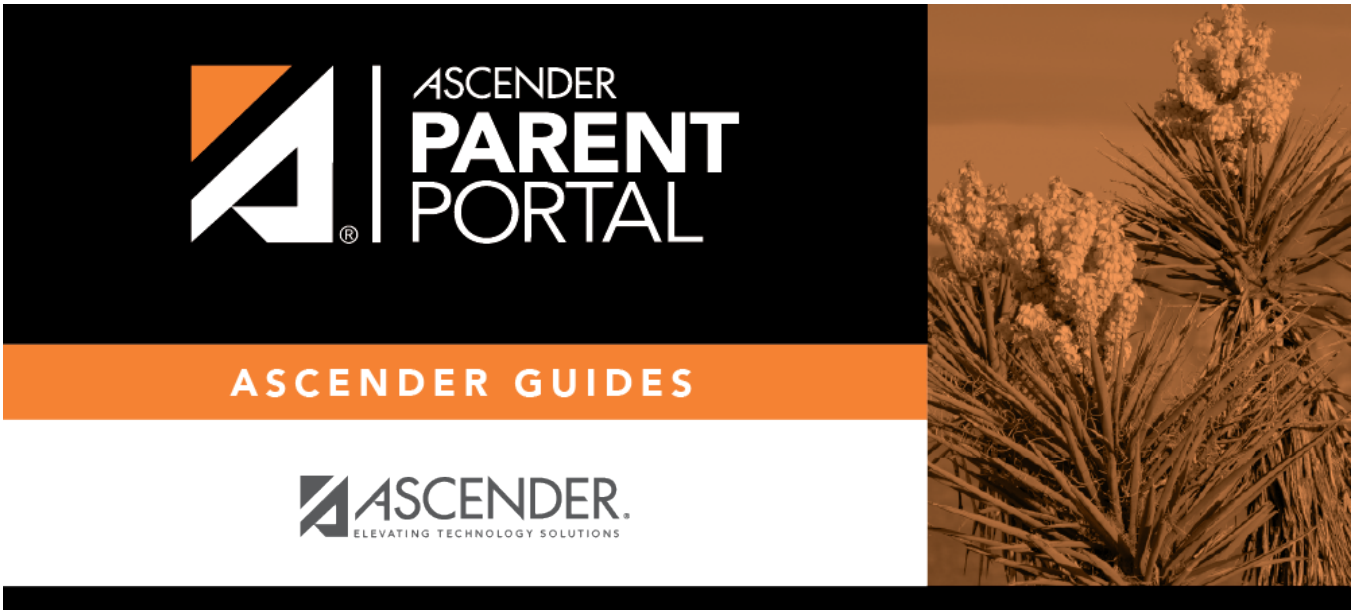


Admin - Form Settings

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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:

Allow Parent Access	This field enabled and disables Online Registration, including the tools needed to set up forms. Select **Yes** if you will be using Online Registration, including during setup. Use **Online Registration Date Range** to control when Online Registration is available to parents.

Online Registration Date Range	To specify the beginning and ending dates for online registration: ❑ Click in the field, and a calendar opens. ❑ First click the start date, then click the end date. The calendar closes once you click the end date. ❑ Click **Save Date**. 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. If no dates are entered, or if the current date is outside the date range, Online Registration is not available in ParentPortal.
District Online Registration confirmation message:	❑ Type a message that will be displayed to parents upon successfully completing Online Registration in ParentPortal. ❑ Click **Update Message**.

Student Enrollment

These fields enable annual Online Student Enrollment:

Would you like to allow parental access to Student Enrollment	**IMPORTANT:** This field is set to **No** by default. Leave this field set to **No** until setup is complete and you are ready to enable Student Enrollment. When set to **Yes**, the **xxx** link will be displayed on the ParentPortal Login page allowing the parent to enroll a new student in the district.

What type of authentication would you like to use for new enrollment	Select the user validation to use for Student Enrollment: **Email** - Validate a user by email. With this validation process, an email message is sent to the user's email address containing the registration code. The user must type the code, exactly as it appears in the message, in order to continue with the enrollment process. **CAPTCHA** - Validate a user by CAPTCHA, which is a tool that protects websites against bots by generating codes that humans can pass but computer programs cannot pass. When this option is enabled, the registration key is automatically generated once you correctly enter the CAPTCHA code. An email message is sent to the parent containing the registration key for his records. **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)

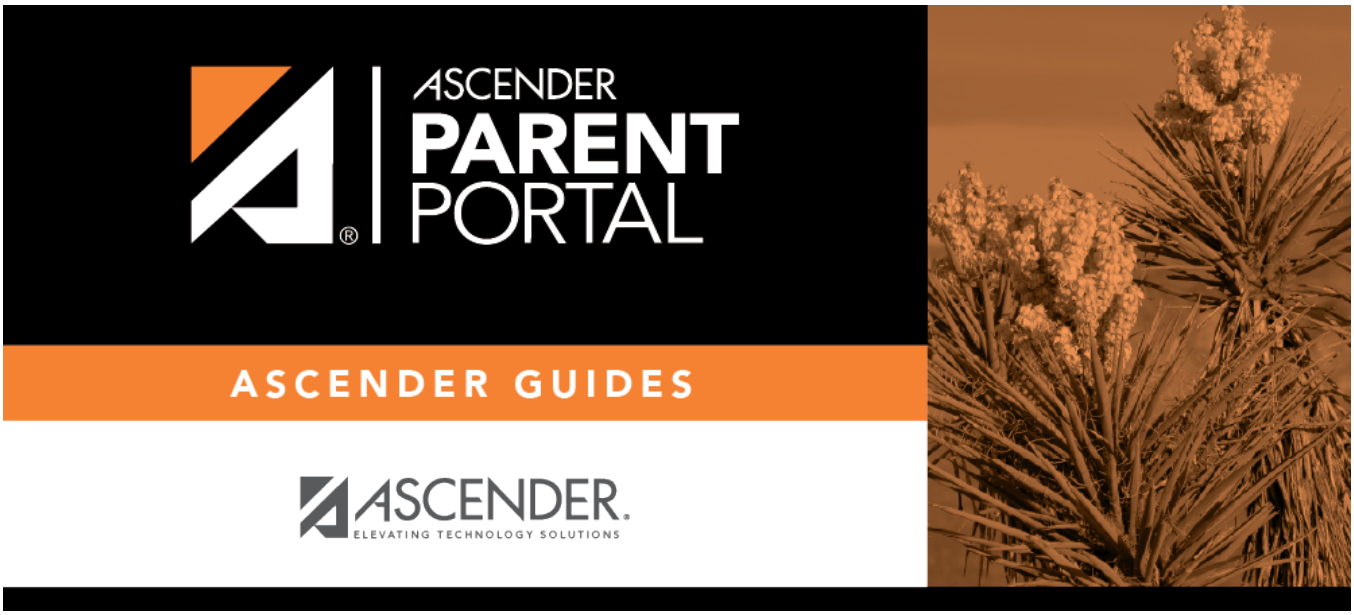
Archived Forms - Include forms that may still be needed for reporting purposes but are no longer used for data collection. Forms can be archived (or un-archived) on the Form Editor page.

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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