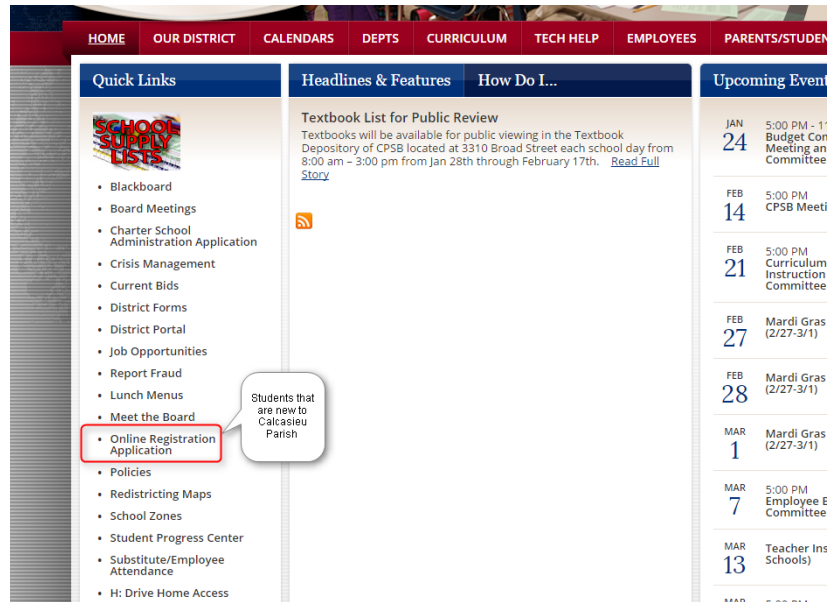


Registering Students

JCampus Online Registration System

Parents of **new** students to Calcasieu Parish Schools can register their students by going to www.cpsb.org and clicking on Online Registration Application.

Or by typing the following address:
<https://jcampus.cpsb.org/register>



They will have to create a username and password, if they have never used it.

Online Registration System

Welcome to Calcasieu Parish Online Registration System.

If your child was enrolled in a CPSB school during the 2015-2016 school year, please click [here](#) to access the Student Progress Center where you can update/verify the information in your child's record.

Create an Account

[Start](#)

Once they have created a username and password, they will need to check their email for a 6 – Digit validation code. Once entered, this code allows them to create a new login, and begin the registration process.

If the parent does not have an email account, contact your data clerk for the daily validation code. (this code changes every day) ****email your data clerk if you would like to get an ANS report each day with the validation code.**

*****The ORS username and password the parent creates will now work as the SPC login information. (no PSN needed)**

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Welcome!

