



University of the Nations

# Local Registrar Program

Online Course Registration

<https://registrar.uofn.edu>

Revised on September 2010

The following instructions show how the U of N Local Registrar Program (LRP website) <https://registrar.uofn.edu> operates for course registration. They are intended for use by the Registrar of YWAM locations.

The LRP website may be used for many purposes. In this manual, though, only the features related to course registration will be described. If your base is using the website for student online application, please contact your U of N Registrar for further instructions.

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# Section 1 - Lecture Phase Registration

## 1.1 – How to create a new course



Click on the 'Registrar' tab. A second tab bar will appear. Click on 'Add New Course'.

**1- School leader** - Click on the drop down menu to select school leader's names already added previously. If your school leader is not in the drop down menu, just click on '[Add New Leader](#)' and enter their details. Their names will be available in the drop down menu for future schools after that step.

If you do not have a school leader yet you may leave this blank until a later time. When ready, go to the course page. Click on the 'Tools' button or the **RED** text. Here you can change any other details, as needed.

Click on '[Submit Changes](#)' when you've edited the information.

**2- Course Number** – schools are listed in alphabetical order as far as their course numbers

**3- Division** – The information in this line is **ONLY** required if your base offers 2 DTSes (different focus) in the **SAME** year/quarter. To differentiate one from another, you need to put a letter under Division. Example: for an Arts DTS, put the letter A. In all other cases, leave the line blank.

**4- Year/Quarter** – This is **VERY IMPORTANT**: Please pay attention when choosing the school quarter. The U of N terms (or quarters) are selected according to the **school starting date** as below:

| Quarter | First Starting Date    | Last Starting Date |
|---------|------------------------|--------------------|
| 1st     | Dec 15 (Previous year) | March 14           |
| 2nd     | Mar 15                 | June 14            |
| 3rd     | June 15                | Sept 14            |
| 4th     | Sept 15                | Dec 14             |

**5- Start and End dates** – enter the dates for the lecture phase only; do not include outreach dates. If you're not sure about the ending date, enter it to the best of your knowledge now; the dates can be edited afterwards before submitting the Form C1.

**Note:** *after creating the new school, if you wish, you may log out and return later to complete the form. To access the school later on: after logging in, click on 'Registrar', then on 'Registrar Status'. Find the school in the list and click on its name to open it.*

## 1.2 – How to add students to the course

**IMPORTANT:** *It's crucially important that names be all entered in the same manner by the different base Registrars, thus avoiding future problems. Possible problem scenarios:*

- incorrect, misspelled or incomplete name – it creates a duplicate entry (2 records for the same student)
- incomplete or blank address (Contact) - whenever a record for an existing student is transferred into the Int'l Records System, the new Contact information overwrites the one already in the system. If the address was left blank, the address entered previously is removed and the new student record will be incomplete

### **GUIDELINES for student name entry - Please follow carefully:**

**1- Enter COMPLETE LEGAL names** - as a rule of thumb, enter name as shown in their driver's license or passport.

**2 – Enter only one name in each space**, whenever possible (few exceptions below).

**3 – Do not use accents.**

**4- Do not use hyphens** in the name – make it a space instead.

**5- Use Caps for the first letter, then lower case letters** when entering each name.

**6- Names preceded by Van, Le, Mc , etc** – enter them with a space between prefix and rest of name.

**7- Names with suffixes**, such as Junior - Enter along with the surname in the space 'Last Name'.

**8- Maiden Name** – to be used only for married women to inform their surname used before marriage, if different than current surname. The information is important for post-DTS schools as it makes it easier to identify them in the International Registrar System in the case of students who've done their DTS prior to getting married and changing names.

#### **9– Latin names:**

. **Spanish names:** Typically, a person is given a name followed by two surnames, the first being the father's family name followed by the mother's family name. Enter as 'Last Name' the first surname, the father's. The last surname should be entered under "Other". **DO NOT** enter both surnames under 'Last'.

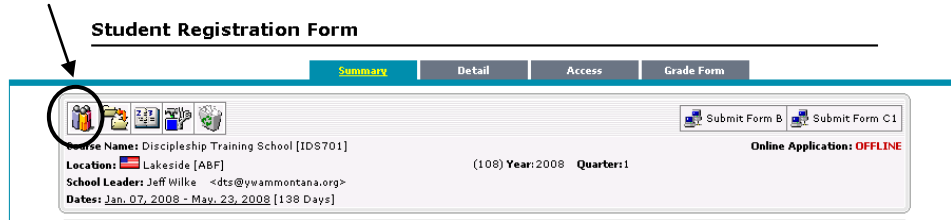
. **Portuguese and Brazilian Names:** Typically composed of one or two given names and two family names. The last surname is the father's family surname; the first surname is the mother's family surname – in reverse order of Spanish surnames. Use the last surname (father's) in the space 'Last'. The first surname should be entered under "Other". **DO NOT** enter both surnames under 'Last'.

. **Names preceded by "de", "da" or "y"** - enter only the surname without the preposition in the space 'Last' and enter the preposition along with the other surnames in 'Other'.

