

JCAMPUS ONLINE REGISTRATION SYSTEM

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To successfully register your child, please be prepared to provide the following documents:

- Birth Certificate and Social Security Card
- School Withdrawal Form OR Last Report Card (If applicable)
- Two Current Proofs of Residency
- Proof of income (If applicable)
- Louisiana Universal Certificate of Immunization
- Parent/Guardian Driver's License or Photo ID
- Custody Papers/Non Legal Custodian's Affidavit (If applicable)
- IEP/Evaluation Form (If applicable)
- Standardized Test Schools (if applicable)

Section Overview

Guardian

This section is where all parent/guardian AND emergency contact information will be entered:
Name and Email, Address, Phone Number(s), Military Status

Student

This section is where all of the new student's information will be entered:
Name, Birthday, Gender, Ethnicity, Relationships, Language, Address, Transportation,
Phone, Health, Special Needs, Clubs, Sports, Permissions

Household

This section allows the user to enter information about the Student's household members.

Document

This section is where all required documents will be uploaded. Formats accepted include PDF, JPEG, PNG, GIF, TIFF, etc:
Birth Certificate, Social Security Card, School Withdrawal Form OR Last Report Card, Two Current Proofs of Residency ex.
Utility Bill(s), Louisiana Universal Certificate of Immunization, Parent/Guardian Driver's License or Photo ID, Proof of income,
Custody Papers (If applicable), IEP/Evaluation Form (If applicable), Standardized Test Schools (if applicable)

Review

This section allows parent/guardians to review the information provided and certify that all information is accurate.

Create an Account

Online Registration System

English User Name: Password: Login Forgot Password

Welcome to the registration system. Please login

Create an Account

First Name eng *
Last Name eng *

One of the following is required:

Cell Phone eng
Email eng

Start

1. First and Last Name are required. Enter an email address/phone number to receive a Validation Code.

Enter Validation Code

Please check your email / cell phone

A validation code has been sent to your email and/or cell phone, depending on your input on the prior screen.

Once you receive the code, enter it in the textbox below:

Validation Code : Enter 6 Digit Validation

Continue Resend Code

2. Enter the Validation Code that was sent either to the email address or phone number that was entered on the previous screen.