Create your new login

Secret Question #1 ▼

Secret Question #2 ▼

Tell us some more about you

*

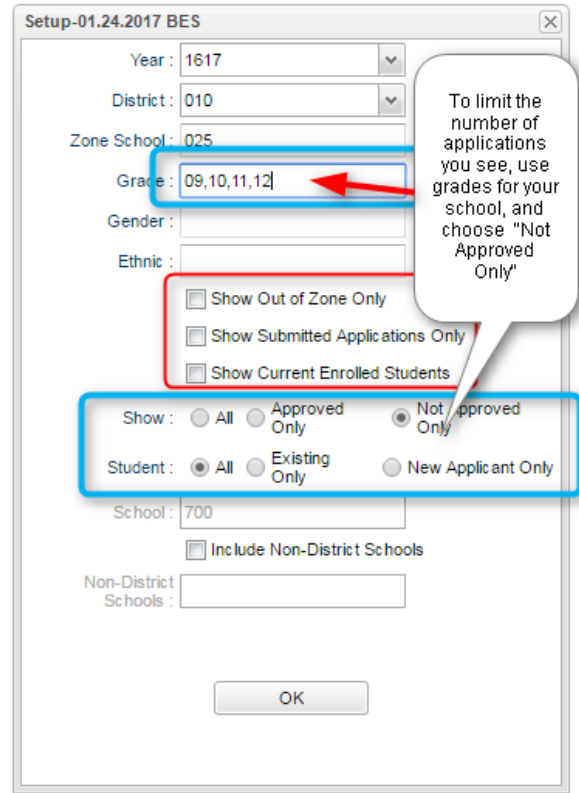
*

Male Female

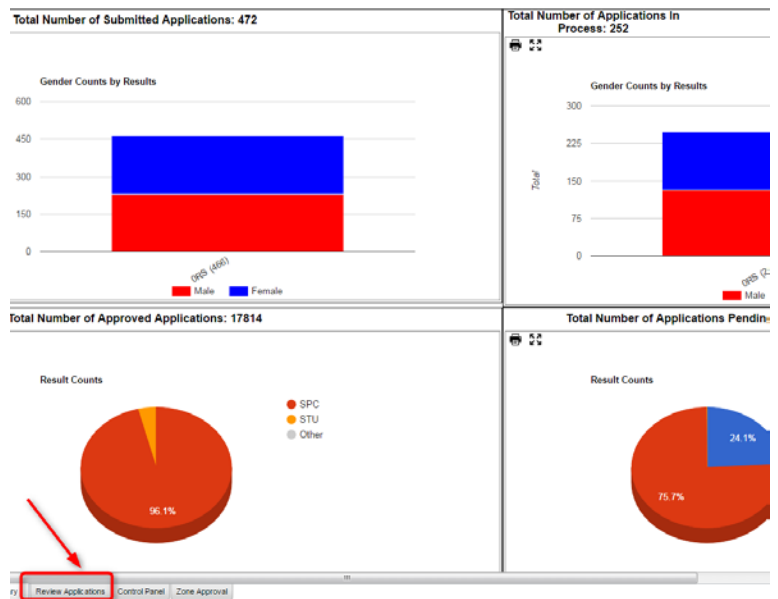
Phone

The registrar at the school will:

Log on using: <https://icampus.cpsb.org/icampus>
Go to Student Master>Loaders>Online
Registration System (ORS) Editor



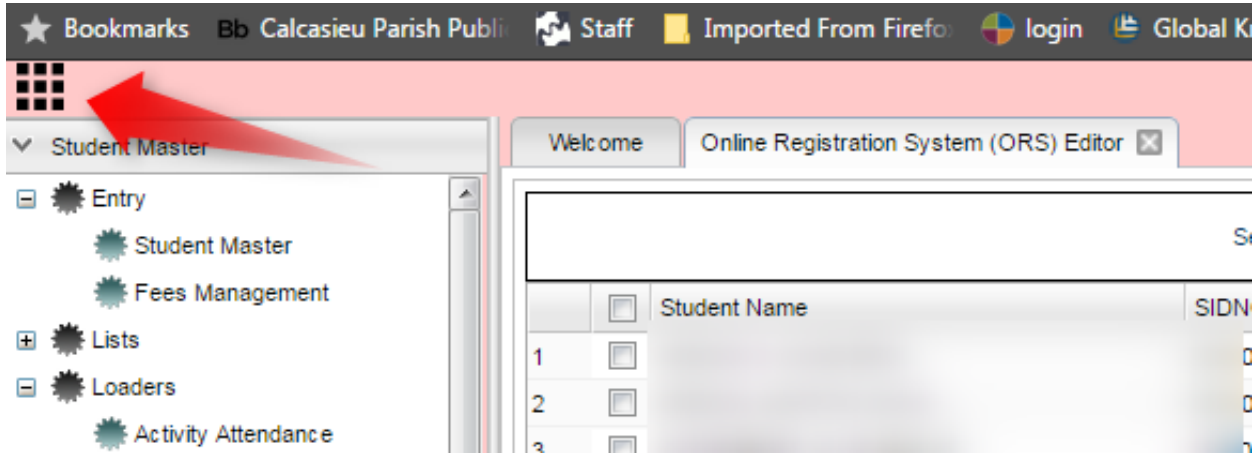
The screen that comes up is a “Summary” of your ORS Editor. Click on the “Review Applications Tab” at the bottom of the screen, to see student ORS/SPC records.



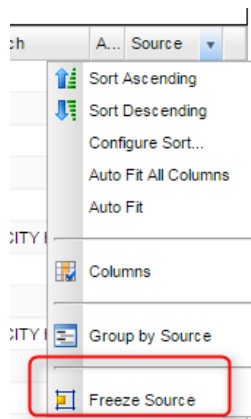
The screen takes a few minutes to load.

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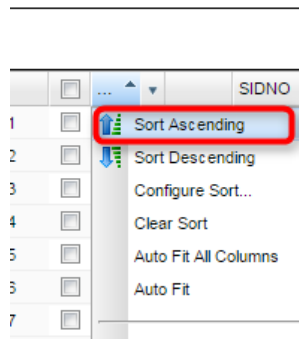
It's a great practice to maximize your screen.



