submitting completed registration, you can only review submitted data, no further changes will be allowed.