Welcome

Create your new login

User Name
Password
Confirm Password

Secret Question #1
Secret Answer #1

Secret Question #2
Secret Answer #2

Tell us some more about you

Middle Name eng
Birthday eng
Email eng

Phone

Home Phone eng
Work Phone eng
Work Exten

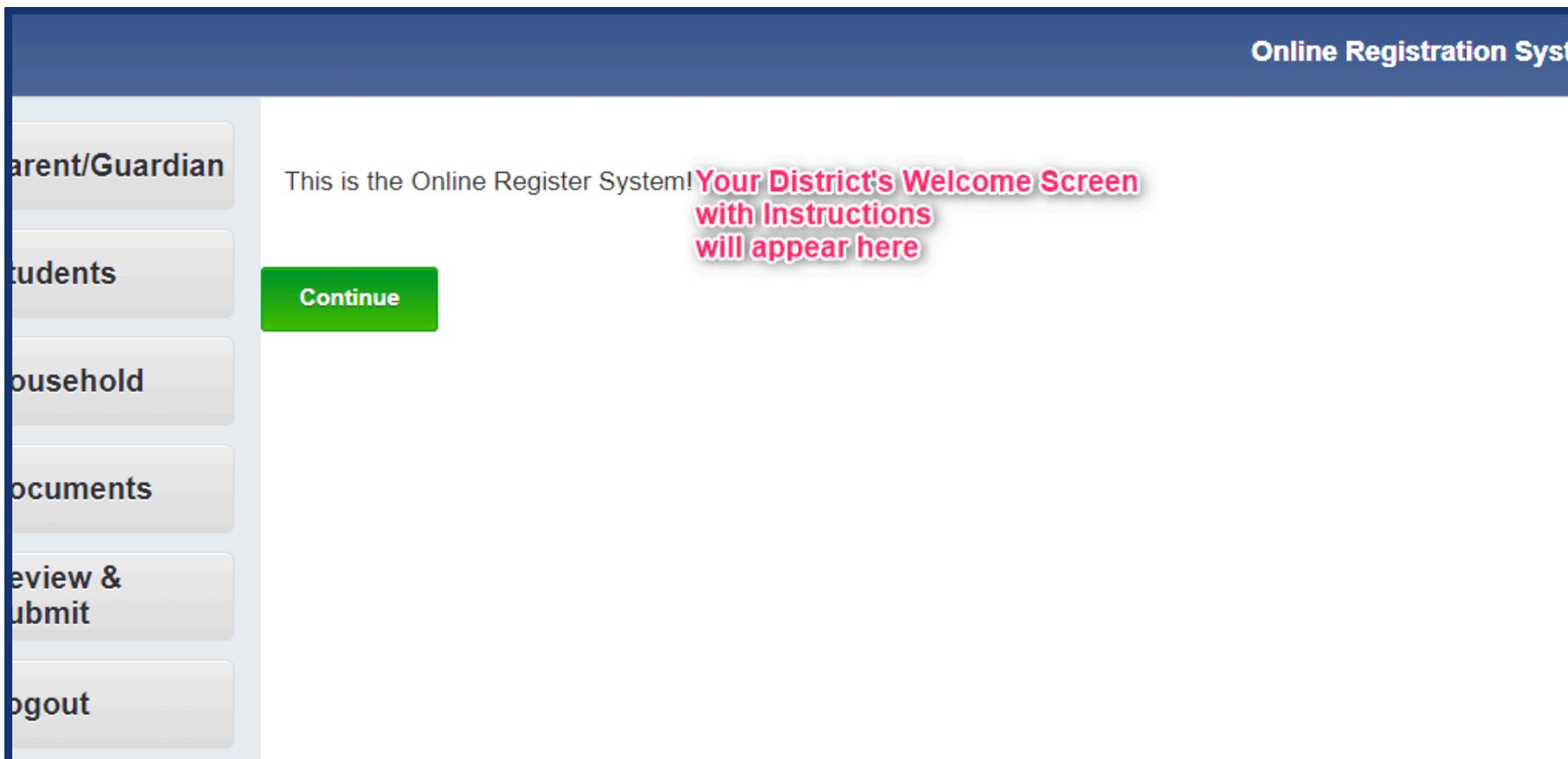
Physical Address

Street No Street Name e Street Su
Street Unit eng
City eng
State eng
Zip eng Zip 4 eng