. **Composite first names (multiple given names, common in Latin countries)** - names should be entered separately as first and middle names. Exception can be made for composite names **beginning with Maria or Jose**, in which case both names should be entered under 'First'.

## Adding Students to Course:

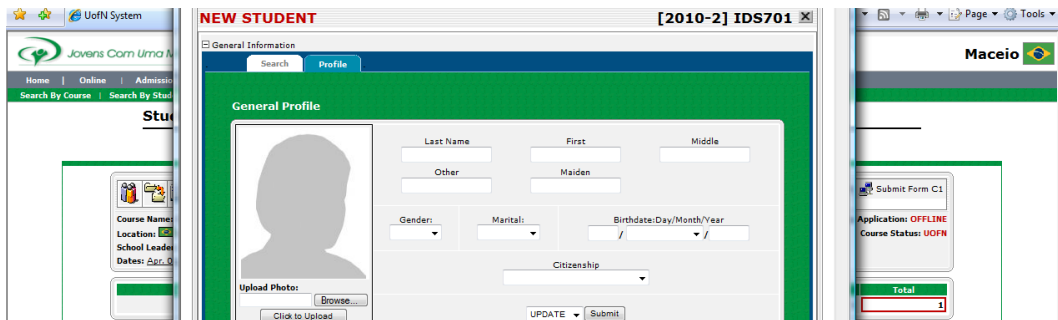
Click on the first icon to add students to the course.



A window will pop up and you'll have 2 options to click on:

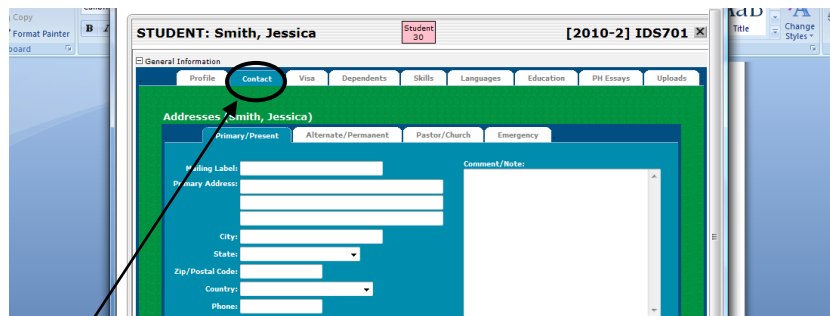
- Search – to search for students already in your system; those that were entered online in past schools and are now returning for a new school. Find their names and then click 'Select' to add them to the course
- Profile – click it to enter new students.

When you click on 'Profile' this screen appears:



**IMPORTANT:** Enter names according to guidelines on Page 4. Then enter Gender, Marital status, Date of Birth, and Citizenship.

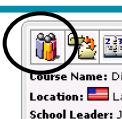
After you press 'Submit', the window will be updated and new tabs will be added. For Records purposes, the only information required is the 'Contact'. You may fill out the other information if you wish, but they won't be transferred to the international Records System.



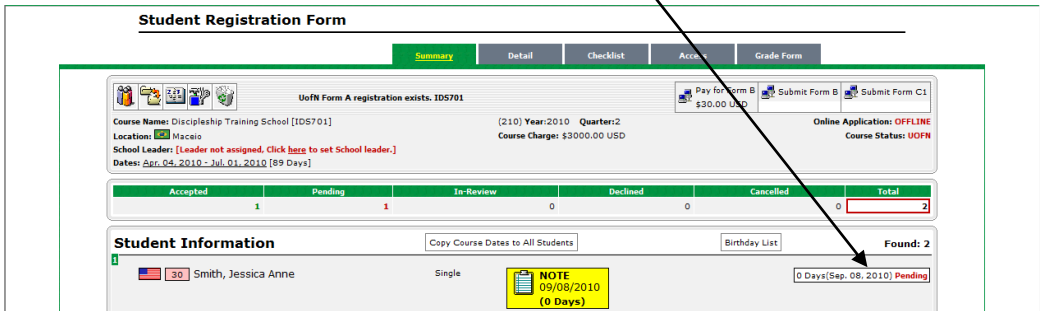
Click on the tab 'Contact' and add an address. Only the 'Primary/Present' address is required for registration purposes. **Note:** on the space asking for 'State', not all countries have their states listed in the drop down menu, so if you don't find it, leave the space blank, adding the state in the same line as the city, separated by a comma.

After submitting the contact, the new student is now added to the course list.

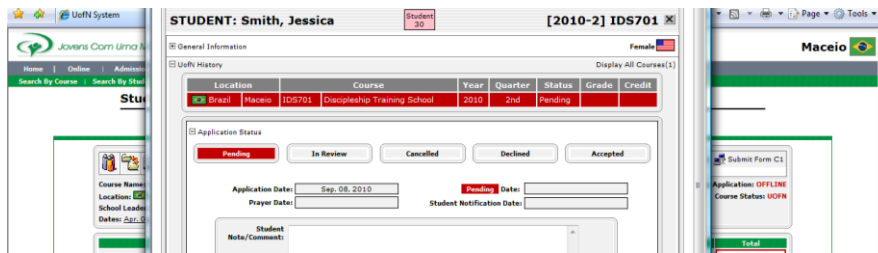
Click on the people icon again to add the next student.



