Online Registration Tool Rights

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Tool Rights for Online Registration

> This functionality is available to districts who have purchased Online Registration as an add-on service. For more information, contact the appropriate Client Executive.

Online Registration provides districts with a tool to manage the registration of new and returning students. Data is entered through the Campus Portal by the parents/guardians, and allows the updating of demographic information, contact information and other state and federally reported data.

As of Campus.1733, OLR uses the Google Captcha if enabled. See the Login Security Settings article for more information.

Tool Rights for Online Registration

Tool Rights determine the level of access users have to tools throughout Campus. This article refers to tool rights in abbreviated form (i.e., R, W, A, D or any combination of the four). Sub-rights appear as *italicized*.

Right	Description
R (Read)	The **R** right indicates the information on the corresponding tool may be viewed by the user. When applicable, the user is also allowed to print information. The user will **NOT** have access to the Save, Add or Delete icons in the action bar.
W (Write)	The **W** right indicates the user may view and modify the information on the corresponding tool. The Save icon in the action bar will be functional. This right allows the user to modify only existing data in the area since adding new data is controlled by the **A** right. This right includes the ability to change or remove data from a specific field.
A (Add)	The **A** right indicates the user may view, modify and add to the information on the corresponding tool. The New and Add icons in the action bar will be functional. This right allows the user to add new data/records.
D (Delete)	ASSIGN THIS RIGHT WITH CAUTION. The **D** right indicates the information on the corresponding tool may be deleted. The Delete icon in the action bar will be functional. This right provides the ability to completely remove an existing record, including all data contained within the record. The ability to change/remove data from a field is controlled through the **W** right.

RWAD Rights assigned at the module or folder level give those rights to all features within the

module. For example, giving RW rights to the System Administration Health folder assigns RW rights to all tools within that folder, including any subrights.

Right	R	W	A	D
Tool Right Path: Census > Online Registration Student				
Online Registration Student	Allows full access to student OLR tools.	N/A	N/A	N/A
Summary	Allows full access to student OLR tools.	N/A	N/A	N/A
Tool Right Path: Census > Online Registration				
Online Registration	Allows user to view Online Registration.	Displays the Save and Link buttons in the OLR application. Allows users to add OLR options (needed for Health Conditions).	Shows the OLR approval status; necessary for posting to Health Conditions.	Displays the Delete, UnSubmit Application and Update Registration buttons in Staff Processing. Displays the Delete button in the application or New applications.
Staff Processing	Allows access to the Staff Processing tool.	Allows the user to: • Un-submit an application • Update application login as parent	Shows Mark and Clear Batch Application buttons. Allows marking and batch posting.	Allows the user to delete an application.
Health Processing	Allows access to the Health Processing tool.	N/A	N/A	N/A

Right	R	W	A	D
OLR	Allows the user to: • Change an application status to a non-approval status • Print the application • Resent initial email • Login as the student's parent	Allows the user to save changes to an application.	Allows the user to approve and post an application (if the user is not an administrator)	N/A
Student Processing	Allows access to the Student Processing tool.	N/A	N/A	N/A
Audit Reports	Allows the user to generate OLR Audit Reports.	N/A	N/A	N/A
OLR Application Statistics	Allows the user to generate the OLR Application Statistics report.	N/A	N/A	N/A
Students without OLR Applications	Allows the user to generate the Students without OLR Applications report.	N/A	N/A	N/A
Applications without Enrollments	Allows the user to generate the Applications without Enrollments report.	N/A	N/A	N/A
Unsubmitted Applications	Allows the user to generate the Unsubmitted Applications report.	N/A	N/A	N/A
Students with Submitted Applications	Allows the user to generate the Students with Submitted Applications report.	N/A	N/A	N/A

Right	R	W	A	D
OLR Email Log	Allows the user to generate the OLR Email Log report.	N/A	N/A	N/A
OLR School Years	Allows the user to view OLR school years.	Allows the user to edit existing school year data.	Allows the user to add new school year data.	Allows the user to delete school year data.
OLR Status	Allows the user to create OLR statuses.	Allows the user to edit existing OLR statuses.	Allows the user to add new OLR statuses.	Allows the user to delete OLR statuses.
OLR Dashboard	Allows the user access to the OLR Dashboard.	N/A	N/A	N/A
OLR Set Up	Allows the user access to the OLR Setup tab.	N/A	N/A	N/A
OLR Set Up	Allows the user to view existing OLR setup data.	Allows the user to edit existing OLR setup data.	Allows the user to add new OLR setup data.	Allows the user to delete OLR setup data.
OLR System Settings	Allows the user to view OLR System Settings.	Allows the user to edit existing OLR System Settings.	Allows the user to add new OLR System Settings.	Allows the user to delete OLR System Settings.
Options by School	Allows the user to select desired OLR functionality.	N/A	N/A	N/A
Registration by School Window	Allows the user to view Registration by School Window information.	Allows the user to update Registration by School Window information.	N/A	N/A
Document Upload Options	Allows the user to view Document Upload Options.	Allows the user to edit existing document upload options.	Allows the user to add new Document Upload Options.	Allows the user to delete Document Upload Options.

Right	R	W	A	D
OLR Builder	Allows the user to view information in the OLR Builder.	Allows the user to edit existing OLR Builder information.	Allows the user to add new OLR Builder information.	Allows the user to delete OLR Builder information.
OLR Notification Editor	Allows the user to view OLR notifications.	Allows the user to edit existing OLR notifications.	Allows the user to add new OLR notifications.	Allows the user to delete OLR Notifications.
OLR Information Center	Allows the user to view OLR links and general OLR information.	N/A	N/A	N/A
OLR Configuration List Editor	Allows the user to view OLR configuration lists.	Allows the user to edit existing OLR configuration lists.	Allows the user to add new OLR configuration lists.	Allows the user to delete OLR configuration lists.
Parent Information	Allows the user to search for all applications entered by a selected parent/guardian.	N/A	N/A	N/A
OLR Information about Parents	Allows the user to search for all applications entered by a selected parent/guardian.	N/A	N/A	N/A
Mass Re-Post Application Data	Allows the user to re-post applications.	N/A	N/A	N/A
OLR List Bank Replacer	Allows the user to replace existing lists with new values.	N/A	N/A	N/A
OLR List Value Updater	Allows the user to replace data entered for OLR droplist fields where the original value is no longer applicable.	N/A	N/A	N/A

Right	R	W	A	D
OLR Queue Setup	Allows the user to view an OLR queue.	Allows a user to edit an existing OLR queue.	Allows a user to add new OLR queue.	Allows a user to delete an OLR queue.
OLR Queue Applications	Allows the user to add applications to queues and auto-update all queues.	N/A	N/A	N/A

If a school employee should receive OLR notifications and nothing else, the user should be assigned:

- R rights to OLR
- R rights to Online Registration Student