The **REAL Registration and Enrollment Guidance i**s a tool to support school system representatives with enrolling students into the *Real-time Early Access to Literacy* program. Eligible students submitted to your school system by an LDOE approved Tutoring Service Provider should be registered into the REAL portal with their LASID number, grade level, section ID and grant amount. Registrations must be completed by school. Students with verified eligibility should be entered into the REAL portal.
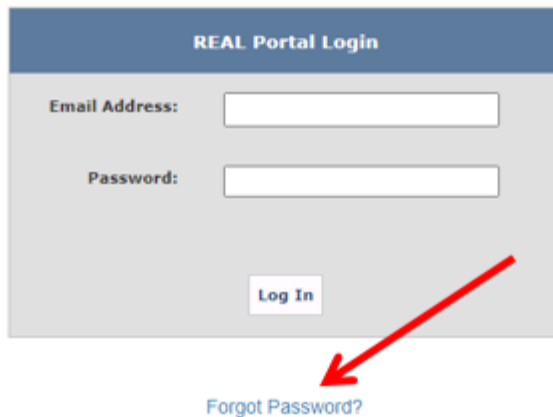
Login

The url for logging into the REAL portal is: https://leads5.doe.louisiana.gov/real/. Once you have requested a REAL portal user account, you should receive an email to set your password. The subject of the email is **REAL Portal- New Account Created.** If you did not receive this email check your spam box.
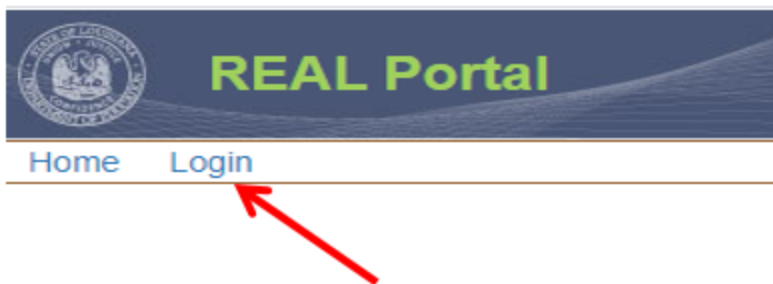
To Login to the Real-time Early Access to Literacy Portal
1. If you are not logged into the Real-time Early Access to Literacy portal, there will be a "**Login**" link on the menu. Click this link to go to the Login page. If you are already logged in, the menu options that you have access to will be displayed, along with a "**Log Off**" link.
2. Enter your email address and password.
3. Click the "**Log In**" button. Upon a successful login, the Real-time Early Access to Literacy User Community News page is displayed. At this point, you may access any page that you are authorized to access by selecting a menu option.

Change Your Password:

Steps to change your password:

1. Click the "**Forgot Password?**" link, which is located on the REAL Login page.
2. Enter the email address that you use to log into the REAL System.
3. Click the "**Submit**" button.
4. An email with a Subject line: **REAL - Reset Password Request** will be sent to the entered email address.
5. Open the email and click the "**Change My Password**" link.
6. The "**Set or Reset Password**" page is displayed. Enter the new password into the **New Password** and the **Repeat New Password** fields.
7. Click the "**Save**" button.
8. At this point, your password has been reset and you are automatically logged into the **REAL Registration System**.

Enrollments

REAL Admins, School Counselors, and District Staff can enroll students into a tutoring service. **REAL Admins** can add enrollments for any school that is approved to participate in the Real-time Early Access to Literacy program and at any time during the school year. **School Counselors** can add enrollments for their school only, and only during the enrollment period. **District staff** can enroll for any Real-time Early Access to Literacy school in their district.

Add Enrollments

⧠ **Menu Option:** Real Administrators → Enrollments → Add Enrollments

Add New Enrollments

Enter the information for a new enrollment and click the Save Enrollments button to add. If there are more than 20 enrollments to add, save the first 20 and a new blank screen will appear. All fields are required.

Select a District: Acadia Parish ⌄   Select a School: -- Select A School -- ⌄

LA Secure Id	Grade Level	Section Id	Grant Amt

Steps to enroll students:
1. Select the **Course Choice Administrators →Enrollments → Add Enrollments** menu option.
2. Select the district/LEA of the school for which you are enrolling students.
3. Select the school for which you are enrolling students.
4. Enter the LA Secure Id of the student. The LA Secure Id can be obtained from the school counselor and should be a 10 digit number.
5. Enter the student's grade level. Valid values are Pre-K-3
6. Enter the Section Id for the course. Obtain the Section Id from the **Find a Tutoring Service** search feature that is located on the REAL portal home page.