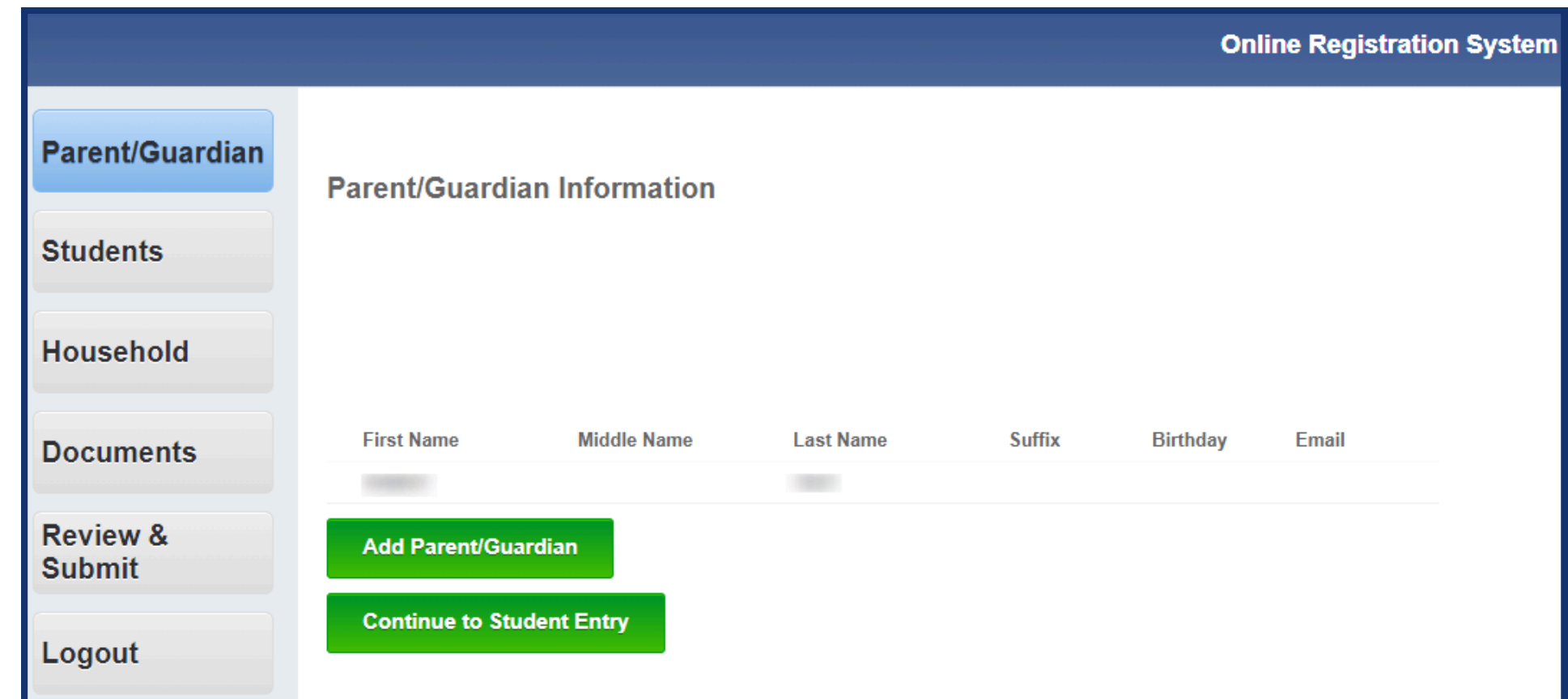
Cancel Submit

3. Create your new account. The username and password will be required for future logins. The Secret Questions will be used if you forget your password.

Guardian



Click Continue/Start to begin the application.



This screen allows the user to add another parent/guardian **AND** an emergency contact(s).

The relationship to the student(s) will be done at a later time in the process.

The user will need the following information to complete this section of the application:

- Name
- Address
- Phone Number
- Military Status

Student

By clicking Add Student Application, the user can begin adding student information to the application.

The screenshot shows the 'Online Registration System' interface. On the left is a navigation menu with buttons for 'Parent/Guardian', 'Students' (highlighted in blue), 'Household', 'Documents', 'Review & Submit', and 'Logout'. The main content area is titled 'Student Information' and contains a table with the following columns: Name, Submitted, Application Status, Year, Relationship, Language, Physical Address, Mailing Address, Phone, Health, Special Needs, Clubs, Sports, Permissions, and Documents. Below the table, there are two green buttons: 'Add Student Application' and 'Continue to Household'. The table currently displays 'No items to show.'

The user will need the following Student information to complete this section of the application:

Name
Date of Birth
Social Security Number
Gender
Ethnicity
Grade
Relationship(s)
Language

Previous School
Address
Transportation
Phone Number(s)
Health
Special Needs
Clubs and Sports
Permissions

Document

This section allows the user to upload the required documents for the application.

The screenshot shows a web interface for an 'Online Registration System'. On the left is a navigation menu with buttons for 'Parent/Guardian', 'Students', 'Household', 'Documents' (highlighted), 'Review & Submit', and 'Logout'. The main content area is titled 'Required Documents' and contains a list of document requirements. Each requirement has a 'Download Form' button (green) and a 'Choose File to Upload' button (blue). The requirements are: DF Certificate (* Required, Max size 10.00 MB), DF SSN (* Required, Max size 10.00 MB), Immunization (* Required, Max size 10.00 MB), Residency Proof (* Required, Max size 10.00 MB), BCustody (Max size 10.00 MB), Birth Certificate (Want a link here, Max size 10.00 MB), Test (Max size 10.00 MB), Test 2 (Max size 10.00 MB), and Testing (Max size 10.00 MB). At the bottom of the list is a green 'Upload Documents' button.

Document Type	Requirement	Action	Max Size
DF Certificate	* Required	Choose File to Upload	10.00 MB
DF SSN	* Required	Choose File to Upload	10.00 MB
Immunization	* Required	Choose File to Upload	10.00 MB
Residency Proof	* Required	Choose File to Upload	10.00 MB
BCustody		Choose File to Upload	10.00 MB
Birth Certificate	Want a link here	Choose File to Upload	10.00 MB
Test		Choose File to Upload	10.00 MB
Test 2		Choose File to Upload	10.00 MB
Testing		Choose File to Upload	10.00 MB

Be prepared with the following documents:

Student's Birth Certificate

Custody papers (if applicable)

