New Orleans Online Application System School User Training

November 1, 2014

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Training Objectives

After today's training, participants should be able to:

1) Articulate the key processes and policies associated with the enrollment system

2) Log-in, enter data, and submit student applications

3) Understand updated steps to perform other key processes

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Agenda

- Application Intake: Policies and Procedures
- System Functionality
    - Parent Portal Preview
    - Create desktop icon/Downloading Google Chrome
    - Login
    - Process/Policy
    - Application Process: Parent Selection
    - Application Process: Add Students
    - Creating an Application
    - Edit Applications
    - Dashboard & Recent Items
- Questions & Answers

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Process: Application Intake

When collecting applications from families, it is OPSB/RSD's expectation that school staff will do the following:

- Conduct a quick review of the application when the parent/guardian is with you: can you read the handwriting, are all fields completed, has the parent/guardian signed the bottom?

- Provide the parent/guardian with a copy of their application.

- Place the application in a secure place until it is time for data entry.

- In a timely manner, fill in missing OneApp ID numbers and data enter the applications that were received in SchoolForce, mark them as data entered, then place them back in their secure location.

Process: Application Record Maintenance

OPSB/RSD expect that schools will keep on file copies of all applications received – either electronically or paper:

- Either scan / store electronically or file all applications so they can be referenced at a later date as necessary. OPSB/RSD Central staff may request application records as needed.

- Maintain filed applications for at least six months before shredding / deleting.

Policy: User Support

Topic	Contact
Support for Families: • RSD Family Resource Centers • OPSB Parent Center	• Phone: 877-343-4773 (RSD) / 888-820-1554 (OPSB) • Email: oneapp@rsdla.net
Support for ESL Families	• Spanish and Vietnamese translation and interpretation services are available at our Family Centers.
Support for Schools: • Log-in/Technical Support • Policy/Process Support	• Email: enrollment.support@rsdla.net

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Process/Policy: System Log-Ins

- <u>All Schools</u>:
    - Each school must identify an enrollment point-of-contact ("POC") for OneApp and SchoolForce. Only one log-in will be issued per school
    - Each POC is responsible for ensuring that there is a plan regarding who will have access to the log-in
    - No more than 3 people per school should have access to the log-in

- <u>New OneApp Schools</u>:
    - We will be coordinating with each school about setting up a log-in
    - The Enrollment Team will be available for more time to review enrollment policy and SchoolForce upon request

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Process/Policy

- All students will have 9 Digit Unique Student IDs (OneApp IDs) that can be found on the student record. These are required when entering applications.

- Parents with students attending C, D, F or T (transformation) schools have the option to determine eligibility to apply for scholarship schools by filling out a set of questions and providing proof of residency and income. They can provide that proof of income at participating scholarship schools and family centers (not public schools).

- There are two application windows during the Main Round application cycle. The "Early Window," where students will be able to apply to schools with admissions criteria. The deadline for the Early Window will be December 19.

- The "Standard Window" is for all other applicants. The final application deadline for the Main Round will be February 27.

- Only one application will be processed per student per round. Changes to the application will overwrite previously submitted application information. The most recent application is authoritative.

- Parents may either apply online, or submit a paper application. We are urging all schools to encourage families to submit online applications so that they get email receipts, get familiar with the process, and to avoid later disputes about what was entered on a paper applications.

Timeline

- Week of **November 3rd**: Main Round Launches

- **December 19th**: Early Window Deadline

- **February 27th**: Main Round Closes

- Week of **April 6th**: Results Available

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Parent Portal Preview

As they did last year, Parents will have the option of applying online.

Using the online portal, they will have access to:
- Policy and process information
- Louisiana Schoolfinder
- The OneApp application

Parent Portal Preview

After logging in, parents/guardians will have the ability to add students to their parent profile, and submit or edit applications.

The school user process will mimic the parent process.