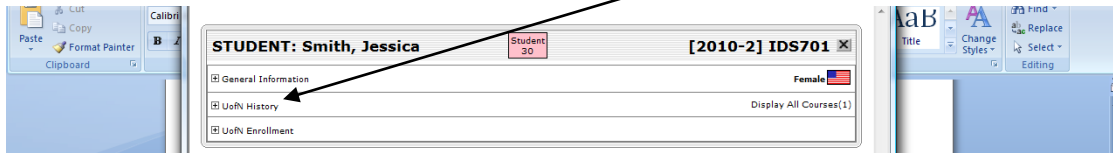
**Changing Student Status:** When you have finished adding all students, go down the list and change the status of all the students that are still pending. Click on their status on the right.



The following pop up window should come up:



If it doesn't go straight to the page above, then click on 'U of N History'

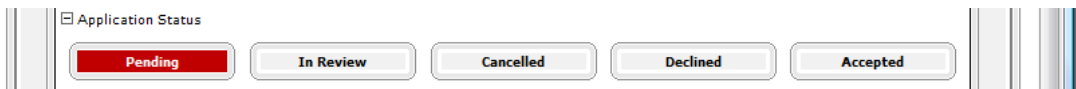


Then click on 'Application Status'



Choose:

- 'In Review' – if the school leader is still reviewing the application
- 'Cancelled' - if the student withdrew from the school
- 'Declined' - if the student was denied by the school staff
- 'Accepted' - if the student was accepted



After the page has loaded you are finished. You can close the window or just go back to the other screen behind it and click on the next person's status. The pop up window will refresh to the new person.

**Note:** the system doesn't get refreshed automatically each time you submit a change. If you want to make sure the changes were accepted, click on the 'Detail' icon, then go back by clicking on the 'Summary' icon.

### 1.3 – How to submit payment – Student Registration Fees

After you enter and accept all students and before you submit the Form B you'll have to use the payment system to either pay for the Form B registration (Credit Card) or give the details on how you plan to pay for the registration.

The online payment system has been built to allow bases to have options in paying for their Form B. **They can choose to pay online at that time by Credit Card, or they can choose Check, Cash, Bank Wire Transfer, or Other.**

Whatever choice the Local Registrar makes it will be visible to the U of N Registrar when the course is submitted (it will show the course charge, payment amount and method, name of who made the payment, date of payment, and a comment from the Local Registrar to the U of N Registrar ).

If the Local Registrar chooses to pay by one of the alternative methods (other than online by credit card) they need to follow up with actually making the payment. **The U of N Registrar will ONLY accept the transfer into the Int'l System AFTER payment is received.**

#### Steps to make the Payment:

- 1- Click on the box 'Set Course Charge'

The screenshot shows the 'Student Registration Form' interface. At the top, there are tabs for 'Summary', 'Detail', 'Checklist', 'Access', 'Forward', and 'Grade Form'. Below the tabs, there are three buttons: 'Set Course Charge', 'Submit Form B', and 'Submit Form C1'. The 'Set Course Charge' button is highlighted with a red box and an arrow pointing to it from the text above. The form displays the following information: 'UofN Form A registration exists. IDS701', 'Course Name: Discipleship Training School [IDS701]', 'Location: Maceio', 'School Leader: [Leader not assigned, Click here to set School leader.]', 'Dates: Jan. 01, 2010 - Apr. 01, 2010 [91 Days]', '(110) Year:2010 Quarter:1', 'Course Charge: \$0.00 USD', 'Online Application: OFFLINE', and 'Course Status: UOFN'.

- 2- A new screen will open. Put the amount in dollar in the box 'Course Charge' – this is the amount charged for the lecture phase (school, housing) for one student. Enter just the numbers, no symbols.

The screenshot shows the 'Student Registration Form' interface with the 'Set Course Charge' button highlighted. The form displays the following information: 'UofN Form A registration exists. IDS701', 'Course Name: Discipleship Training School', 'Location: Maceio', 'School Leader: [Add New Leader]', 'Course Number: IDS701', 'Year: 2010', 'Quarter: 1st Quarter', 'Online Application: OFFLINE', 'Course Short Name: [ ]', 'Course Status: UOFN', 'Course Preferred Name: [ ]', 'Course Charge: \$0.00', and 'Please enter the average course charge per student in US dollars (USD)'. There is a 'Submit Changes' button at the bottom.

- 3- After submitting changes, the box 'Set Course Charge' will change to 'Pay for Form B'. The amount shown reflects 1% of the school cost (or US\$ 30, whichever is lower) multiplied by the number of students.

4- Click on the box 'Pay for Form B':

UoFN Form A registration exists. IDS701

Course Name: Discipleship Training School [IDS701] (210) Year:2010 Quarter:2  
Location: Maceio Course Charge: \$3000.00 USD  
School Leader: [Leader not assigned, Click here to set School leader.] Online Application: OFFLINE  
Dates: Apr. 04, 2010 - Jul. 01, 2010 [89 Days] Course Status: UOFN

Pay for Form B \$30.00 USD Submit Form B Submit Form C1

5- On the next screen, choose the desired payment method. If you choose any option other than the online credit card payment, remember to write down in the 'Comment' box how the payment will be sent to the U of N Registrar, your name and email. Click 'Yes, Submit Payment'.