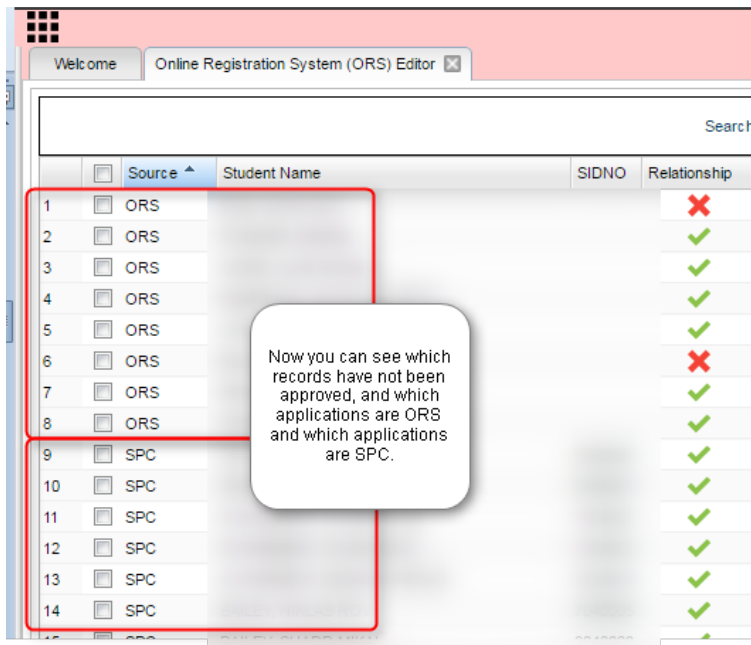
To make it easier to view, click on the small arrow of the "Source" Column to the far right and scroll down to "Freeze Source."



Click on the little arrow next to the column titled "Source". Click Ascending. This will put the records in order of the source . Ex. ORS, SPC



Your screen should look like this:



You are now viewing which applications haven't been approved and you know which ones are ORS(Online Registration System) and which are SPC (Student Progress Center).

ORS records should be students that are applying to CPSB schools (didn't roll up from the previous year) that don't have Student Master records.

*We are seeing that many parents that should have used SPC to update information, created ORS records as if they were new to CPSB.

You can look at a student application by clicking on the name of the student or any of the checks to the right of their name.

This will bring up all of the information that would be in the "Student Master." You will be able to see if the address is validated, out of zone information, relationships, permissions, etc.

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Approving ORS records

Scenario I

A parent shows up at your school and they have already filled out an ORS record online.

Go to the Online Registration Loader and find the ORS record for the student.

Click on the name of the student. This opens the application for you to view or print. Once you have verified documents, and checked over the application, you can approve the application and it will create a Student Master for their child. (you will still collect copies of the same things you have always needed for registration) The parents have the option of uploading copies of Social Security Cards, immunization records, proof of address, etc.. or you can make copies for your records.

*Note – If you are a WARD 3 school, **new** students have go to CWA and received an APPROVAL Code. Ward 3 parents need that code to register in Ward 3. You can see their ZAP record if they have done this.

(This also applies to any student that is out of zone in Calcasieu Parish.)

SSN Card 02 Upload Enrollment

I verify the documents provided for this student's information.

Out of Zone

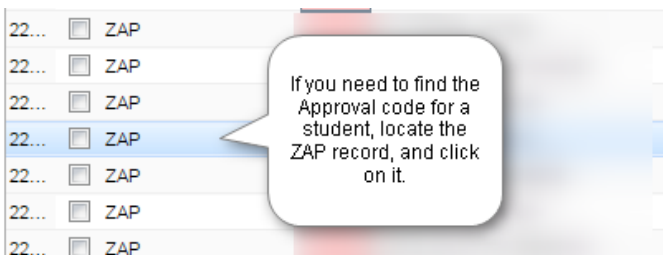
Current School : 062 S. J. WELSH MIDDLE SCHOOL Zone School : 062 S. J. WELSH MIDDLE SCHOOL
Request School : Requested Reason :

Out of Zone History

District	SIDNO	Request School	Current School	Zone School	NZ School	Code	Begin Date	End Date	Year
No items to show.									