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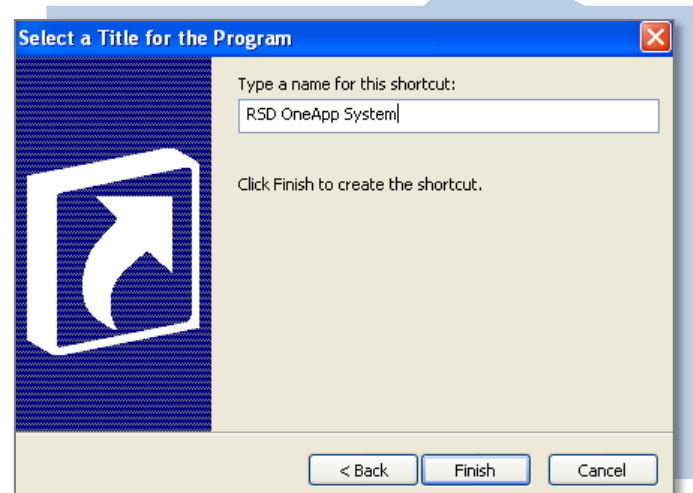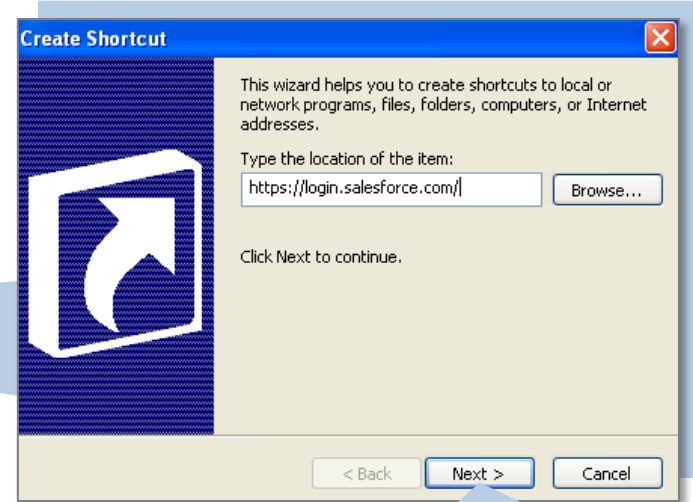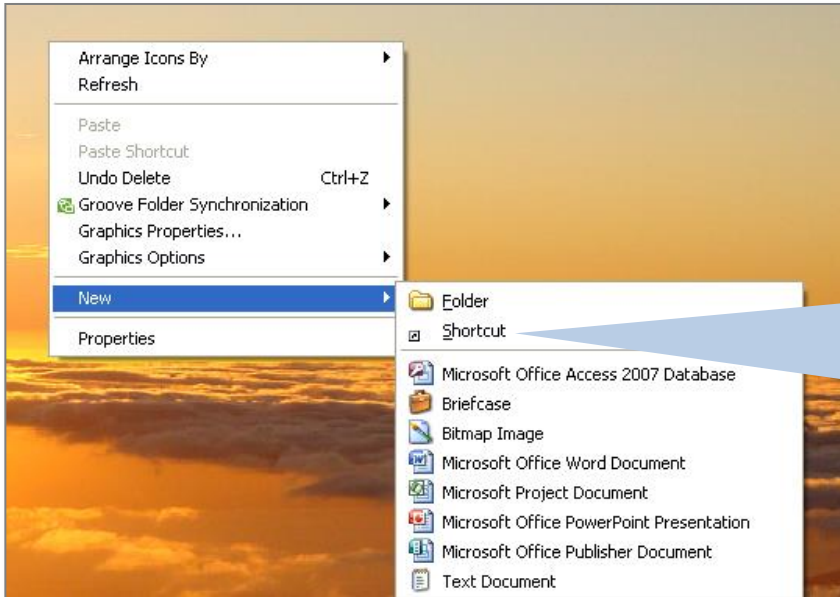 - Dashboard & Recent Items
- Questions & Answers

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Downloading Google Chrome

Steps for downloading the recommended browser:
1) Go to:
   https://www.google.com/intl/en/chrome/browser/
2) Click "Download Chrome"
3) Click "Accept and Install"
4) Chrome will install itself
5) Click "Run" if Chrome does not open automatically

Creating a Desktop Icon

Steps:
1) Right click on your desktop
2) Select "New"
3) Select "Shortcut"
4) Enter in https://login.salesforce.com
5) **Enter "OneApp System"**