Welcome to Real-time Early Access to Literacy (REAL)

About REAL	Registration Information
News	Support

Find a Tutoring Service

Subject: Literacy Tutoring

Semester: All Semesters

Provider: -- Select A Provider --

Search

Enrollments with a CSV File Upload

➢ **Menu Option: Real Administrators→ Enrollments → Upload New Enrollments**

Upload New Enrollments

Upload Instructions:

1. Select the school for which you are uploading enrollments from the drop down box.
2. Click the "Browse" or "Choose File" button to select the upload file.
3. Upload files must be an Excel (.xls or .xlsx) file.
4. Click the Upload File button to import the upload file.

Select a District: Acadia Parish   Select a School: -- Select A School --

Choose File   No file chosen

Upload File
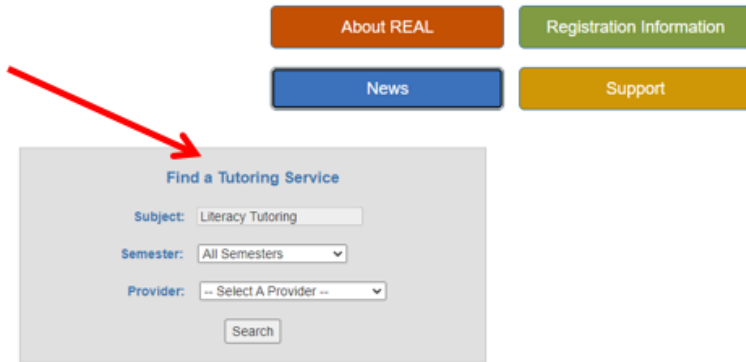
Steps to Enroll students with a CSV file upload:

1. Select the **REAL Administrators→ Enrollments →Upload New Enrollments** menu option.
2. Select the school district/school for which you are uploading enrollments from the drop down box.
3. Click the "Choose File" button to select the upload file.
4. Click the "Upload File" button to import the upload file.

How to obtain the Enrollment Upload template:

➢Menu option: Documents→ Enrollment→ Upload Template

How to obtain the section ID for a selected Tutoring Service Provider.

Obtain the Section Id from the **Find a Tutoring Service** search feature that is located on the REAL portal home page.

Update Enrollments

➢ **Menu Option: Real Administrators→ Enrollments → Update Enrollments**

REAL Admins, **School Counselors**, and **District Staff** can update enrollments. Only updates to the Grade Level, Enrollment Status, and Grant Amount is permitted. Certain update restrictions apply.

REAL Admins can update enrollments for any school that is approved to participate in the Real-time Early Access to Literacy program and at any time during the school year. REAL Admins can update Grade Level, Enrollment Status, and Grant Amount at any time during the school year.

School Counselors or school level representatives can update enrollments for their school only. School level representatives can update Grade Level, Enrollment Status, and Grant Amount.

District staff can enroll for any Real-time Early Access to Literacy eligible school in their district. After the end of the enrollment period, district staff can update Grade Level, Enrollment Status, and Grant Amount.

To update existing enrollments:

1. Select the **REAL Administrators → Enrollments → Update Enrollments** menu option.
2. Enter search criteria and click the "**Find Enrollments**" button. If no search criteria are entered all enrollments are listed. All columns are sortable by clicking the column heading.
3. Updates can only be made to the student's **Grade Level, Enrollment Status,** and **Grant Amount. C**ertain update restrictions apply.
4. Enter a Grade Level between Pre-K and 3 and/or select a new Enrollment Status for each required enrollment.
5. Click the "**Update Enrollments**" button to save the changes.
6. Upon a successful save, a message indicating success is displayed. If errors are encountered, error messages are displayed. Correct any errors and click the "Update Enrollments button again.

Reports

➢**Menu option: Reports →Enrollment Listing**

The REAL Portal Registration System offers several types of reports. To access available reports, click the Reports menu option and click on the name of a report.
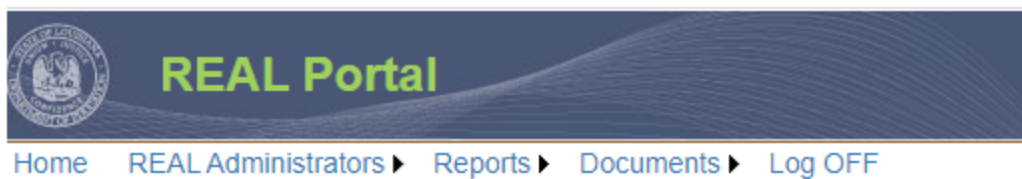
Some reports allow the user to filter by selected values called parameters. For example, you can run a report for a particular school year, a particular LEA/District, a particular school, a particular provider, or for the entire Course Choice program.

When a report allows parameter selection:
1. Enter or select the desired parameter values.
2. Click the "**Run Report**" button to display the report**. Note: Whenever parameters are entered or selected, the "Run Report" button has to be selected again in order to filter the report by the new parameters.**
3. Available reports in the REAL portal are Enrollment Listing, Provider Enrollment Listing, Enrollment Counts