2014-2015 RE-REGISTRATION STEPS

FOR RETURNING FAMILIES



At this time of year, during re-registration, we ask you to log in to the OLS and tell us your plans for next year. Let us show you how!

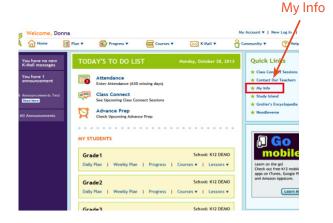
STEP 1

Login to the OLS using your Learning Coach username/password (online.K12.com/login)



STEP 2

Once logged in, go to **"My Info"** located under Quick Links on the OLS homepage



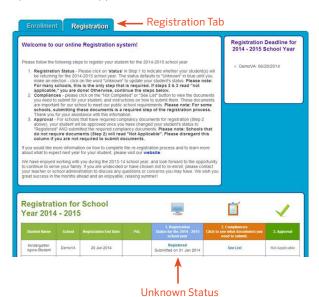
STEP 3

Once you are on the My Info landing page click on the "Register Now" icon.



STEP 4

Once you click on "Register Now" you will automatically land on the "Registration" page. The "registration status" will default to "Unknown". Click on the "Unknown" status in the blue and a pop up window will appear.



STEP 5

Registering

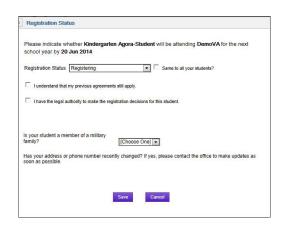
- If your student is returning select "Registering" from the drop-down list.
- If you have more than one student and they are ALL returning, check the box next to "Same to all your students?" (if you have more than one student and they are NOT all returning, simply repeat these steps for each student listed on the previous screen)
- NOTE* You must also check the two remaining boxes to confirm your understanding that your previous agreements still apply, and that you have the legal authority to make registration decisions for each student.
- Finally, click the "Save" button.

Not Registering

 If your student will not be returning for next school year select "not-registering" from the drop down list.

Undecided

 If you do not yet know if your student will be returning for next school year select "undecided" from the drop down list.



CHECK YOUR STATUS

If your school does not require additional paperwork the registration dashboard will show "Registered" with the date stamp, and the Compliances and Approval columns will show "NA" and you are now done.

If your school requires forms to proceed with the re-registration process, the "Compliances" box will show as "Not Completed" and the "Approval" status will show as "Not Approved". If you see this click on "Not Completed" in the Compliances box to for a list of forms (and directions) that need to be submitted for approval.



If you see this status, you are done re-registering!



If marked like this, click "see list" to find out what additional documents your school needs.

AFTER YOU SUBMITTED DOCUMENTS

Once you've successfully submitted all documents, the orange "compliances" section on the main screen will read "Completed" and the green "Approval" section will read "Approved." This means you're finished re-registering your student(s). Congratulations! You are finished and re-registered. Thank you!