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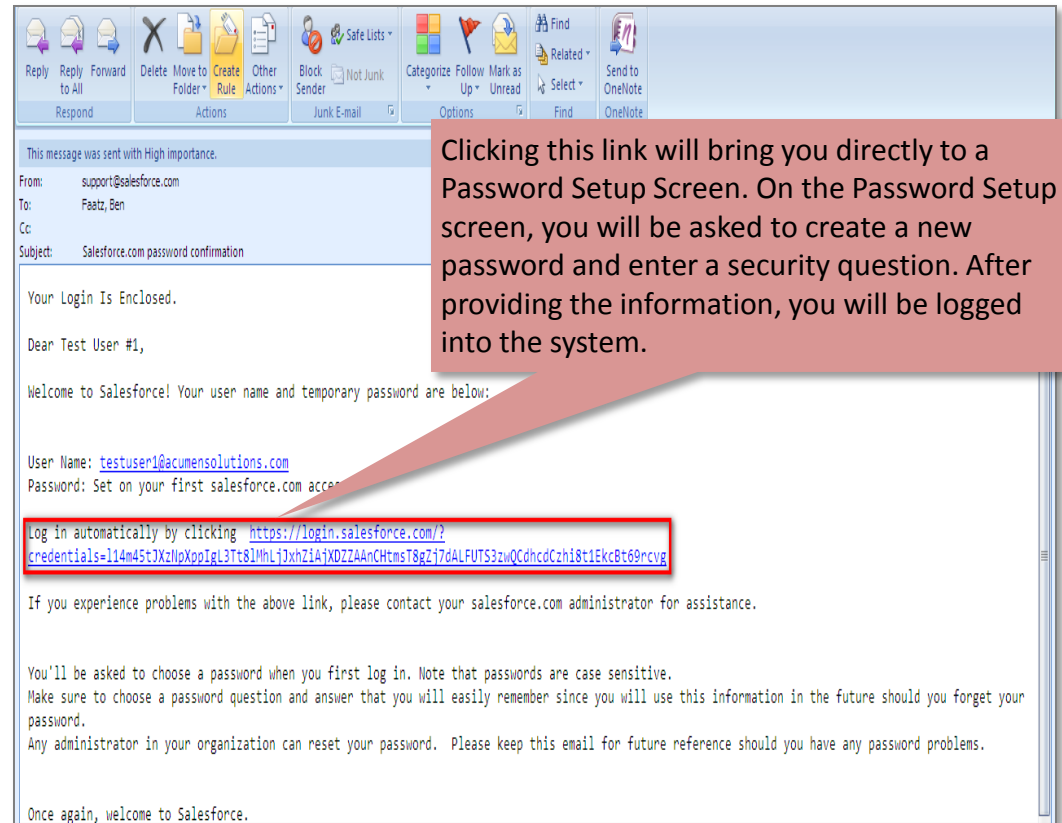- Questions & Answers

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Logging Into the System

New Users:

Upon receiving your username and password for OneApp, simply click on the hyperlink that is embedded in the email and follow the setup wizard to successfully log into the system.

Returning Users:

Continue to use your current username and password at https://login.salesforce.com/

Clicking this link will bring you directly to a Password Setup Screen. On the Password Setup screen, you will be asked to create a new password and enter a security question. After providing the information, you will be logged into the system.

Logging Into the System *(cont'd)*

After creating a Password and Security Question, users are brought directly to the Home Tab.
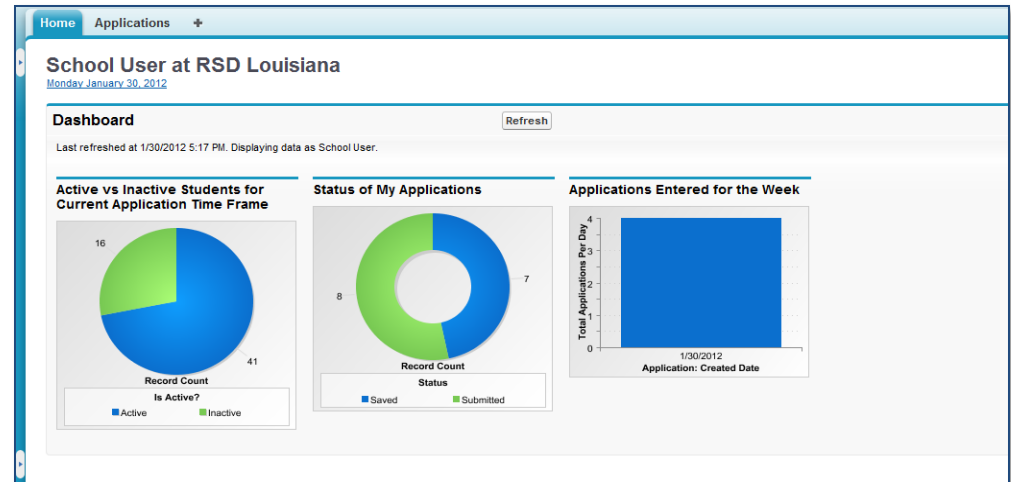
For subsequent logins, users should click on their desktop icon to arrive at the log-in screen