**Form B Payment**  
Discipleship Training School (IDS701) 2010/2

- If you want to pay online now then choose "Credit Card" as your payment method.
- Please note Credit Card transactions are final. You will not be able to refund your transaction through this system.
- If you choose to pay using a method other than Credit Card you are responsible for insuring your regional registrar receives the payment.
- A comment is required. The comment is to be used to communicate with your regional registrar about this Form B payment.
- Include your name and phone number or email address in your comment so the regional registrar can contact you if needed.

Total Amount \$30.00  
Payment Method  Credit Card  Check  Cash  Bank Wire Transfer  Other Method

Comment for International Registrar:  
(500 characters max.)

No, Do Not Submit Yes, Submit Payment

6- If paying online by credit card, please fill out all requested information on the next window and then click on 'Process Payment'.

**Cost & Payment Information**  
Registration Fee: \$30.00

Card Type: \* VISA  
Card Number: \*  
Expiry Date: \* Month Year  
V-Code: \* [How do I find my V-Code?](#)  
Credit Card holder's Name: \* First Name Last Name  
Billing Address: \* Credit Card Billing Address  
Billing Address: \* City State/Province Postal/Zip Code Country Select a Country  
Notes/Comments:

Cancel Payment Process Payment

After payment is completed, the box will show that it's 'Paid', the date of payment and amount.

UoFN Form A registration exists. IDS701

**Paid:** Feb. 22, 2010 \$5.00 [Re-Submit] Submit Form B Submit Form C1



## 1.4 – How to submit Form B

You can now submit the form. Click on the box 'Submit Form B'



A window will pop up, click 'YES, Submit Form'



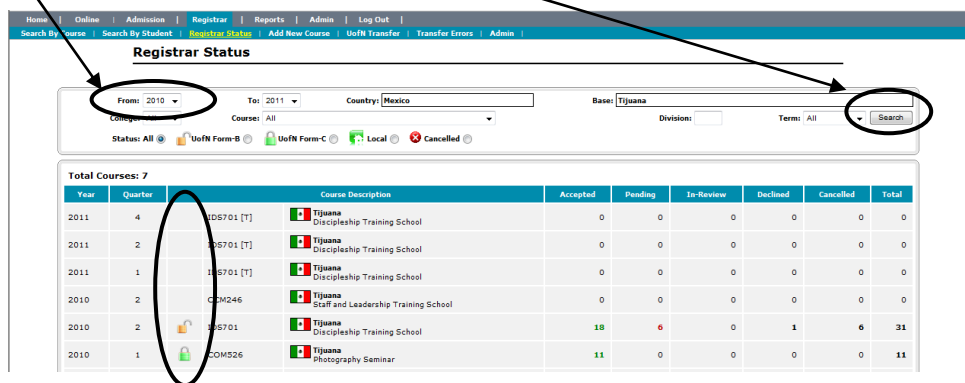
Your U of N Registrar will then accept the online submitted course and send you the student certificates that the school leader must sign and hand out on the last day of the course .




### Checking submission status of your schools that were submitted online:

**It's the Local Registrar's responsibility to make sure ALL forms are sent!**

This is how the Local Registrar may keep tabs on which schools have their registration process complete and which ones are still pending. Click on 'Registrar', then on 'Registrar Status'. A list of all schools that were submitted online for your base will appear. You can open any school by clicking in its name. They are in date order by year and quarter.

If you want to check past schools that are not showing in the screen, change the **year** on the drop down menu 'From' to the year desired. Then click on 'Search'.



-  Not yet submitted
-  Form B was submitted, but not Form C
-  Both Forms B and C were submitted – registration process is complete.

**NOTE:** If you submit a form and then realize that there was a mistake and a correction is needed:

- If the school is showing an **orange open padlock**, you can make changes and re-submit the course. The new version will overwrite the previous one.
- If the school shows a **green locked padlock**, you may still make changes, but you have to **email the U of N Registrar** and let them know that you have re-submitted the course and the reason why.

## 1.5 – How to submit Form C1

1- **Check dates:** Check if the start and end dates are correct. If you need to fix them, click on the dates:

The screenshot shows the 'Student Registration Form' interface. At the top, there is a navigation bar with links like Home, Online, Admission, Registrar, Housing, Reports, Admin, and Log Out. Below this, there are search and action links. The main content area has tabs for Summary, Detail, Access, Forward, Housing, and Grade Form. The 'Summary' tab is active, displaying course information: Course Name: Discipleship Training School Field Assignment [IDS702 :Brazil], (109) Year:2009, Quarter:1, Location: Lakeside, School Leader: Jeremy Crumby West, and Dates: Dec. 13, 2008 - Mar. 06, 2009 [84 Days]. There are buttons for 'Submit Form B' and 'Submit Form C2'. A red 'OFFLINE' status is shown. A red circle highlights the 'Dates' field.