Parent/Guardian Driver's License

Immunization Record

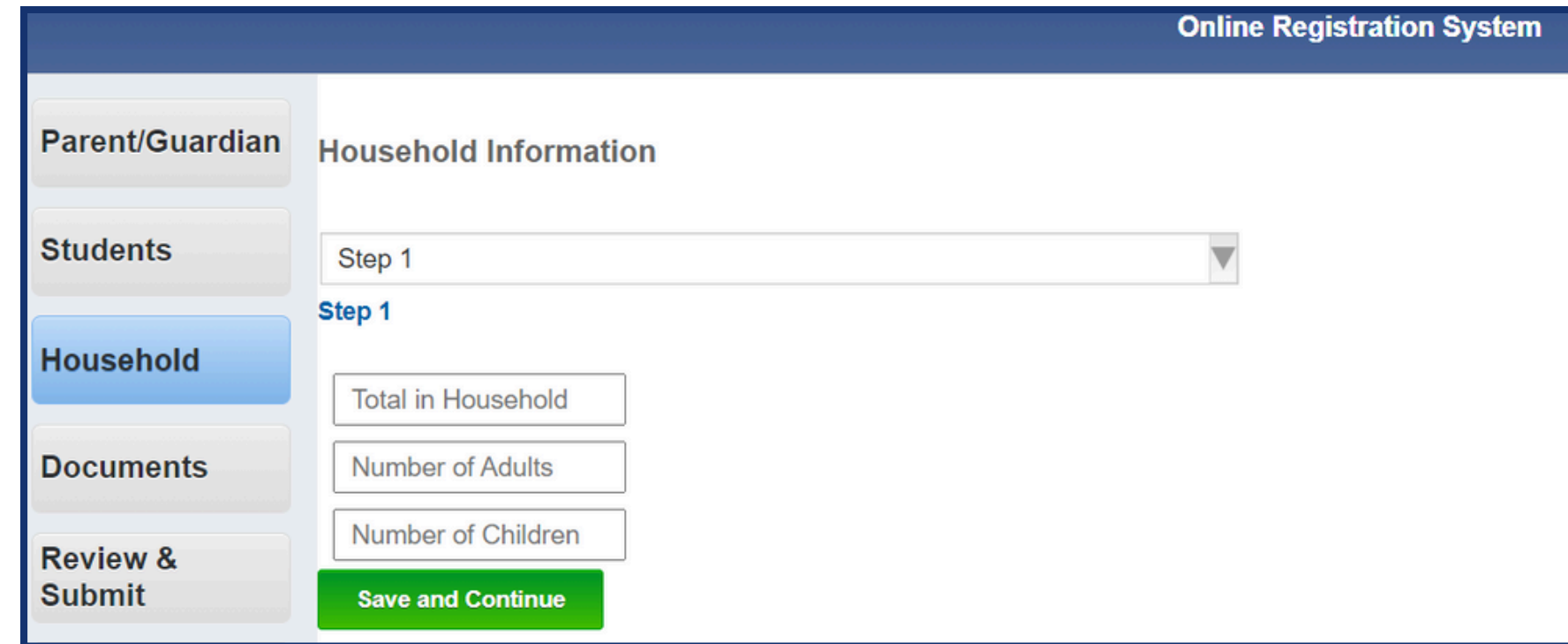
2 Proof of Income (if applicable)

2 Proof of Residency (electric, gas, water)

Social Security Card

Household

This section allows the user to add information about all members of the Student's household.



The screenshot shows a web interface for an "Online Registration System". On the left is a vertical navigation menu with buttons for "Parent/Guardian", "Students", "Household" (which is highlighted in blue), "Documents", and "Review & Submit". The main content area is titled "Household Information" and contains a dropdown menu set to "Step 1". Below the dropdown, the text "Step 1" is displayed. There are three input fields: "Total in Household", "Number of Adults", and "Number of Children". At the bottom of the form is a green button labeled "Save and Continue".

The user will need the following Household information to complete this section of the application:

Number of children (Name and DOB)

Number of adults (Name and DOB)

Employment and Income

*proof of income will be added to the Documents section

Review and Submit

This section allows the user review the application and submit to the district.

Online Registration System

Review

Name	Submitted	Application Status	Year	Relationship	Language	Physical Address	Mailing Address	Phone	Health	Special Needs	Clubs	Sports	Permissions	Documents
		Pending	2425	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

Signature: Date:

Parent/Guardian
Students
Household
Documents
Review & Submit
Logout

Review that all information entered in the application is correct and follow the instructions on the screen to submit the application to the district.