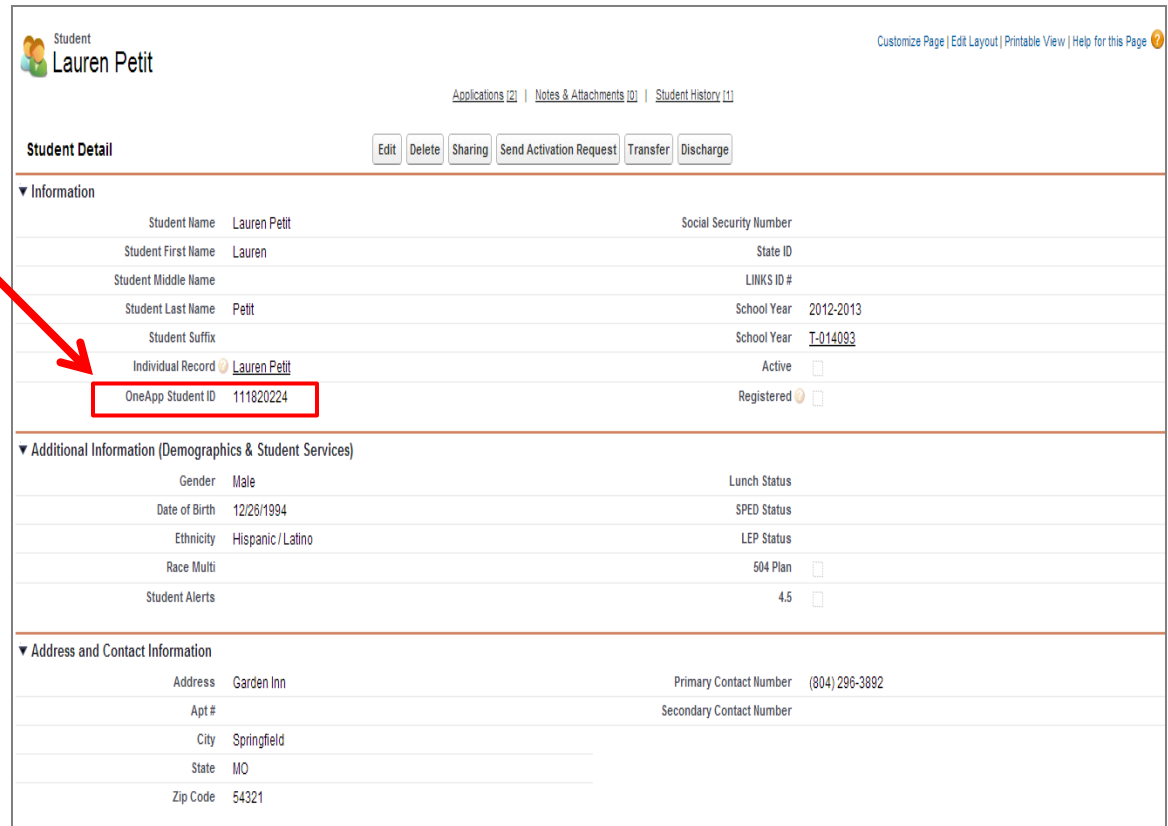Enter your Username and Password and click the "Login" button

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OneApp Student IDs

- All students in SchoolForce are assigned a OneApp ID, located on the student record

- These 9 digit IDs are essential for ensuring clean and accurate application data and will be used by school staff and parents to fill out applications

- These IDs can also be leveraged for other purposes, as they will be unique across all schools

OneApp Student IDs

If you do not know a student's OneApp ID and need to use it for the application, you can:

1. Click on the student search tab
2. Enter the student name and DOB (if available)
3. Click the checkbox next to the correct student
4. The ID will display in the "High Level Student Information"

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Application Process: Parent Selection Page Navigation

In order to mimic the parent user process and create clean relationships among family members, we will start by selecting or creating the parent or guardian of the student(s) for whom we wish to enter applications.

Parent Selection

This portal will be used to enter the information from paper enrollment applications. In order to enter an application for a student and ensure the correct family relationships are captured you will:

1. Associate yourself with a parent or guardian
2. Associate students with that parent or guardian
3. Create applications for those students

For questions about this process, please contact enrollmentsupport@rsdla.net

Parent Search

First Name	Last Name	Phone Number
Kelly	Michaels	

SEARCH ▶

Select	First Name	Last Name	Address	Phone
☐	Kelly	Michaels	117 Ash Swamp Road	(570) 204-9394
☐	Kelly	Michaels	Danville	(570) 854-1367

CREATE NEW PARENT ▶   **LOGIN AS PARENT ▶**

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Application Process: Parent Search and Selection

Parent Selection Steps:

