

ONLINE REGISTRATION FOR RETURNING FAMILIES

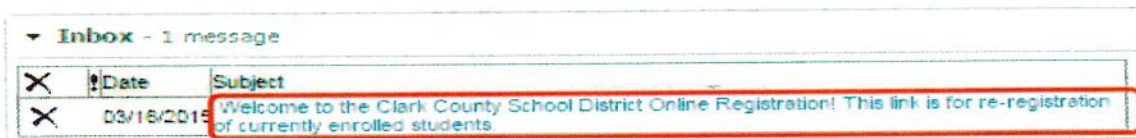
Welcome to Odyssey Charter Schools online registration. This is Part 2 of the process for registering your current Odyssey students for the 2016-2017 school year. Note: You may also add any news student who will be enrolling for the 2016-2017 school year, at the same time. Parents will log into the Infinite Campus Parent Portal for registration.

TO START:

1. Enter the following web address into your browser: campusportal.ccsd.net
Note: The online registration window will be available in April.
2. Enter username and password provided on attached cover letter. NOTE: All passwords have been reset to Odyssey2016. After entering username and password you will be prompted to change your password. It is helpful to create one that is easy to remember. This is where you will be able to check your students schedule, attendance and grades.



When you arrive at the parent portal home page, look down the left column and select the option messages and then click on the Online Registration link in the Message Inbox.



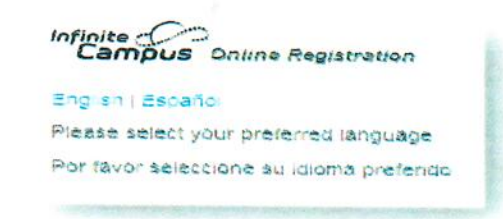
STARTING THE DATA VERIFICATION PROCESS

1. Choose the appropriate **Registration Year** from the dropdown menu.
2. Click **Begin Registration**.

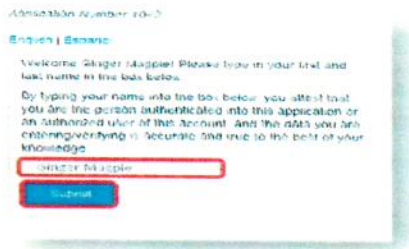
Student Name	C#
	03

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3. Select your preferred language.



4. A welcome box will appear. You must attest you are the person completing this application by **typing your name in the box**.

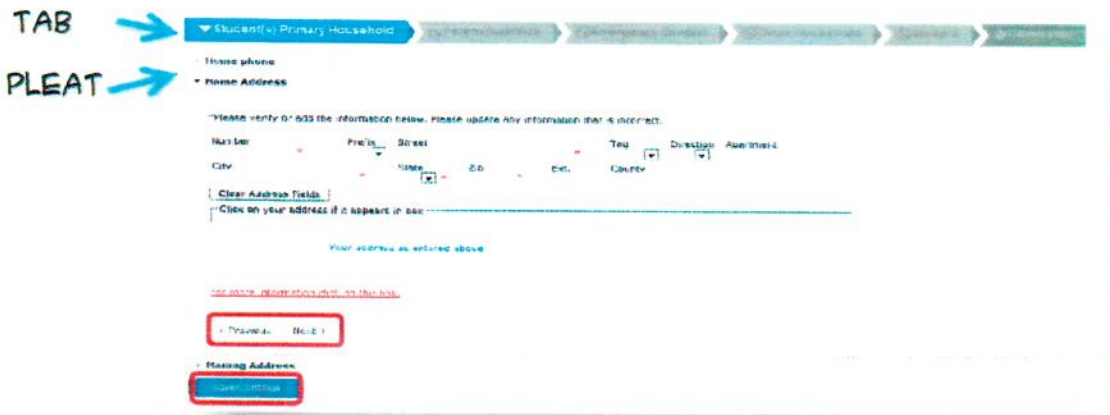


5. Click **Submit**.

NAVIGATING THE APPLICATION

The tips listed below will be helpful in understanding how to navigate the application.

- Data for your currently enrolled children will populate in the application.
- Each tab and pleat must be reviewed and updated before moving to the next tab or pleat. Once a tab or pleat has been completed (required fields completed) you can move freely between tabs and pleats.
- Once you enter a tab, you must enter all required fields in that tab before saving.
- Move forward and backward through the pleats by using the NEXT and PREVIOUS buttons.
- Required fields have a **red asterick***



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PRINT AND SUBMIT APPLICATION OPTIONS

Click on the link for [Application Summary PDF](#) to review all information. You will need Adobe Acrobat Reader to access the document.

Option 1

Click **Submit** if you are satisfied the application is complete and accurate. **Once you submit the application you can no longer make changes.** If you have submitted the application, and discover you have forgotten information, contact your child's school.

Option 2

Click **Back** if you have not completed the application and need to make revisions OR, if you are done, click **Submit**.

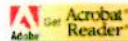
You must submit your application by clicking the following button

Submit

PLEASE NOTE: Prior to submitting your application you may verify all of the data you have entered by going back to the area in question or click on the PDF link below. Your information is not submitted until you click the submit button above. You will receive an email notification that you application was received after clicking submit application.

Back

[Application Summary PDF](#)



IMPORTANT: Registration for your children will not be finalized until you present your child's school with current proof of address. For new students and students entering 7th grade you will also need to present up to date immunizations.

RETURN TO COMPLETE AN UN-SUBMITTED APPLICATION

You can exit online registration (OLR) at any time during the process and return later to complete the registration process.