

---

---

# Online Registration System

— Control Panel Directions —

---

---

# Setting up ORS

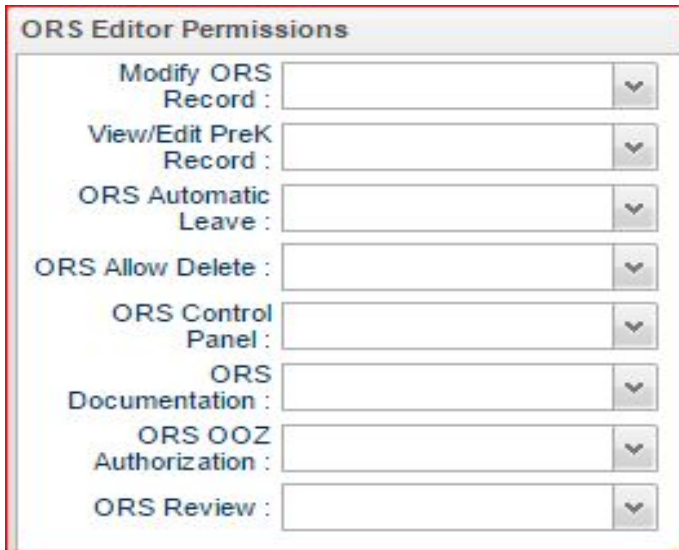
The logo for JCampus, featuring the text "JCampus" inside a white, multi-pointed starburst shape with a black outline.

JCampus

On the left navigation panel, select **Student Master, Loaders**, and then **Online Registration System (ORS) Editor**

# Make sure that ORS edit ability has been activated

Securities are sometimes required in User Management to have editing ability



The image shows a screenshot of a web form titled "ORS Editor Permissions". The form contains several rows, each with a label and a dropdown menu. The labels are: "Modify ORS Record :", "View/Edit PreK Record :", "ORS Automatic Leave :", "ORS Allow Delete :", "ORS Control Panel :", "ORS Documentation :", "ORS OOZ Authorization :", and "ORS Review :". Each dropdown menu is currently set to a default value, indicated by a small downward arrow on the right side of the box.

## Setup Box Options

To find definitions for standard setup values, follow this link: [Standard Setup Options](#).

Additional setup box directions for ORS can be found on our help site.

# Navigating the control Panel

Welcome Online Registration System (ORS) Editor × **Navigate through the Control Panel by clicking each tab**



Login Welcome Guardian Student Document Nutrition Non-District Schools Permissions Review Zone Approval Mass Approval

## Login Screen

Turn ORS System On :  Process New Applications From : Aug 01 2016 To : Aug 31 2017



Allow Next Year Selection :  Process Next Year Applications From : Jan 12 2017 To : Mar 16 2017

### Instructions

Set Font... Set Font Size... **B** / U  

---

### SPC Login Instructions

Set Font... Set Font Size... **B** / U  

Type the directions that your parents/guardians will see in your district's ORS within each tab.

Save

# Login Screen

Login

Welcome

Guardian

Student

Document

Nutrition

Non-District Schools

Permissions

Review

Zone Approval

Mass Approval

## Login Screen

Turn ORS System On :

Process New Applications From : Jul 23 2016 To : Aug 31 2017

Allow Next Year Selection :

Process Next Year Applications From : Feb 13 2017 To : May 31 2017

### Instructions

Set Font... Set Font Size...

## Welcome to the Tangipahoa Parish Online Registration System

If your child is **NEW** to the district and has never been enrolled in a Tangipahoa Parish school, you may begin the registration process by entering your information on the right hand side of the screen and pressing START.

### SPC Login Instructions

Set Font... Set Font Size...

Save

# Welcome Screen

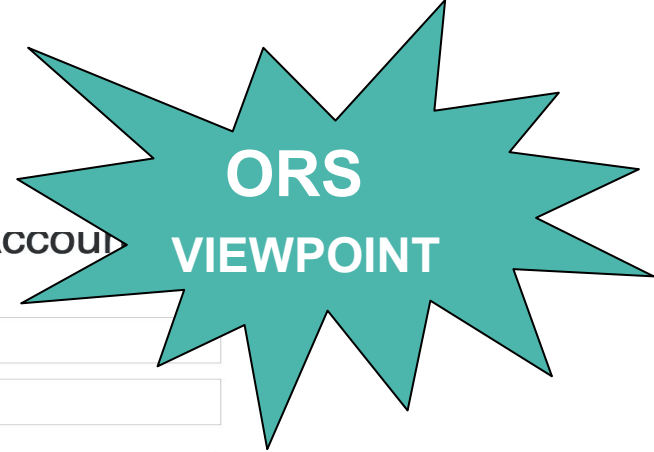
## Welcome to the Online Registration System

If your child is **NEW** to the district and has never been enrolled in a  begin the registration process by entering your information on the right hand side of the screen and pressing START.