D540C0A9 : Approval Code

Submit Code



IAH

Student Information - CEASAR, DAMIKA

Last Name :
First Name :
DOB :
Requested Sch :
Approved Sch : 044 OAK PARK MIDDLE SCHOOL
Ooz Code : A48 No Ooz needed (In-Zone)
Approval Code : C13B1A01
Begin Date :
End Date :
Created By : JAMES LEBLANC
Create Date : 2016-08-05

Prev Next Close

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Scenario II:

A parent shows up at your school and they haven't filled out an ORS record online.

Have the parent go to the kiosk, or on their phone, to register the student. Once they have completed the application, you will need to re-open the Online Registration System loader. This refreshes the screen. (right now the "refresh" button is not working)

You can now follow the directions in Scenario I to complete registration of the student.

Scenario III

You have an ORS record that already has a Student Master record at your school, either because a clerk/counselor manually created a Student Master record, or because the parents created an ORS record when they should have updated the SPC record.

Solutions:

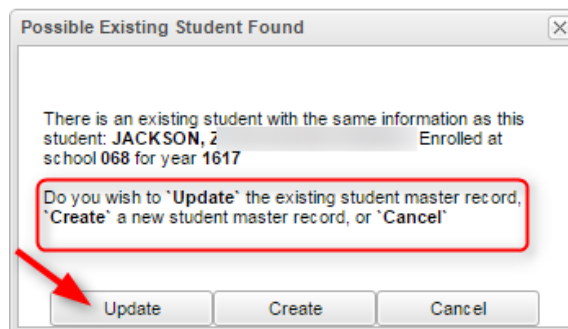
You have to be very careful when doing this. (READ ALL MESSAGES CAREFULLY)

You will need to compare the two records (ORS application and the Student Master Demographics) and then approve the ORS record to pull in updated information. (you **can** approve an application that has not yet been submitted by the parent)

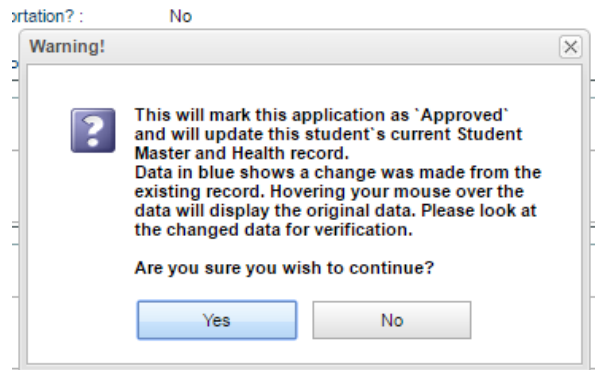
In this scenario, there are **two** possibilities when you approve.

1. The First name, Last name or birthdate is same.

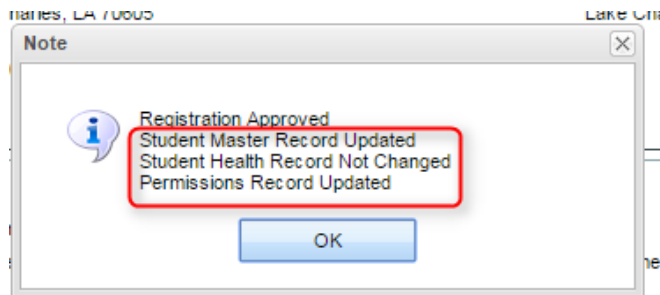
The program recognizes the Student and gives you three options: Update, Create, and Cancel. Since this is a student that already has a Student Master record, you will click Update.



You will then get a “Warning,” letting you know this will mark the application as Approved and update the record. Click YES if you wish to continue. (You may want to print the Student Demographic page to compare, because once it updates, it will be lost.)



You will get a note telling you exactly what has been updated.

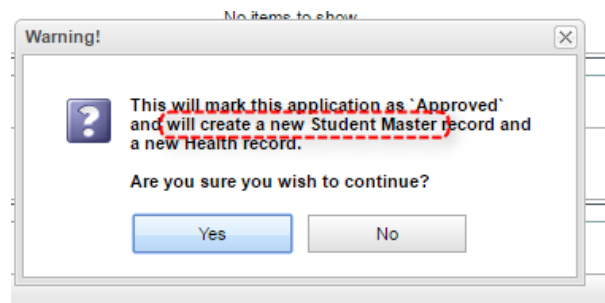


2. The First name, Last name or birthdate is different.

The program will create a brand new Student Master record with a new Student ID #.