1. Enter the parent name and phone number, if available

2. Search results will appear

3. Select the box next to the parent you wish to log in as, and click "Login as Parent"

Application Process: Creating a New Parent

Creating a New Parent Steps:

1. Look at the list of parents provided after your search

2. If you do not see the parent you wish to select or your search returns no results, click "Create New Parent"

3. Fill in the required information and click "Add Parent"

Parent Selection

This portal will be used to enter the information from paper enrollment applications. In order to enter an application for a student and ensure the correct family relationships are captured you will:

1. Associate yourself with a parent or guardian
2. Associate students with that parent or guardian
3. Create applications for those students

For questions about this process, please contact enrollmentsupport@rsdla.net

Parent Search

Search results will appear here

First Name	Last Name	Phone Number	
Kelly	Michaels		SEARCH ▶

Select	First Name	Last Name	Address	Phone
☐	Kelly	Michaels	117 Ash Swamp Road	(570) 204-9394
☐	Kelly	Michaels	Danville	(570) 854-1367

1

CREATE NEW PARENT ▶   LOGIN AS PARENT ▶

2

Click here to create a new parent

Parent Selection

This portal will be used to enter the information from paper enrollment applications. In order to enter an application for a student and ensure the correct family relationships are captured you will:

1. Associate yourself with a parent or guardian
2. Associate students with that parent or guardian
3. Create applications for those students

For questions about this process, please contact enrollmentsupport@rsdla.net

Create Parent

First Name	Last Name	Phone Number	Email
Nicole	Woll	(570) 275-1243	baerkara@hotmail.com

Address	Apartment	City	State	Zip Code
409 Lombard Ln.		Danville	PA	17821

3

ADD PARENT ▶

Fill in the required information and click "Add Parent"

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Application Process: Adding Students

- After you have created or logged in as a parent or guardian, you can add students to his/her family

- After adding each student from the sibling list on the application, you will be able to fill out the enrollment application for each student

- **You should use One App ID numbers to complete this step** . You can fine OneApp IDs for students in the Student Search tool.

Applying for Enrollment

Select Another Parent ▶

On this page you will add the students listed on the sibling page of the application to this family so that you can create applications for each of the students and ensure the siblings are properly linked.

To begin, click the "Add Student" button and answer the questions that follow. For returning students you will need to know the student's OneApp identification number. After adding students, you will have the ability to create and edit applications for the students appearing in the list below.

Nicole Woll's Students:

To date, no students have been added to this family. To add "Add Student" button to the right.

Name of Parent appears here

Add a Student
Add a student to this family to the list of students you can create applications for:
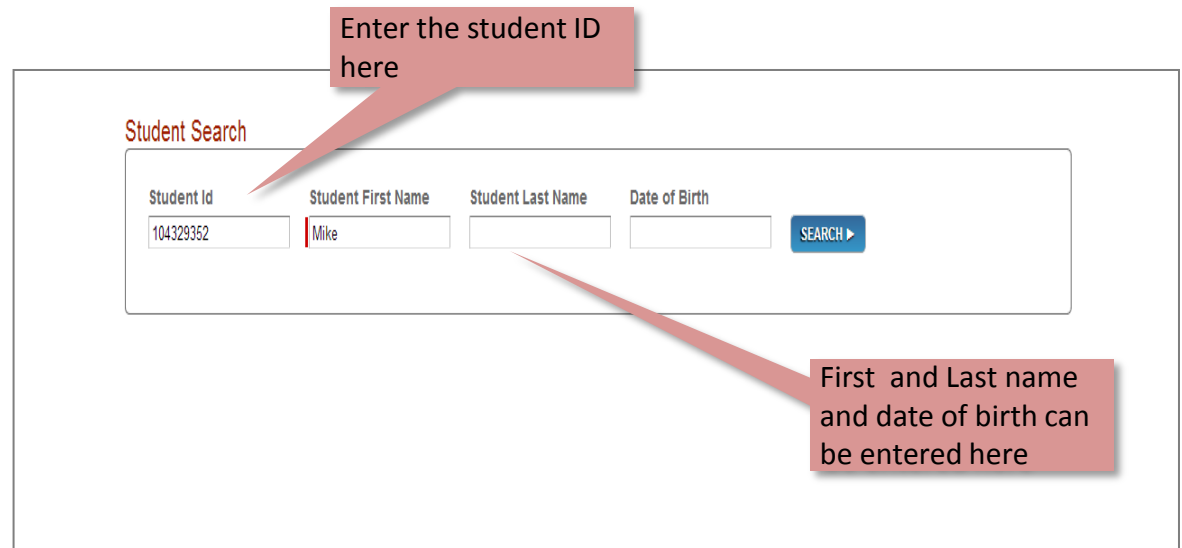
ADD ▶