- **Wrong dates** - If dates are wrong, hit **'DELETE'** and put in new dates, then click on **'Add New Dates'**

This screenshot shows the same 'Student Registration Form' interface, but with a different course: Discipleship Training School W07S [IDS701], (109) Year:2009, Quarter:1, Location: Lakeside, School Leader: Jon Justine. The 'Dates' field shows 'Begin Date: Jan. 05, 2009' and 'End Date: May. 21, 2009'. A red 'DELETE' button is circled in red. Below the date fields, there are input fields for 'Begin Dates:Day/Month/Year' and 'End Dates:Day/Month/Year', each with a dropdown for 'Month'. An 'Add New Dates' button is located between these input fields. A red circle highlights the 'DELETE' button, and an arrow points from the text above to it. Another arrow points from the text above to the 'Add New Dates' button.

- **Schools with Multiple Dates** - The dates should reflect exactly what happened. So, if the school had more than one set of dates, for example, when the school offered a week of outreach during lecture phase, then you should add these dates before submitting the Form C1.

Example:      Lecture Dates:      03 Jan 2009 – 05 Feb 2009    **and**    13 Feb 2009 – 30 Mar 2009  
                 Outreach Dates:    06 Feb 2009 – 12 Feb 2009    **and**    31 Mar 2009 – 31 May 2009

You can do it by clicking on **'Add New Dates'** as many times as dates you have.

2- Click on **'Copy Dates to All Students'**.

This screenshot shows the same 'Student Registration Form' interface as the previous one, with the 'DELETE' button circled in red. A red arrow points from the text above to the 'Copy Dates to All Students' button, which is located at the bottom of the form. The 'Add New Dates' button is also visible above it.

Then the following page will appear:

Fill in the grades for each student. When you put the grade in, the credit will be shown automatically on the other side. Whatever the red **weeks** says, that's how many credits the student will get (if they're approved, of course).

If it says **11.0 11.1 11.2** or **11.3** the student will get 11 credits.

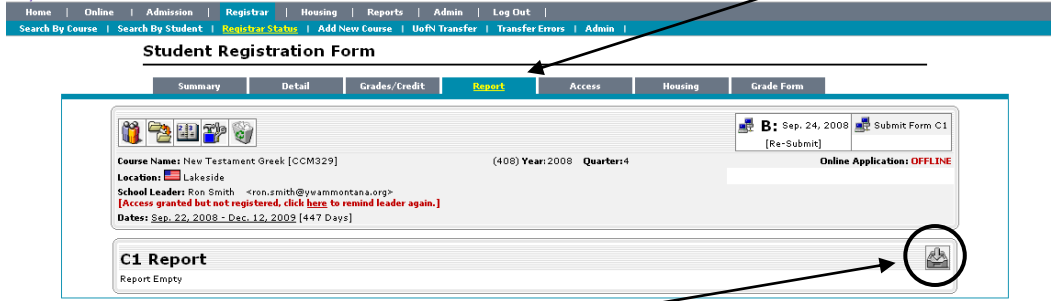
If it says **11.4 11.5 11.6** or **12.0** the student will get 12 credits

**Note:** - maximum of 12 credits, even if school was longer  
 - minimum is 11 weeks of lecture

- **Student with Different Dates:** If one of the students had different dates, for example, if he arrived one week later or had to miss one week of teaching because of sickness, then you should correct his dates now by clicking his dates. Then add correct dates and click on 'Submit' to update them.

**Note:** If you have already clicked on 'Copy Dates to All Students' previously, you may now enter the grades by simply clicking on the 'Grades/Credit' tab. The dates will automatically give the students the correct amount of credits so all you have to do is enter the letter grade and hit 'Submit'

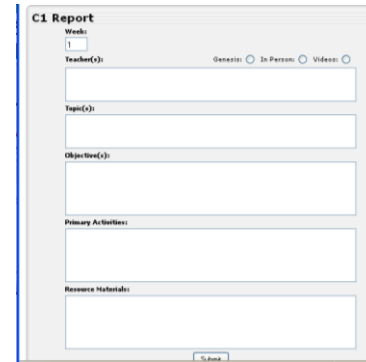
**3- Week-by-week Report** - To enter the weekly information, click on the 'Report' tab.



Then click on this icon

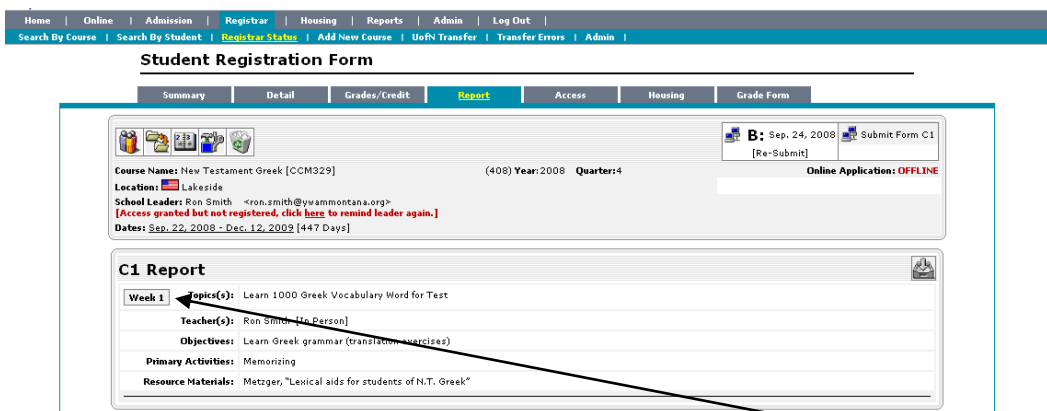
A pop-up window will appear (right). You can now fill in the boxes with the information the school leader has given you. This information doesn't have to be really detailed but there should be something in each box. Don't leave anything blank!

