
DEPARTMENT OF DEFENSE EDUCATION ACTIVITY

ONLINE STUDENT PRE-REGISTRATION
USER GUIDE

Version 1.0

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I. CHAPTER 1 – GETTING STARTED

A. INTRODUCTION

Welcome to the user guide for the Department of Defense Education Activity's Online Student Pre-Registration application. This web-based application will enable you to pre-register your children for DoDEA schools. It can be found at <https://registration.dodea.edu/>. First, please read the frequently asked questions in the section below.

B. FREQUENTLY ASKED QUESTIONS

1. Do I have to use the online pre-registration system?

No, you can go to the school where your dependent will attend or to the centralized registration site. It is recommended that you call or email ahead of time to find out if the school community has a centralized site.

2. If I complete the online forms, do I still have to go to the school for any reason?

Yes, you will still have to go to the school to update the documents (new address or phone number), as well as complete other forms (bus routes, English as a Second Language, media and internet), and sign the official registration request. If you did not attach a copy of orders/source documents for enrollment, then you will need to provide them at that time.

3. Why should I complete the online pre-registration if I have to go to the school to complete the registration process?

Completing the online registration will reduce the amount of time you will have to wait at the registration site.

4. Can I attach documents in the online pre-registration program?

Yes. We encourage you to attach a copy of your orders, verification of birth date for students entering kindergarten or 1st grade, immunization records, etc.

5. I'm not sure which housing community we will be living in overseas at our next base, how do I pre-register for my dependent's school?

This system allows you to select the country and base/community if you know them. They are not required for pre-registration. If you do know where you will be living then specifying

the country and base/community will reduce the amount of time you will have to wait at the registration site.

6. Can I use this system to register a student that is already enrolled and returning to the same school next year (referred to as re-registration)?

No, this system cannot re-register a student. We are working on a module that will allow you to do that and fully expect it to be operational for re-registration in School Year 2011-12.

C. GETTING STARTED

To use the Online Student Pre-Registration system, you need two things: a computer with an internet connection and a compatible web browser. This system has been tested for use with the following web browsers:

Browser	Platform
 Microsoft Internet Explorer 7 or later	(Windows only)
 Mozilla Firefox 3.5 or later	(Windows, Mac or Linux)
 Apple Safari 5 or later	(Windows or Mac)
 Opera 10.5 or later	(Windows, Mac or Linux)

If you decide to use a browser other than the ones listed in the table above, the Online Student Pre-Registration system may not work as designed. If you would like to update your browser to the latest version, you can browse to one of the sites below to download and install an updated version of your preferred web browser:

Browser	Upgrade Download Site
 Internet Explorer	http://www.microsoft.com/windows/internet-explorer/
 Mozilla Firefox	http://www.firefox.com/
 Apple Safari	http://www.apple.com/safari/download/
 Opera	http://www.opera.com/browser/

II. CHAPTER 2 – ACCOUNT MANAGEMENT

A. CREATING AN ACCOUNT

Open your web browser and go to the following URL:

<https://registration.dodea.edu/>

When the page loads, you should see the following screen:

The screenshot displays a web page with a light green header containing the text "U n c l a s s i f i e d / / F o r O f f i c i a l U s e O n l y". Below the header is a dark grey banner with the title "Online Student Pre-Registration" and the subtitle "Department of Defense Education Activity". The main content area is white and features a "Legal Notice" section. The notice text reads: "You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only. By using this IS (which includes any device attached to this IS), you consent to the following conditions:" followed by a bulleted list of five conditions. At the bottom of the notice is a grey "OK" button. The footer of the page is dark grey and contains copyright information, navigation links, and a link to "Acknowledgements". The bottom of the page features another light green bar with the text "U n c l a s s i f i e d / / F o r O f f i c i a l U s e O n l y".

U n c l a s s i f i e d / / F o r O f f i c i a l U s e O n l y

Online Student Pre-Registration

Department of Defense Education Activity

Legal Notice

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counter-intelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests—not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See the [User Agreement](#) for details.

OK

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U n c l a s s i f i e d / / F o r O f f i c i a l U s e O n l y

Click the "OK" button if you agree to the conditions. After you click the "OK" button, the following page will load:

U n c l a s s i f i e d // F o r O f f i c i a l U s e O n l y

Online Student Pre-Registration

Department of Defense Education Activity

DoDEA Employee Login



Online Student Pre-Registration

New to this site? Create an account here:

[Create a new account »](#)

Log in here if you have already created an account:

Username

Password

[Login »](#)

Forgot your password?
Have a new one generated and emailed to you:

Username

[Generate a new password](#)

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U n c l a s s i f i e d // F o r O f f i c i a l U s e O n l y

There are three sections along the right hand side of this page. The first (top) section enables you to create an account. The second (middle) section enables you to log in after you have created your account. The third (bottom) section enables you, after you have created your account, to have a randomly generated password emailed to you if you forget your password. See part D – Resetting a Forgotten Password for more information.

