

How To Article

Title: How to Register Students without the use of the Vision Family Engagement Portal
Date: 9/12/2018
Source: CR Technical Support (BAH)

Summary

The following article is designed to be a reference guide for using Vision Admissions and Forms application to Enroll New students without the use of the Vision Family Engagement Portal.

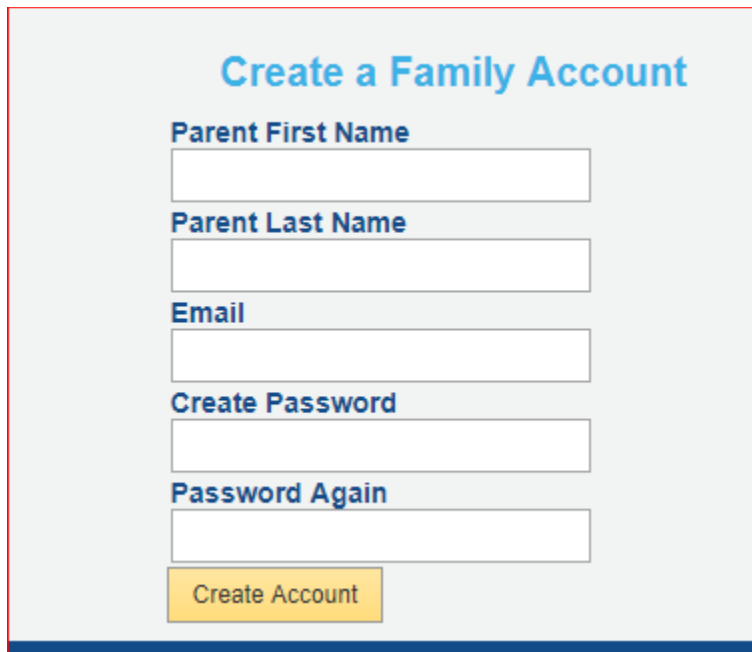
Prior to Implementation

1. Using the mail merge feature of Vision SIS, email the URL for the Vision Admissions and Forms to the parents
 - a. Example:
<https://ferrahian.crenroll.studentinformation.systems/parentportal>

For Parents

formatting allowed

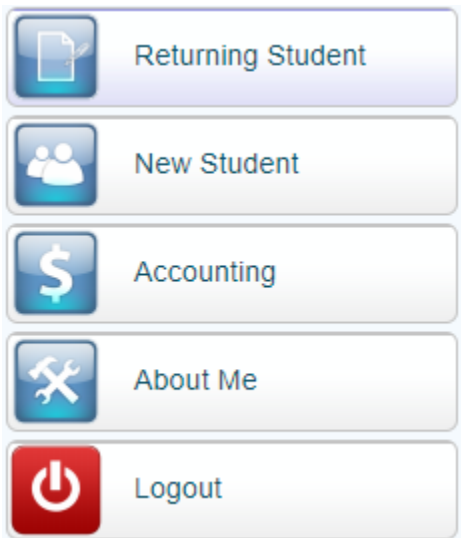
2. Parents will visit the URL and fill out the "Create a Family Account" section and fill out the *Parent first name, Parent last name, email address, password and password again* fields.



The screenshot shows a web form titled "Create a Family Account" in blue text. Below the title are five input fields, each with a label in blue text above it: "Parent First Name", "Parent Last Name", "Email", "Create Password", and "Password Again". At the bottom of the form is a yellow button with the text "Create Account".

3. Click **Create Account**.

4. Once logged in, click the "New Student" Icon in the left menu



5. Complete the "Add a Student" area by filling in the LEGAL First name, LEGAL Middle Name, LEGAL Last Name, Date of Birth, School, Grade Entering and School year Applying for fields.

This is for **EXISTING** students in the ICTC district.

Add Student

LEGAL First Name

LEGAL Middle Name

LEGAL Last Name

Date of Birth
Month / Day / Year

Role

Grade Level

6. Your student should now be displayed in the "Household List" area

Household List


0515583
Amy Abbiatici
High School - 11th Grade

4415584
Christine Abbiatici
High School - 12 Grade

1422019
Nate Abbiatici
East Elementary - 2nd

[Go to Registration](#)

7. Click the **Go to Registration** button.
8. Forms to be completed are listed here.

**Admissions and Forms**

[Packet List](#) [Logout](#) [Return to Portal](#)

Click **Next** to continue your registration.

Family Packet: Abbiatici, Rhonda

Form	Status
2018 Standard Family Contacts Information	Submitted

Returning Student Packet: Abbiatici, Amy

Form	Status
2018 Standard Student Information Form	Submitted
2018 Standard Authorization Form	Submitted

Returning Student Packet: Abbiatici, Christine

Form	Status
2018 Standard Student Information Form	Submitted
2018 Standard Authorization Form	Submitted

Returning Student Packet: Abbiatici, Nate

Form	Status
2018 Standard Student Information Form	Submitted
2018 Standard Authorization Form	Submitted

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9. Click Next>> to start.

10. Continue to complete all forms.

Note: Any areas in red are required information. If the information is not supplied you will not be able to go any further in the process until the required information has been entered in.

11. You have an option to print a copy of the forms you submitted by clicking on the print icon to the left of the forms before hitting submit.

12. Once the forms have been completed hit **Submit Forms** to send the completed forms to the school.

The screenshot displays the 'VISION Admissions and Forms' portal. At the top left is the logo for 'VISION STUDENT INFORMATION SYSTEM'. The main heading is 'Admissions and Forms'. A red message states: 'Congratulations, you have completed all necessary forms for the 2018-2019 Online Registration process.' To the right of this message are three buttons: 'Packet List', 'Logout', and 'Return to Portal'. Below the message is a green 'Submit Forms' button. A red instruction reads: 'If you would like to print your completed forms, click on the print icon to the left of the form name.' The page lists three packets:

- Family Packet: Abbiatici, Rhonda**
 - Print Form: [2018 Standard Family Contacts Information](#)
- Student Packet: Abbiatici, Amy**
 - Print Form: [2018 Standard Student Information Form](#)
 - Print Form: [2018 Standard Authorization Form](#)
- Student Packet: Abbiatici, Christine**
 - Print Form: [2018 Standard Student Information Form](#)
 - Print Form: [2018 Standard Authorization Form](#)
- Student Packet: Abbiatici, Nate**
 - Print Form: [2018 Standard Student Information Form](#)
 - Print Form: [2018 Standard Authorization Form](#)

At the bottom of the list is another green 'Submit Forms' button. The footer contains the text: 'Copyright © 2017 by Computer Resources LLC. All rights reserved. Support or call 888-941-9922'.

13. Congratulations you have completed the online forms and sent them to your child's school you can now log out.

Additional Information

Additional KBAs are available at [CR Knowledge Base](#).

Additional Tech Bytes are available at [CR Tech Bytes](#).

How to use the [Biographical Mail Merge](#) feature of the MMS Portals.

Applies to Versions

CR Enrollment: All Versions.

Keywords

Admissions, Forms, Vision, Packet, Parent, Registration