*Tip: Ask the school leader to email you all of this information so you just copy and paste it in instead of re-typing everything!*



Make sure you **change the number of the week** and select the primary method of teaching: by Genesis, In Person or through Videos. You can only choose one.

After filling out every box, hit 'Submit' at the bottom. It will be automatically transferred to the main website each time you submit a week:



If you make a mistake and need to amend a week or delete it completely, click on the Week number: A pop-up window will come up. Make the changes and click 'Submit'.

To delete the week, click on the drop down and select 'DELETE'. Then hit 'Submit'.

When all the weeks have been entered and the grades are correct, click on 'Submit Form C1'



## Section 2 - Outreach Phase Registration

The outreach phase is considered a separate school, with its own school number, therefore it should be submitted separately from the lecture phase. A new Form B is required at its beginning. Since the outreach students are the same as the lecture phase's (or most of them), you may copy the lecture phase students into the new school.

**Note for sequential courses:** If you are creating a school that is part of a sequential course and this new phase is another lecture phase, the newly created course will look like the previous one, with a box on the top right asking you to 'Submit Form C1' instead of 'Submit Form C2'.

There is no charge for the other phases of sequential courses, just for the 1<sup>st</sup> phase. If a new student was added to this new phase (coming from another base), add his name to the course and make arrangements with your U of N Registrar to pay for their registration fees.

Each new phase of a sequential course must submit a separate Form B (at the beginning of each phase) and a Form C1 (at the end of each lecture phase) or Form C2 (at the end of outreach).

### 2.1 – How to create a new course (how to enroll a whole existing school in the next quarter)

Click on 'Registrar' along the top, then 'Registrar Status'.

| Year | Quarter | Course Description                           | Accepted | Pending | In-Review | Declined | Cancelled | Total |
|------|---------|--|----------|---------|-----------|----------|-----------|-------|
| 2008 | 4       | Lakeside School of Biblical Studies I        | 0        | 19      | 0         | 0        | 1         | 20    |
| 2008 | 4       | Lakeside School of Worship                   | 0        | 0       | 0         | 0        | 0         | 0     |
| 2008 | 4       | Lakeside School of Dance I                   | 0        | 1       | 0         | 0        | 0         | 1     |
| 2008 | 4       | Lakeside Discipleship Training School        | 0        | 1       | 0         | 0        | 0         | 1     |
| 2008 | 3       | Lakeside Musicians Summer of Service Seminar | 0        | 3       | 0         | 0        | 0         | 3     |

Click on the course that the students are currently in (lecture phase). The school will come up as below.

Click on the 2<sup>nd</sup> icon with the folders (Copy Students – Outreach Enrollment)

| Accepted | Pending | In-Review | Declined | Cancelled | Total |
|----------|---------|-----------|----------|-----------|-------|
| 44       | 0       | 0         | 6        | 43        | 93    |

Select the new course from the drop down menu, the year and quarter.

The screenshot shows the 'Student Registration Form' interface. At the top, there is a navigation bar with links: Home, Online, Admission, Registrar, Reports, Admin, Log Out. Below this is a secondary navigation bar: Search By Course, Search By Student, Registrar Status, Add New Course, UofN Transfer, Error, Admin. The main title is 'Student Registration Form'. Below the title are tabs for Summary, Detail, Access, and Grade Form. The 'Summary' tab is active, showing course information: Course Name: Discipleship Training School [IDS701], Location: Lakeside [ABF], (408) Year: 2008, Quarters: 4, School Leader: [Leader not assigned, Click here to set School leader.], Dates: Sep. 22, 2008 - Jan. 30, 2009 [131 Days], and Online Application: ONLINE. Below this is a form titled 'PLEASE ENTER A NEW COURSE NUMBER' with fields for Course Number (a dropdown menu), Year, and Term (a dropdown menu), and a Submit button.

**IMPORTANT:** *Outreach quarter* – should not be the same as the lecture phase quarter – always choose the next quarter, even if the outreach starting date fall under the same quarter as the lecture phase.

Press 'Submit'. The next loaded page will be the new school and it will have all the students of the previous course.

The screenshot shows the 'Student Registration Form' interface for course [IDS702]. The navigation bar and secondary navigation bar are the same as in the previous screenshot. The main title is 'Student Registration Form'. Below the title are tabs for Summary, Detail, Access, and Grade Form. The 'Summary' tab is active, showing course information: Course Name: Discipleship Training School Field Assignment [IDS702], Location: Lakeside [ABF], (109) Year: 2009, Quarters: 1, School Leader: [Leader not assigned, Click here to set School leader.], Dates: [Date Not Found, Click here to add course dates.], and Online Application: ONLINE. A red arrow points to the 'Dates' section.