If your child was enrolled in  2015-2016 school year, please click [here](#) to access the [Student Progress Center](#) where you can update/verify the information in your child's record. You may also go to the Registrar's Office at

If you don't already have a Student Progress Center account, call your School Secretary who will give you a PSN (Personal Security Number) to be able to set up your New Account. Once you have a Student Progress Center account, go to the top right hand corner of the screen, click the drop down menu under **"Make a Selection"** and choose **"Student Registration Update."**

**REMINDER:** THIS SITE IS ONLY FOR STUDENTS NEW TO   register in [Student Progress Center](#) or at the Registrar's Office.



## Create an Account

## EXAMPLE

Keep the directions clear and concise. Make sure to mention that ORS is only used for new students. Indicating where the existing students should register, might be helpful.

# Guardian Screen

## Guardian Screen

### Instructions

Disable for ORS :

Set Font... Set Font Size...

Once you have added all of the Parent/Guardian information, press the [STUDENTS](#) button on the left to continue.

### Name

Disable for ORS :

Disable for SPC :

Set Font... Set Font Size...

Label Name	Label Text	Tooltip Text	Required
Last Name	Last Name		<input checked="" type="checkbox"/>
First Name	First Name		<input checked="" type="checkbox"/>

Save

Summary | Review Applications | Control Panel | **Zone Approval**

Setup

Print

Print Apps

Print Labels

Help

Communicate

Refresh

# Student Screen

## Student Screen

### Instructions

Disable for ORS :

Set Font... Set Font Size... 

Once you have added all of the student(s) information, press the **DOCUMENTS** button on the left to continue.

### Name

Disable for ORS :

Disable for SPC :

Show SPC Pre-K Request School :

Set Font... Set Font Size... 

Label Name	Label Text	Tooltip Text	Required
------------	------------	--------------	----------



# Document Screen

## Document Screen

### Instructions

Disable for ORS :

Do not require Documents for SPC :

Set Font... Set Font Size...

Once you have uploaded all required documents for your student(s), or if you plan to upload or send in your documentation later, press the [REVIEW & SUBMIT](#) button on the left to continue.

Area	Screen Name	Document Title	Document Type	Instruction Text
Student	Physical Address	Birth Certificate	01 Birth Certificate	
Student	Physical Address	Custody Papers	10 Custody Proof	
Student	Physical Address	Immunization Records	04 Immunization ...	
Student	Physical Address	Parent/Guardian Photo ID	08 Guardian Phot...	
Student	Physical Address	Proof of Residency 1	03 Residency Proof	
Student	Physical Address	Proof of Residency 2	03 Residency Proof	
Student	Physical Address	Report Card (most current)	06 Previous Repo...	
Student	Physical Address	Student SSN Card (if available)	02 SSN Card	
Student	Physical Address	Withdrawl Form (previous school)	13 Withdrawal Fo...	

Add

Save

Summary

Review Applications

Control Panel

Zone Approval

# Remaining Tabs

- Continue working through each of the control panel tabs
- Decide what information will be required for enrollment
- Insert directions for those that your district deems mandatory

**Once the control panel directions are complete, the enrollment process may begin!**

<https://jpams.vpsb.k12.la.us/register/>

# Navigating the Approval side of ORS

Relationship	Physical Add	Mailing Add	Phone	Health	Special Needs	Permissions	Submitted	Signed Date
✓	✓	✓	✓	✓	✓	✓	✓	2016-09-06 10:24:33
✓	✓	✓	✓	✓	✓	✓	✓	2016-09-06 09:11:30
✓	✓	✓	✓	✓	✓	✓	✓	2016-09-23 08:26:38
✓	✓	✗	✗	✗	✗	✗	✗	
✓	✓	✓	✓	✓	✓	✓	✓	2016-09-29 20:18:06
✓	✓	✓	✓	✓	✓	✓	✓	2016-08-10 15:17:54
✓	✓	✓	✓	✓	✓	✓	✓	2016-10-20 09:43:55
✓	✓	✓	✓	✓	✓	✓	✓	2016-12-16 08:58:01
✓	✓	✓	✓	✓	✓	✓	✓	2016-08-25 09:49:57
✓	✓	✓	✓	✓	✓	✓	✓	2017-02-13 10:54:23
✓	✓	✓	✓	✓	✓	✓	✓	2017-02-13 10:54:24
✓	✓	✓	✓	✓	✓	✓	✓	2017-02-13 10:54:24
✓	✓	✓	✓	✓	✓	✓	✓	2017-02-13 10:54:24
✓	✓	✓	✓	✓	✓	✓	✓	2017-01-18 12:01:00
✓	✓	✓	✓	✓	✓	✓	✓	2016-08-24 16:35:28
✓	✓	✓	✓	✓	✓	✓	✓	2016-08-24 16:35:28



**Once each of the required cells are submitted, there will be a row of green checks. Click the green check to view and approve the submitted information.**

## Zone Approval (if this is mandatory)

On the **Zone Approval** tab, since parents are able to request a school outside of their physical address zone, the school official can create a zone approval code.

Fill in the student's information and and choose **submit**. You will receive a pop up with a zone approval code.

- Parents can also update the student's record with another ZAP code after the first ZAP code has been saved.

## Once Applications have been approved

Applications can be pulled in and will create a Student Master Record

If your district has purchased DAS, documents will be stored and associated with the individual student master record