

OLR Setup (Configuration Setup)

Last Modified on 10/22/2022 10:08 am CDT

This documentation applies to both versions of Online Registration.

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The OLR Setup tool determines which configuration is available for application entry, which configuration displays in the Campus Portal, and which school years applications can be submitted.

A Configuration Group needs to exist in the same year as the current active Campus year for OLR to properly determine if a person is an active student. A warning displays in the [OLR Information Center](#) when that Configuration Group does not exist.

OLR Setup

Name	End Year ↓	Portal - Annual Upd...	Portal - New Student...	Email/Kiosk ↓
2021 converted	2021	ACTIVE	ACTIVE	ACTIVE
2020 converted	2020	ACTIVE	ACTIVE	ACTIVE
2019 converted	2019			
2018 converted	2018			
2017 converted	2017			

New

OLR Setup

OLR Setup

Name * 2021 converted Display Name * Next Year End Year * 2021

Portal - Annual Update Start Date * 08/01/2019 Portal - Annual Update End Date * 06/06/2020

Portal - New Student Start Date * 08/01/2019 Portal - New Student End Date * 06/06/2020

Email/Kiosk Start Date * 02/11/2020 Email/Kiosk End Date * 09/08/2020

Save Cancel Delete

OLR Setup Details

OLR Setup Detail Descriptions

Field	Descriptions
Name <i>Required</i>	The name of the configuration as it displays in the OLR Setup tool.
Display Name <i>Required</i>	The name of the year as it displays in the Portal.
End Year <i>Required</i>	The end year of the school year. Indicates the school end year for registering students. If the district is allowing applications to be entered for the 2016-17 school year, the end year entered is 2017. For annual update applications, the student would require an enrollment in the end year, in order for the parent to register the student.
Portal - Annual Update Start Date <i>Required</i>	<p>Entered date indicates the start date that allows parents to access OLR who have a student that is enrolled in the OLR active school year indicated above. The process is used for existing parent/guardians to verify data for existing students or add new students. The application is pre-loaded with address, household parent/guardian, emergency contacts, other household members and existing students.</p> <p>Dates are entered in <i>mmdyy</i> format or can be chosen by selecting the calendar icon.</p>
Portal - Annual Update End Date <i>Required</i>	<p>Entered date indicates the end date that no longer allows parent/guardians to complete OLR for existing students.</p> <p>Dates are entered in <i>mmdyy</i> format or can be chosen by selecting the calendar icon.</p>
Portal - New Student Start Date <i>Required</i>	<p>Entered date indicates the start date that allows parents to access OLR who have a student who is enrolled in the OLR active school year indicated above. These dates allow existing parent/guardians to register new students to an existing family, such as a Kindergarten, adopted/foster child. The application automatically loads with household, parent and emergency contact information. The application does not include any existing student information.</p> <p>Dates are entered in <i>mmdyy</i> format or can be chosen by selecting the calendar icon.</p>
Portal - New Student End Date <i>Required</i>	<p>Entered date indicates the end date that will be used to no longer allow parent/guardians to complete OLR for existing family new students.</p> <p>Dates are entered in <i>mmdyy</i> format or can be chosen by selecting the calendar icon.</p>

Field	Descriptions
Email/Kiosk Start Date <i>Required</i>	Entered date indicates the start date that application status emails will be delivered for kiosk submitted applications. Dates are entered in <i>mmdyy</i> format or can be chosen by selecting the calendar icon.
Email/Kiosk End Date <i>Required</i>	Entered date indicates the end date that application status emails will be delivered for kiosk submitted applications. Dates are entered in <i>mmdyy</i> format or can be chosen by selecting the calendar icon.

Enrollment Logic

The following enrollment logic is used for Online Registration (OLR):

- If the enrollment is in the **future** and lasts **at least a day**, the student **is** included in OLR.
- If the enrollment started in the **past** and **ends in the future**, the student **is** included in OLR.
- If the enrollment is in the **future** and **ends on the same day it starts**, the student is **NOT** included in OLR.
- If the enrollment **started and ended in the past**, the student is **NOT** included in OLR.
- If the enrollment is marked as **No Show**, the student is **NOT** included in OLR.

Enter OLR Setup Data

1. Click the **New** button. The **OLR Setup Detail** screen displays.
2. Enter the **Name**.
3. Enter the **Display Name**.
4. Enter the **End Year**.
5. Enter the required date fields.
6. Click the **Save** button when finished. The new year displays in the OLR Setup tool.