Click on the red Dates section.

The screenshot shows the 'Student Registration Form' interface for course [IDS702]. The navigation bar and secondary navigation bar are the same as in the previous screenshot. The main title is 'Student Registration Form'. Below the title are tabs for Summary, Detail, Access, and Grade Form. The 'Summary' tab is active, showing course information: Course Name: Discipleship Training School Field Assignment [IDS702], Location: Lakeside [ABF], (109) Year: 2009, Quarters: 1, School Leader: [Leader not assigned, Click here to set School leader.], and Online Application: ONLINE. Below this is a form with two date selection fields: 'Begin Date: Day/Month/Year' and 'End Date: Day/Month/Year'. Each field has a dropdown menu for the month. Below the date fields is an 'Add New Dates' button. Below the 'Add New Dates' button is a 'Copy Dates to All Students' button. A red arrow points to the 'Add New Dates' button.

On the next window, enter the start and end date of the outreach/course, then click 'Add New Dates'

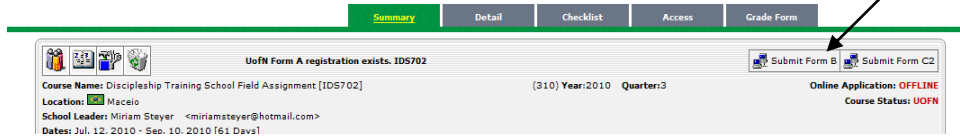
**Remember** that the 'Begin Date' of the outreach cannot coincide with the 'End Date' of the lecture phase

After the page loads click on 'Copy Dates to All Students'.

**NOTE:** If a student is not going on outreach (or not continuing the next quarter of a sequential course), follow instructions under Section 3 – Miscellaneous - #3.3 (Page 16) to delete their record. You may also change their status from 'Accepted' to 'Cancelled'.

## 2.2 – How to submit Form B

You should submit the Form B at the beginning of the outreach/course. Click on box 'Submit Form B'



A window will pop up, click 'YES, Submit Form'

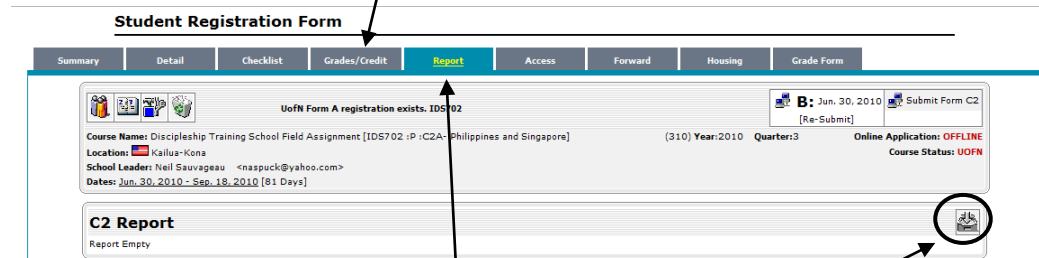


## 2.3 – How to submit Form C2

The steps to complete the Form C2 are similar to those you did when submitting the Form C1.

1- **Check dates** - for any changes, please check instructions on Pages 10 and 11

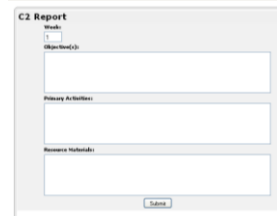
2- **Grades/Credit** – Click on the 'Grades/Credit' tab to enter information (more details on Page 11)



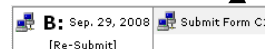
3- **Week-by-week Report** – Click on the 'Report' tab, then click on this icon

A pop-up window will appear.

Fill in the boxes just as you did for the Form C1 and then hit 'Submit' at the bottom.



When all the weeks have been entered and the grades are correct, click on the 'Submit Form C2' box:



## Section 3 – Miscellaneous – Q & A

### 3.1- I need to edit information for a student (or change year/quarter)

If the course hasn't yet been submitted, you may simply open the school, edit whatever is needed and then click on 'Submit'.

If the course has already been submitted, check its status under 'Registrar Status' (see page 9):

- if the school is showing an **orange open padlock**, you can make changes and re-submit the course.

The new version will overwrite the previous one.

- if the school shows a **green locked padlock**, you may still make changes, but you have to **email your U of N Registrar** and let them know that you have re-submitted the course and the reason why.

### 3.2- Student was added by mistake – how can I delete their name?

If you want to COMPLETELY delete all records for this student, open the school, click on their name, then change the last box to 'DELETE' (on the drop down menu) and click 'Submit'.

This will delete all associated data related to this student and should only be done if the student hasn't completed any other schools at your base.