The first (top) section is the one we are most interested in since it enables you to create your account. Click the “Create a new account” button to begin the process of creating your personal account. You should see the following page:

U n c l a s s i f i e d // F o r O f f i c i a l U s e O n l y

Online Student Pre-Registration

Department of Defense Education Activity

DoDEA Employee Login

Create Account: **Step 1** Step 2 Finish

Choose Your Username and Password

Create Account

Step 1 - Choose Your Username and Password

Some fields are required and others are optional. * Denotes a required field.

Username*

 (Not case sensitive)

Username must be at least 6 letters and/or numbers in length but no longer than 50. Spaces, special characters and punctuation are not allowed.

Password* Confirm Password*

Note: Your password must meet the following criteria:

- Must be at least 15 characters long but not longer than 50 characters
- Must contain at least 1 uppercase letter
- Must contain at least 1 lowercase letter
- Must contain at least 1 special character (~!@#%*&*+_)
- Must contain at least 1 number
- Your password is valid and matches your confirmation password

Completion Status

<input type="checkbox"/> Username*	Not Completed
<input type="checkbox"/> Password*	Not Completed
<input type="checkbox"/> Confirm Password*	Not Completed
<input type="checkbox"/> Firstname*	Not Completed
<input type="checkbox"/> MI	Optional
<input type="checkbox"/> Lastname*	Not Completed
<input type="checkbox"/> Current Address*	Not Completed
<input type="checkbox"/> My address is	Not Completed
<input type="checkbox"/> Phone Number*	Not Completed
<input type="checkbox"/> Email*	Not Completed
<input type="checkbox"/> Confirm Email*	Not Completed

You will not be able to save your information and create your account until all fields are completed.

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U n c l a s s i f i e d // F o r O f f i c i a l U s e O n l y

First, the orange bar along the top of the page shows the steps that you will have to complete in order to create your account. In this case there are three steps: Step 1, Step 2 and Finish. In Step 1 you enter a username and password of your choosing. In Step 2, you enter basic contact information. In the Finish step you are given a chance to go back and review your information before you create your account. Let's begin with completing Step 1.

As you can see in the picture above, there are many colored boxes along the right-hand side of the page. These boxes are indicators of the completion status of each field you must fill out in order to create your account. All but one start out red, which means they are blank and need to be completed. The other box is blue, which means it is optional and does not have to be filled out in order to create your account, but you can fill it out if you like.

Since you are on Step 1, you must enter a username and password of your choosing before you can continue to the next step. Underneath the username field is a red box that indicates the requirements of a valid username for this system. A valid username must be at least six (6) letters and/or numbers in length but no longer than 50. Spaces, special characters and punctuation are not allowed. The red box will turn green when you have entered a valid username. Usernames are not case sensitive.

Examples of valid usernames:

- johnsmith
- smith21
- JSmith
- js1967one

Examples of invalid usernames:

- john.smith (has punctuation)
- \$mith21% (has special characters)
- J-Smith# (has special characters)
- js 1967 one (has spaces)

After you have entered a valid username, you need to choose a valid password. Underneath the password fields are six (6) red boxes, each of which indicates a requirement that must be met for a valid password. They are, from top to bottom:

- Must be at least 10 characters long but not longer than 50 characters
- Must contain at least 1 uppercase letter
- Must contain at least 1 lowercase letter
- Can contain special characters (~!@#\$%^&* _+-)
- Must contain at least 1 number
- Your password is valid and matches your confirmation password

Each box will turn green as each requirement is met while you enter your password. If you have entered an invalid username and/or password, you may see something similar to the following picture:

U n c l a s s i f i e d // F o r O f f i c i a l U s e O n l y

Online Student Pre-Registration

Department of Defense Education Activity

DoDEA Employee Login

Create Account: **Step 1** Step 2 Finish

Choose Your Username and Password

Create Account

Step 1 - Choose Your Username and Password

Some fields are required and others are optional. * Denotes a required field.

Username*

 (Not case sensitive)

Username must be at least 6 letters and/or numbers in length but no longer than 50. Spaces, special characters and punctuation are not allowed.

