

# onlineregistrationcreator

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# **Online Registration Creator**

# txConnect Admin > Administrator Options > Settings > Forms Management > Online Registration

This page allows district-level users to create a template (i.e., set of forms) for student online registration.

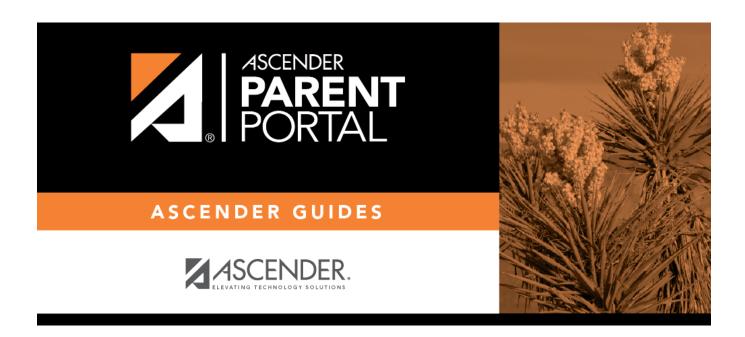
Online registration refers to forms required annually for students, which is not the same as Online Enrollment.

#### **Manage forms:**

| Online Registration Date Range (right) | The following data is displayed for your reference as entered on txConnect Admin > Settings and cannot be updated here.   |
|--|---|
| Available Forms (left)                 | The list includes all existing district-level forms (created on the <u>Form Management</u> page), organized by form type, and excluding campus-level forms and forms that are specifically for Student Enrollment.              |
|  | To add a form to the Online Registration template, hover over the form name and click the arrow button.   |
|  | The form moves to the right.  |
| selected forms (right)                 | The selected forms are listed on the right in the order in which they were added.   |
|  | Instructions for each form are displayed as entered on the <u>Form Editor</u> page and cannot be updated here.  |
|  | - Use the hand icon to drag and drop forms into the order in which you want them displayed to parents.  |
|  | - Click to remove the form from the list. The form moves back to the <b>Available Forms</b> list (left).  |
|  | By default, the <b>Registration</b> and <b>Contact</b> forms are included, which contain all possible fields a parent may need to review annually.  |
|  | <b>TIP:</b> It is recommended that districts create a customized registration form (using the <u>Form Management</u> page) for Online Registration that include only the fields that districts want parents to review annually. |
|  | Also, the <i>Home Language Survey</i> standard form, which is required for new student enrollment, is only required once when the student enrolls in the district. This form is not listed for Online Registration.             |

Click **Back to Forms Management** to return to that page.

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