

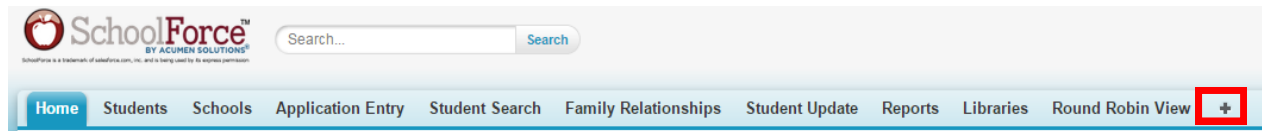
## How do I access the eligibility portal?

Eligibility should be verified using the SchoolForce portal.

The link to the SchoolForce portal is: <https://login.salesforce.com/>  
For password assistance, please e-mail [enrollmentsupport@rsdla.net](mailto:enrollmentsupport@rsdla.net)

## Once I've logged into School Force, how do I access Eligibility Verification?

1. Select the plus sign at the end of the top row of icons



2. Select "Application Portal" from the list below. You will be directed to the application portal.

### All Tabs

Use the links below to quickly navigate to a tab. Alternatively, you can [add a tab](#) to your display to better suit the way you work.



3. You will be re-directed to the application entry page. Here you can search for existing applications and update eligibility information.

## Step 1: Identify the Parent/Guardian

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. Search for the parent or guardian listed on the Student Application form
2. Associate the students listed on the Student Application Form and Sibling Information page with that parent or guardian
3. Create applications for those students

In completing these steps, you will be logging into the system on behalf of the parent or guardian to enter the Student Application Forms as they would.

Before starting, please ensure that you have all of the OneApp ID numbers for the students listed on the Student Application Form and Sibling Information page. The OneApp ID number can be found on a student's record or by using the student search function. Record the OneApp Student ID on the Student Application Form and Sibling Information page in the space provided.

### Parent Search

First Name	Last Name	Phone Number	SEARCH ►
<input type="text"/>	<input type="text"/>	<input type="text"/>	