Password* Confirm Password*

Note: Your password must meet the following criteria:

- Must be at least 15 characters long but not longer than 50 characters
- Must contain at least 1 uppercase letter
- Must contain at least 1 lowercase letter
- Must contain at least 1 special character (~!@#%&*+_)
- Must contain at least 1 number
- Your password is valid and matches your confirmation password

Completion Status

Username*	Invalid
Password*	Invalid
Confirm Password*	Invalid
Firstname*	Not Completed
MI	Optional
Lastname*	Not Completed
Current Address*	Not Completed
My address is	Not Completed
Phone Number*	Not Completed
Email*	Not Completed
Confirm Email*	Not Completed

You will not be able to save your information and create your account until all fields are completed.

U n c l a s s i f i e d // F o r O f f i c i a l U s e O n l y

Notice how the completion status boxes along the right are yellow and indicate that the Username, Password and Confirm Password fields are invalid. In the picture above, the username is invalid because it contains a space (the box beneath the username is also red,

indicating the username is invalid). The entered passwords are also invalid because three (3) of the six (6) requirements listed below the fields have not been met. The boxes that are green indicate those requirements have been met. In the picture above, the following requirements have been met:

- Must be at least 10 characters long but not longer than 50 characters
- Must contain at least 1 lowercase letter
- Can contain special characters (~!@#\$%^&* _+-)

and the following requirements have not been met:

- Must contain at least 1 uppercase letter
- Must contain at least 1 number
- Your password is valid and matches your confirmation password

If you have not met the requirements for your username and password, please review them and enter a new username and/or password which meets the requirements. You will not be allowed to continue to the next step until you have successfully met the requirements for your username and password choices.

Once you have entered a valid username and password you should see something similar to the following picture:

U n c l a s s i f i e d / / F o r O f f i c i a l U s e O n l y

Online Student Pre-Registration

Department of Defense Education Activity

DoDEA Employee Login

Create Account: **Step 1** Step 2 Finish

Choose Your Username and Password

Create Account

Step 1 - Choose Your Username and Password

Some fields are required and others are optional. * Denotes a required field.

Username*

 (Not case sensitive)

Username must be at least 6 letters and/or numbers in length but no longer than 50. Spaces, special characters and punctuation are not allowed.

Password* Confirm Password*

Completion Status

<input checked="" type="checkbox"/> Username*	Completed
<input checked="" type="checkbox"/> Password*	Completed
<input checked="" type="checkbox"/> Confirm Password*	Completed
<input type="checkbox"/> Firstname*	Not Completed
<input type="checkbox"/> MI	Optional
<input type="checkbox"/> Lastname*	Not Completed
<input type="checkbox"/> Current Address*	Not Completed
<input type="checkbox"/> My address is	Not Completed
<input type="checkbox"/> Phone Number*	Not Completed
<input type="checkbox"/> Email*	Not Completed
<input type="checkbox"/> Confirm Email*	Not Completed

You will not be able to save your information and create your account until all fields are completed.

Note: Your password must meet the following criteria:

Must be at least 15 characters long but not longer than 50 characters

Must contain at least 1 uppercase letter

Must contain at least 1 lowercase letter

Must contain at least 1 special character (~!@#%*&*+_-)

Must contain at least 1 number

Your password is valid and matches your confirmation password

The requirements box for the username is green, indicating that a valid username has been entered. All of the requirements boxes for the password are green as well, indicating that a valid password has been entered and confirmed. Notice the completion status boxes on the right are green and show that the Username, Password and Confirm Password fields are now complete. Now that you have entered a valid username and password, click the "Next" button at the bottom of the page to go to the next step.

Step 2 is to be completed the same way as Step 1. Enter your name, current address, choose whether your current address is temporary or permanent, your current phone number and your email address. Enter your email address in both the Email field and the Confirm Email field in order to make sure you have entered it correctly. Your email is used to send you a confirmation code that you will use to activate your account. An example of a completed Step 2 is below (do NOT enter the information shown below; enter your actual information):

U n c l a s s i f i e d / / F o r O f f i c i a l U s e O n l y

Online Student Pre-Registration

Department of Defense Education Activity

DoDEA Employee Login

Create Account: Step 1 **Step 2** Finish

Enter Your Basic Profile Information

Create Account

Step 2 - Enter Your Basic Profile Information

Some fields are required and others are optional. * Denotes a required field.

Firstname*
MI
Lastname*

Current Address*

1234 Anystreet
 Anytown, CA 90210

My address is: Temporary Permanent *

Phone Number*

Email*

Confirm Email*

- A confirmation code will be sent to your email address to activate your account.
- Your email can also be used to send you a new password in case you forget it.