We don't want to do this since there is already a Student Master record. We just want to update. So, how do we know if it will do this?

When you click approve, you will see this message:



When you see this message, you should click **NO** in this scenario, and then compare the Student Master record to the ORS application, and verify the Student Name, DOB with the official Birth Certificate already exists and SS#. Look for differences, and manually update the Student Master record with information from the ORS, including the Parent AUP Permission. Then email your data clerk, so that we can delete the ORS record from your list.

Scenario IV

You have an ORS record for a student that does not have a Student Master record at your school and is not physically at your school. He may be in our system, but at another school.

(He will show up on your screen if your school is the Zone or Requested School.)

Email your data clerk, so that they can check and see where the student is enrolled or enrolling. Once the clerk has investigated where the student is or isn't she will take care of cleaning up the records.

*****Once you have approved an ORS record , the student has a "Student Master" record in JCampus. This is a great time to give the parents information on creating an SPC account.**

Parents of “current” Calcasieu Parish students will register their students by going to the Student Progress Center. This can be done a couple of different ways.

Go to the CPSB website (www.cpsb.org) and click on either A+ Grades or Student Progress Center.

The screenshot displays the CPSB website interface. At the top left is the CPSB logo with the tagline "Building Foundations for the Future". A navigation menu at the top right includes "District Home", "Directory", "Calendar", "A+ Grades" (highlighted with a red box and a red arrow), and "Email". Below this is a main navigation bar with links for "HOME", "OUR DISTRICT", "CALENDARS", "DEPTS", "CURRICULUM", "TECH HELP", "EMPLOYEES", and "PARENTS/STUDENTS". The main content area is divided into three columns: "Quick Links" (with a list of links including "Student Progress Center" which is also highlighted with a red box and a red arrow), "Headlines & Features" (featuring a "Textbook List for Public Review" article), and "Upcoming Events" (listing various meetings and holidays).

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Another way is to type in this address:

<https://icampus.cpsb.org/progress>

SPC records should be students that are registering/updating student information to CPSB schools. These students already have a student master record (they either rolled up from the previous year or may re-enroll during the year).

Parents login to their Student Progress Center (SPC) account to update student information. (If the parent is using it for the first time, they must use their PSN numbers given to them by the school)

Once the parent has submitted the updated SPC . The registrar will be able to view it in Student Master>Loaders>Online Registration System.

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Below are a couple of scenarios.

Scenario V:

You have an SPC record that has not been approved.

Solutions:

1. Mass Approval will take care of submitted SPC records if the physical address hasn't changed. You should do a "Mass Approval" everyday. This updates the Student Master records with any changes parents made on submitted Student Progress Center records. Mass Approval only approves SPC records that have been submitted.
 - It will not mass approve an SPC record with a *physical address* change. You will have to manually approve any SPC that has a physical address change.
 - The parents must follow CPSB procedures for address verification.
2. To manually approve an SPC record, verify any documents (if there are changes to the record), and click approve.

The screenshot shows a web form for SPC record approval. At the top, there is a checkbox labeled "I verify the documents provided for this student's information." with a red arrow pointing to it. Below this is the "Out of Zone" section, which includes fields for "Current School", "Zone School", "Request School", and "Requested Reason". Underneath is an "Out of Zone History" table with columns: District, SIDNO, Request School, Current School, Zone School, NZ School, Code, Begin Date, End Date, Year. A callout box points to the "Approval Code" field with the text: "If the student has an address change and is in Ward 3, or out of zone, a Zone Approval Code is necessary." At the bottom of the form, there is a "Submit Code" button and an "Approve" button highlighted with a red box. Other buttons include "Print App", "Prev", "Next", and "Close".

3. You can manually approve most SPC records, but there may be some situations where your data clerk (MIS) will have to handle the approvals, depending on the Current School, Zoned School and Requested School fields. Make sure you verify the documents if the address has changed.

If you have any trouble approving records, email your data clerk.

Scenario VI:

You have SPC records for students that do not attend your school. (This happens because a student is somehow connected to your school. Your school might be the “Zoned School” or the “Requested School.”)

Email your data clerk – she can find out where the student is enrolled and help with approval.

****Remember, it is a good practice to Mass Approve everyday.**