Click here to add students to this family and begin filling out applications

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Application process: Adding Students *(cont'd)*

There are <u>two</u> ways to search for a student:

1. Using the Student ID

2. Using the student fist name, last name, and date of birth

Keep in mind, all current RSD and OPSB students have been assigned an ID

Student Search

Student Id	Student First Name	Student Last Name	Date of Birth	
104329352	Mike			SEARCH ▶

Enter the student ID here

First and Last name and date of birth can be entered here

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Application Process: Adding Students *(cont'd)*

Steps for searching for a student:

1. Enter the student ID **or** Enter the student fist name, last name, and date of birth
2. Click "Search"

Enter the student ID here

Click "Search"

Student Search

Student Id	Student First Name	Student Last Name	Date of Birth	
104329352	Mike			SEARCH ▶

Enter student first and last name and date of birth

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Application Process: Adding Students *(cont'd)*

Student Selection Steps:

1. Search results will appear

2. Select the box next to the student you wish to add

3. Click "Add Existing Student"

Search results appear here

Check the box next to the student you wish to select

Click "Add Existing Student"

Application Process: Creating a New Student

Creating a New Student Steps:

1. Look at the list of students provided after your search

2. If you do not see the student you wish to select or your search returns no results, click "Create New Student"

3. Fill in the required information and click "Create Student"

Student Search

Student Id	Student First Name	Student Last Name	Date of Birth	SEARCH ►
104329352	Mike			

1 — Search results appear here

Select	First Name	Last Name	Date of Birth	Address	Student ID
☑	Mike	Dugan	12/1/2000	1237 10th Street	104329352

2 — CREATE NEW STUDENT ►   ADD EXISTING STUDENT ►

Click "Create New Student"

Student First Name	Student Last Name	Date of Birth	Gender
Mike	Johnson	12/11/2007	Male

CREATE STUDENT ►   CANCEL ►

3

Click "Create Student"

Application Process: Student List

Student List Page:

- After you have created new students or added existing students, they will appear in the student list

- From here, you can submit new or edit existing applications

Applying for Enrollment

Select Another Parent ▶

On this page you will add the students listed on the sibling page of the application to this family so that you can create applications for each of the students and ensure the siblings are properly linked.

To begin, click the "Add Student" button and answer the questions that follow. For returning students you will need to know the student's OneApp identification number. After adding students, you will have the ability to create and edit applications for the students appearing in the list below.

Nicole Woll's Students:

Student Name	Student ID	Submitted Application?	
Mike Johnson	911494977	Submitted	Edit

Add a Student

Add a student to this family to the list of students you can create applications for:

ADD ▶

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Create an Application

- After adding a student, the student's name will appear in the list under the parent or guardian's name

- Click "Create" to begin an application

Create Application *(cont'd)*

1) Examine the existing information in Section A and edit any fields that need to be updated and fill in the information for blank fields

2. Click "Next"

New Orleans Public School Application 2013-2014

SECTION A: Student and Parent Information

We have filled in any information about you and your child that we have in our data system. If any of the information below is incorrect, you may edit it by simply deleting the existing text and typing in the correct information. Thank you for helping us to have the most up-to-date information about you and your child.

Student Information

First Name	Last Name	Date of Birth	Gender	Student
Mike	Johnson	12/11/2007	Male	Mike Johnson

Address

Street Address	Apt. #	City	State	Zip Code
409 Lombard Ln.		Danville	PA	17821

Parent/Guardian Information

Parent/Guardian First Name	Parent/Guardian Last Name	Relationship to Student
Nicole	Woll	--None--

Primary Phone Number	Secondary Phone Number	Email Address
(570) 275-1243		baerkara@hotmail.com

CANCEL   NEXT ▶

2

1 All information existing in the system for the student will pre-populate into the application boxes

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Create Application *(cont'd)*

New Orleans Public School Application 2015-2016

SECTION B: New or Current Student

Student School for the 2014-2015 School Year **1**

New Orleans- ARISE Academy

Grade Applying for **2**

K

This question will only appear if the student's current school is a C, D, F or transformation school

Louisiana Student Scholarship for Education Excellence Program **3**

Based on the information provided above, your child may be eligible to participate in the Louisiana Student Scholarship for Education Excellence Program. Eligible applicants may receive a state-funded scholarship to enroll in a participating non-public school. If you are interested, you will need to provide more information about your child and your family's income. Would you like to provide additional information to determine eligibility to apply for and receive a scholarship to a participating non-public school?

