



## ASCENDER GUIDES



# New Student Enrollment



## Table of Contents

<b>New Student Enrollment</b>	1
-------------------------------	---



# New Student Enrollment

**Registration > Maintenance > Online Registration > New Student Enrollment**

This page allows you to review a student's pending online registration record received from the parent portal in txConnect.

## Update data:

A list of online registration requests received from the txConnect parent portal is displayed.

To search for an online registration record, do one of the following:

Field	Description
<b>Search by Name</b>	Type the student's first and last name.
<b>Search by Key</b>	Type the student's key. This number is generated by ASCENDER ParentPortal when the parent proceeds through the new student enrollment steps.

As you begin typing the name or key, a drop-down list displays records that match the characters you have typed. From the drop-down list you can select the record.

3. To delete a student registered online, click trashcan icon and the row will be shaded red to indicate it will be deleted when you click the Delete button.

Note: You must have security access to view trashcan icon and the Delete button.

4. Click spyglass icon to view the details of a pending registration request. The student's enrollment record is displayed on the Register Student page.



## Back Cover