**Parent Procedure**

**Step 1: Account Request**
The first step for parents to begin the online enrollment process is to request an account.

**iCafe Video: Skyward - NSOE - Step 1: Account Request**
Watch this video so that you can see what the process is for a parent who is new to the district and how they will get started with the registration process.

**Step 2: Parents Complete Enrollment**
After a parent signs up for an account with Skyward, they can begin the enrollment process for the student.

**iCafe Video: Skyward - NSOE -Step 2: Parents Complete Enrollment**
This video will show you what a parent will see as they enroll the student online.

**Campus Procedure**

**Step 3: Complete the Enrollment Process**
When the parent has completed the online enrollment process, there are a few simple steps that you need to take to complete the student registration.

**iCafe Video: Skyward - NSOE - Step 3: Complete the Enrollment Process**
This video will show you how to complete the enrollment process.

*Note: Verify parents selected the correct option (Current School Year or New School Year) before completing the registration. If they did not, correct it before you finalize the registration.*

**Tips for Next School Year Enrollments**

**Ranges**
To view next school year enrollments in Student Profile set your ranges to show both CY active and inactive students. You will be able to see those students immediately.

**Student Status**
Next year ONLY enrollees should be INACTIVE for the current year and ACTIVE for next school year.

**Grade Level**
Next year ONLY enrollees will show as one year BELOW what you expect – i.e. a Kindergarten student next year will show as a PK student after their registration is complete. That is because their “current” grade is PK and they will “roll” to Kindergarten once we complete the end of year process.

**Beginning of Year Forms**
Beginning of year forms are NOT available for these enrollees. These students will have those forms completed at the start of next school year. Current year enrolling students will still complete the beginning of year forms as part of their enrollment.

**Family Access**
Parents will only be able to access Family Access for next year enrollments at the beginning of August.

**Skyward - NSOE - Troubleshooting**

**HELP!**
Help! Do you have a parent who is unable to access the NSOE? Are you trying to process a student and can’t find them in the system? Try the tips resource column.

**iCafe Video: Skyward - NSOE - Troubleshooting**

**Reports**
NSOE Report - Enrollees from Out of State
This quick video shows how to run the report to identify students that you have enrolled on your campus from outside the state of Texas.

**iCafe Video: Skyward - NSOE Report - Enrollees from Out of State**