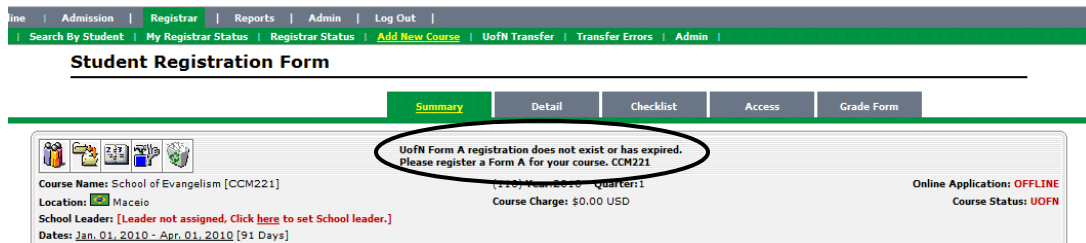
### 3.3- Student completed lecture phase but is not going on outreach

Open the outreach course and click on the name of the student that you want to eliminate. Click on 'UofN History', then click on 'Delete Form', on the bottom. This will remove this student from this specific course, but won't delete their previous records.

### 3.4- The website won't allow me to submit a course

Message: **UofN Form A registration does not exist or has expired. Please register a Form A for your course**

In order to be able to register students you need to first register the school itself through a Form A. Contact your U of N Registrar for further instructions.



### 3.5- How can I check which schools in my base are registered with the U of N through a Form A?

Click on 'Reports'. Then click on 'Form A Registration'. A list will show up with all your Registered Courses.

| Course   | Focus | Catalog Year | Start Date | Registration Date | School Leader       | School Email       | Notes |
|--|-------|--------------|------------|-------------------|---------------------|--------------------|-------|
| Interpreting the Scriptures I<br>CCW 311/312/313     |       |              | 09/21/09   | 12/18/09          | yvam@yvamontana.org |                    |       |
| Interpreting the Scriptures I<br>CCW 311/312/313/314 |       | 2008         | 09/18/06   | 07/23/07          | Dean Ellis          | sbs@yvamontana.org |       |

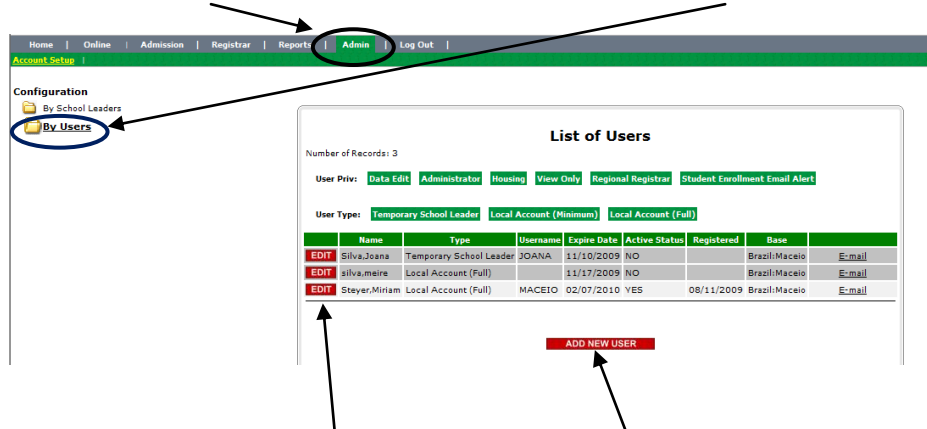


### 3.6- I forgot to add a student before submitting Form B

Open the school, add the new student (more instructions on Page 5). Re-submit Form B. Write an email to your U of N Registrar and let them know that you have added a new student and re-submitted Form B. Make arrangements with your U of N Registrar to pay for this new student as you won't be able to make this extra payment online.

### 3.7 - How to created new user accounts

To create new user accounts or to give a school leader already added the ability to enter data in the system, click on the tab 'Admin' – on the top gray bar. Then click on 'By Users', on the left side.



If the person is already listed, click on 'EDIT' or click on 'ADD NEW USER' for a new account.

On the next pop up window, fill out all blanks (no need to fill out 'Email Cell Phone').

Choose 'User Type':

- 1- Temporary School leaders** – they will only be able to edit information for their own schools. You will have to select the school(s) from the list on the bottom (press Ctrl + Click to select schools).
- 2- Local Account (Minimum)** – similar to the type above. The person is restricted to whatever schools you assign for them
- 3- Local Account (Full)** – full access to the website – this is the account type for local registrars.

After clicking on 'Update', you will be back to the former screen.

For Local Accounts you need to do an extra step – click again on 'EDIT' beside their names. On the next window, choose their **Privileges** (box on right side)

- Local Account (Minimum) – choose 'Data Entry'
- Local Account (Full) - choose 'Administrator' and 'Data Entry' (press Ctrl + Click to select both)

**Last step** - send the person an email (click on "email" on the right side of their name). They will be asked to register in order to activate their account, just like you did when your account was created.

**IMPORTANT:** It's best if **ONLY** one person in each base enters all the schools to avoid errors and to facilitate communication with the U of N Registrar. Also the Local Registrar will be able to train someone else if he/she leaves the base, thus assuring continuity.

### 3.8 - How to delete an user account

Click tab 'Admin' on the top gray bar. Then click on 'By Users', on the left side. Click on 'EDIT' beside the name you want to delete. On the next window, select 'Delete' on the bottom and then click 'Submit'.

**NOTE:** do not delete 'Temporary School Leaders' accounts. You may, however, change their access to the website by changing their Active Status to 'No'.