



ASCENDER GUIDES



## Admin - Form Settings



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# Admin - Form Settings

## ASCENDER ParentPortal Admin > Admin Menu > Form Settings

This page is only available to users who log on to ASCENDER ParentPortal with a district- or campus-level security administrator user name.

This page allows you to enter district-level settings for Student Enrollment and Online Registration, and view form data.

### Student Enrollment Versus Online Registration:

- **Student Enrollment** refers to the one-time process of enrolling a new student in the district. Only forms in the *New Student Enrollment* group, and static printable forms, are used for new student enrollment.
- **Online Registration** refers to the annual maintenance of records for existing students (i.e., students already enrolled in the district), such as demographic data updates and form acknowledgement.
- **Student Data Updates** refers to the ongoing maintenance of records for existing students, such as changes to contact information.

## Access Control:

### Online Registration

These fields enable annual Online Registration:

<b>Allow Parent Access</b>	<p>This field enabled and disables Online Registration, including the tools needed to set up forms.</p> <p>Select <b>Yes</b> if you will be using Online Registration, including during setup.</p> <p>Use <b>Online Registration Date Range</b> to control when Online Registration is available to parents.</p>
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<b>Online Registration Date Range</b>	<p>To specify the beginning and ending dates for online registration:</p> <p><input type="checkbox"/> Click in the field, and a calendar opens.</p> <p><input type="checkbox"/> First click the start date, then click the end date. The calendar closes once you click the end date.</p> <p><input type="checkbox"/> Click <b>Save Date</b>. When the current date falls on or within these dates, parents will be able to use Online Registration for students who are enrolled in the district.</p> <p>If no dates are entered, or if the current date is outside the date range, Online Registration is not available in ParentPortal.</p>
<b>District Online Registration confirmation message:</b>	<p><input type="checkbox"/> Type a message that will be displayed to parents upon successfully completing Online Registration in ParentPortal.</p> <p><input type="checkbox"/> Click <b>Update Message</b>.</p>

## Student Enrollment

These fields enable annual Online Student Enrollment:

<b>Would you like to allow parental access to Student Enrollment</b>	<p><b>IMPORTANT:</b> This field is set to <b>No</b> by default. Leave this field set to <b>No</b> until setup is complete and you are ready to enable Student Enrollment.</p> <p>When set to <b>Yes</b>, the <b>xxx</b> link will be displayed on the ParentPortal Login page allowing the parent to enroll a new student in the district.</p>
<b>What type of authentication would you like to use for new enrollment</b>	

**IMPORTANT:** The CAPTCHA option should only be used during short-term enrollment events such as Kinder Roundup.

# Forms Management

## Forms Summary

Counts of the number of existing forms and fields are displayed.

**Active Forms** - All forms that are currently available in ParentPortal.

- **Active Forms** -
- **Active Forms (Exist in groups)**
- Active Forms (Dynamic)
- Active Forms (Static)
- Active Forms (Standard)

**Archived Forms** - Include forms that may still be needed for reporting purposes but are no longer used for data collection. Forms can be archived (or un-archived) on the [Form Editor](#) page.

**Static Documents** -

- **Available Documents** - The count of documents that are uploaded to the server.
- **Documents Created as Forms** - The count of documents that are currently provided as forms in ParentPortal.

**Form Columns** -

- **Available Columns** - The count of documents that are uploaded to the server.
- **Columns in Use** - The count of documents that are currently provided as forms in ParentPortal.



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