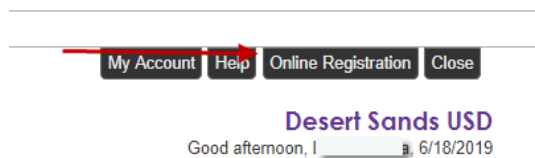# Online Registration and Verification (OLR) Guide

The Online Registration Update and Verification process allows parents to electronically update and verify student information. OLR is a self guided process in which you will navigate through various screens to update information and provide or deny consent.

General Notes

1. Only one active (in progress) OLR application can be in process for a student. If additional parent/guardian will be submitting changes, they must wait until first parent's submission has been completed and approved by the school site.
2. If you have students attending multiple schools, do not submit final form until updates for all students are complete.

Accessing OLR via ParentVUE

1. Access ParentVUE at student.dsusd.us
2. Login using previously created account. Contact your student's school if you do not have a ParentVUE account.
3. Click on Online Registration tab to begin

My Account | Help | Online Registration | Close

Desert Sands USD
Good afternoon, I_____ a, 6/18/2019

Areas Requiring Special Attention

Acknowledgements: Parent Acknowledgements will appear at login and must be reviewed and accepted before proceeding with the OLR process.

Emergency Contact Screen. **Review page instructions** before updating emergency contact information.

Online Registration
- Introduction
- Family
- Parent/Guardian

EMERGENCY 2019-2020

Add or edit emergency contacts (optional). This screen houses emergency contact information for household, resulting in contacts showing multiple times.
If you are deleting a contact that is listed multiple times, delete each line for that contact. If you are updating contact information for a contact that is listed multiple times, the changes must be made to each record for that contact. Do Not Delete duplicate lines for emergency contacts, duplicate records may be attached to other students in the family:

Completing OLR

1. Follow the prompts to complete enrollment updates.
2. If enrollment process is stopped before completing, the information entered will be saved. You may pick up where you left off ❶ or you may start over. ❷

Resume Enrollment

2019-2020 Registration
Thank you for returning to the online registration process. To continue where you left off, select Resume Registration.

❶ Resume Registration | ✖ Start Over ❷

3. When a section is complete, it is designated by the green check mark.

- Introduction ✓
- Family ✓
- Parent/Guardian ⚠
- Emergency ⚠

Submitting Completed OLR

1. When finished with enrollment, Click REVIEW to confirm all data entered is accurate.

Online Registration
- Introduction ✓
- Family ✓
- Parent/Guardian ✓
- Emergency ✓
- Students ✓
- Documents ✓
- Review/Submit ⚠

REVIEW/SUBMIT 2019-2020

✏ Review

YOUR INFORMATION HAS NOT YET BEEN SUBMITTED. Click Review, scroll to the bottom of the page and check the review check box to submit.

Status	Student	Grade Level	School Selection	Comments
✓ Ready To Submit		10	Shadow Hills HS	

❮ Previous | Review

2. From Review/Submit page, you may correct any errors by clicking on Edit. After corrections are complete and saved, you will be navigated back to the Review page.
3. For final submission, after reviewing all data, scroll to bottom of Review/Submit page, check off acknowledgement and click SUBMIT.
4. After submitting completed registration, you can only review submitted data, no further changes will be allowed.

☑ I have reviewed all registration data and verified that it is correct

❮ Previous | Submit