--None--

◄ BACK   CANCEL   NEXT ►

1. In Section B you will enter the school that the student is currently attending. If they are active at a participating school, this will be pre-populated. If there is a discrepancy, please call the family to confirm and reach out to enrollmentsupport@rsdla.net if they confirm that the system assignment is inaccurate.

2. Enter the grade the student is applying for. This will also be pre-populated if the student is active with their next year's grade.

3. This question will only appear if an applicant is eligible for the scholarship program based on their current school and grade. Public schools will enter scholarship applications submitted to their school, but they do not check scholarship eligibility documentation. Families can bring their financial documentation to family centers and scholarship schools to validate their eligibility.

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Create Application

If the parent has indicated he/she would be interested in determining eligibility for a scholarship, you will:

1. Indicate "Yes" in Section B

2. Click "Next"

3. Enter the information requested to determine eligibility in the scholarship section

4. When finished entering information, Click "Next"

New Orleans Public School Application 2015-2016

SECTION B: New or Current Student

Student School for the 2014-2015 School Year
New Orleans- ARISE Academy

Grade Applying for
K

Louisiana Student Scholarship for Education Excellence Program

Based on the information provided above, your child may be eligible to participate in the Louisiana Student Scholarship for Education Excellence Program. Eligible applicants may receive a state-funded scholarship to enroll in a participating non-public school. If you are interested, you will need to provide more information about your child and your family's income. Would you like to provide additional information to determine eligibility to apply for and receive a scholarship to a participating non-public school?

--None--

◄ BACK   CANCEL   NEXT ►

SECTION C: Scholarship Information

Is your child a resident of Louisiana?
--None--

Is your child entering Grades K-12?
--None--

Will your child be attending Kindergarten for the first time?
--None--

What is the number of family members living in your household?
--None--

Is your family income less than the amount listed in the income table? (see table of income here)
--None--

Is your child a twin or multiple birth sibling?
--None--

Does your child have an Individual Education Plan (IEP)?
--None--

If yes, please select the primary exceptionality of the child
--None--

Race

Available		Chosen
American Indian or Alaska Native		
Asian		
Black or African American		

To your knowledge, does your child currently participate in the pre-k program Nonpublic School Early Childhood Development program (NSECD)?
--None--

If you participate in any one of the programs below, please select the program from the list below.

Available		Chosen
Louisiana Purchase Card		
SNAP Benefits		
Social Security Benefits		

In order to be eligible for a scholarship, you must provide one of the following documents as proof of income. You can bring your preferred document to any of the Family Resource Centers. For a complete listing of Family Resource Centers, including hours and locations, please visit www.enrollnola.org. Please select the document you intend to bring from the list below. All documents should be for the period ending December 31st of the past year.

--None--

Please indicate the type of document you intend to provide for residency verification
--None--

◄ BACK   CANCEL   NEXT ►

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Create Application

Scholarship schools and family centers will update the scholarship eligibility decision on this page when applicants submit their eligibility documentation.

Public/Charter schools WILL NOT enter this information. If asked, they should direct scholarship applicants to family centers and scholarship schools to bring in financial eligibility documentation.

Applicants will not be eligible for a scholarship assignment unless they are marked "Eligible" in this field.

Is your child of Hispanic origin (For reporting only)?

--None--

Does your child have an Individual Education Plan (IEP) (not including Gifted or Talented)?

--None--

If yes, please select the primary exceptionality of your child

--None--

Race

Available
American Indian or Alaska Native
Asian
Black or African American

Chosen

Scholarship Eligibility Decision

--None--

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Create Application

Both students who wish to apply for other schools and students who wish to determine eligibility will utilize this section:

1) In the School Choices Section, click on the drop down for each rank and select the school that the parent has indicated

2) When finished entering up to 8 selections, "Next"

3) We added additional red-text at the top to address some common points of confusion from previous years.

SECTION D: School Choices

Using the drop-down menus below, please list up to 8 schools in order of preference. Please only select schools you would like for your child to attend, as your child may be assigned to any school listed.

Parents / Guardians of Current Students: Only list schools below that you would prefer your student attend more than their current school. Current students who are assigned to any of the schools listed on the application will lose his / her seat at their current school.

Parents / Guardians of Multiple Students: If you are applying for more than one child and you would like them to attend the same school, please list the schools in the exact same order on each student's application. If the schools are listed in the exact same order, the system will try to assign the siblings to the same school but it is not guaranteed.

Schools included in the drop-down menu are participating in OneApp and serve the grade for which your student is applying.

The system will seek to provide each applicant with their single, best offer. A single, best offer is the highest ranked school with a seat available for the applicant given their random lottery number and their priority for each school listed.

If the system is unable to assign an applicant to a school listed below, the system will re-assign the applicant to their current school (if the applicant currently attends a OneApp participating school and the school serves the applicant's grade).

Rank	School Name
Rank 1	--None-- ▼
Rank 2	--None-- ▼
Rank 3	--None-- ▼
Rank 4	--None-- ▼
Rank 5	--None-- ▼
Rank 6	--None-- ▼
Rank 7	--None-- ▼
Rank 8	--None-- ▼

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Create Application

There is a new page added to the application this year for applicants to selective programs to enter supplemental information.

Applicants can only enter this information when they submit online applications

Non-selective schools should disregard this page and click through to the next page.

Selective schools can view their applicant's answers to those supplemental questions and update their status (At-Risk only) on this page.

SECTION D: School Selection - Additional Questions

Military Dependents

At least one of the schools you selected gives priority to military dependents. Please use the drop-down menu below to tell us whether the applicant is a military dependent.

Does the applicant have a guardian that is an active military member?

--None--

At-Risk Eligibility

At least one of your selected schools gives priority to students who meet the Louisiana Department of Education's definition of "at-risk". Please answer the questions below to determine whether your student is eligible to receive this priority. In order to confirm your student's eligibility for this priority, please bring proof of income or a copy of your student's IEP to a Family Resource Center by the application deadline. For hours and location(s) of Family Resource Centers, please visit www.enrollnola.org.

Is your child eligible for Free or Reduced-Priced Lunch?

--None--

How many people are in your household, including the guardian and the applicant?

--None--

What is your household income? (in dollars per year)

Does your child currently have an Individualized Education Plan (IEP) (not including Gifted or Talented)?

--None--

Foreign Language Proficiency

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Create Application

1) Using the drop down, indicate "yes" if the parent signed the application and "no" if it is unsigned

2) Populate the date

3) Indicate who accepted the application from the parent by typing in the name of the individual and the date

4) Indicate the name of the person entering the application data into the system and the date here

5) Click "Submit Application"

New Orleans Public School Application 2013-2014

Parent/Guardian signature obtained   Date
Yes   12/4/2012   [12/29/2012]

Accepted By: Date
Mark Martin   12/3/2012   [12/29/2012]

Entered By: Date
Acumen Admin   12/29/2012   [12/29/2012]

◄ BACK   CANCEL   SUBMIT APPLICATION

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Create Application

1) If you wish to return to a previous page, click "back"

2) If you do not wish to keep the application you have started and wish to delete any record of it, click "cancel" Please note, clicking cancel will result in loss of any data entered

3) If you are finished with the application and would like to submit, click "Submit Application"

New Orleans Public School Application 2013-2014

Parent/Guardian signature obtained: Yes | Date: 12/4/2012 [12/29/2012]

Accepted By: Mark Martin | Date: 12/3/2012 [12/29/2012]

Entered By: Acumen Admin | Date: 12/29/2012 [12/29/2012]

1 2 3

BACK CANCEL SUBMIT APPLICATION

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Submit Application

1) If you are certain that you have finished editing/filling out the application and that all information is complete, you should click "submit application"

2) You will receive a pop-up with all of the information you have entered asking you if you are sure that you would like to submit

3) After verifying the information, click "Yes" (an email will be sent to the parent)

Submit Application

After completing an application, you can:

1) Click "Start Another Application for this Parent" to return to this parent's student list **or**

2) Click "Select Another Parent" to return to the parent search page

Agenda

- Application Intake: Policies and Procedures
- System Functionality
  - Parent Portal Preview
  - Create desktop icon/Downloading Google Chrome
  - Login
  - Process/Policy
  - Application Process: Parent Selection
  - Application Process: Add Students
  - Creating an Application
  - Edit Applications
  - Dashboard & Recent Items
- Questions & Answers

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View or Edit a Submitted Application

1) To view or edit a submitted application, locate the application you wish to view by returning to the parent's student list

2) Click "Edit" to return to the submitted application

3) Edit fields and click through to **resubmit** or cancel to exit the application without editing

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Dashboard & Recent Items

1) Click "Home" to view your dashboard and recent items

2) On the far left, click the small gray arrow to display recently viewed items

3) Dashboards on your homepage include:
   - Active vs. inactive students
   - Status of applications
   - Applications entered for the week

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