Completion Status

<input checked="" type="checkbox"/> Username*	Completed
<input checked="" type="checkbox"/> Password*	Completed
<input checked="" type="checkbox"/> Confirm Password*	Completed
<input checked="" type="checkbox"/> Firstname*	Completed
? MI	Optional
<input checked="" type="checkbox"/> Lastname*	Completed
<input checked="" type="checkbox"/> Current Address*	Completed
<input checked="" type="checkbox"/> My address is	Completed
<input checked="" type="checkbox"/> Phone Number*	Completed
<input checked="" type="checkbox"/> Email*	Completed
<input checked="" type="checkbox"/> Confirm Email*	Completed

You will not be able to save your information and create your account until all fields are completed.

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U n c l a s s i f i e d / / F o r O f f i c i a l U s e O n l y

Once you have successfully entered your current information, click on the “Next” button again to go to the Finish step.

U n c l a s s i f i e d // F o r O f f i c i a l U s e O n l y

Online Student Pre-Registration

Department of Defense Education Activity

DoDEA Employee Login

Create Account: **Step 1** **Step 2** **Finish**

Save Your Information and Create Your Account

Create Account

Finish - Save Your Information and Create Your Account

Some fields are required and others are optional. * Denotes a required field.

Please make sure you have entered the correct information. You may also change it after your account has been created.



Please enter the above letters (not case sensitive): [\(What's this?\)](#)*

Completion Status

<input checked="" type="checkbox"/> Username*	Completed
<input checked="" type="checkbox"/> Password*	Completed
<input checked="" type="checkbox"/> Confirm Password*	Completed
<input checked="" type="checkbox"/> Firstname*	Completed
<input type="checkbox"/> MI	Optional
<input checked="" type="checkbox"/> Lastname*	Completed
<input checked="" type="checkbox"/> Current Address*	Completed
<input checked="" type="checkbox"/> My address is	Completed
<input checked="" type="checkbox"/> Phone Number*	Completed
<input checked="" type="checkbox"/> Email*	Completed
<input checked="" type="checkbox"/> Confirm Email*	Completed

You will not be able to save your information and create your account until all fields are completed.

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U n c l a s s i f i e d // F o r O f f i c i a l U s e O n l y

The Finish step gives you the opportunity to review your entries by clicking on the “Prev” button to go back to the previous steps. When you have finished reviewing each step, you can click the “Next” button to get back to the Finish step.

The Finish step is also where you enter the letters shown in the picture. This is called a CAPTCHA, which keeps malicious computer systems and programs, known as bots, from creating accounts. If you would like to read more about CAPTCHAs, you can read the article about it on Wikipedia (DoDEA does not endorse Wikipedia or its content) at:

<http://en.wikipedia.org/wiki/CAPTCHA>

Enter the letters you see in the picture into the box. The letters are not case sensitive, so if a letter is shown as an "A", you can still enter an "a". Remember, these are letters only; numbers are not a part of the random characters.

If you enter the wrong letters for the CAPTCHA, and you click the "Save my information and create my account" button, you will be prompted to enter a new set of letters. If you cannot read the letters in the picture, you can click the "Try Another" button that is next to the box where you enter the letters. Clicking this button will load a new picture with a different set of letters for you to enter. If have entered the wrong letters, you will see something similar to the picture below:

U n c l a s s i f i e d // F o r O f f i c i a l U s e O n l y

Online Student Pre-Registration

Department of Defense Education Activity

DoDEA Employee Login

Create Account: Step 1 Step 2 **Finish**

Save Your Information and Create Your Account

One or more of your entries are invalid:

- Your entry for the characters in the image is invalid. Please try again.

Create Account

Finish - Save Your Information and Create Your Account

Some fields are required and others are optional. * Denotes a required field.

Please make sure you have entered the correct information. You may also change it after your account has been created.



Please enter the above letters (not case sensitive): [\(What's this?\)](#)*

Completion Status

<input checked="" type="checkbox"/> Username*	Completed
<input checked="" type="checkbox"/> Password*	Completed
<input checked="" type="checkbox"/> Confirm Password*	Completed
<input checked="" type="checkbox"/> Firstname*	Completed
<input type="checkbox"/> MI	Optional
<input checked="" type="checkbox"/> Lastname*	Completed
<input checked="" type="checkbox"/> Current Address*	Completed
<input checked="" type="checkbox"/> My address is	Completed
<input checked="" type="checkbox"/> Phone Number*	Completed
<input checked="" type="checkbox"/> Email*	Completed
<input checked="" type="checkbox"/> Confirm Email*	Completed

You will not be able to save your information and create your account until all fields are completed.

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U n c l a s s i f i e d // F o r O f f i c i a l U s e O n l y

Once you have successfully entered all of your information as well as the CAPTCHA letters, click on the "Save my information and create my account" button to do just that. Your account will be created and you will be taken to the main page that we saw earlier. This time it also has a message along the top of the page notifying you of the success:

U n c l a s s i f i e d // F o r O f f i c i a l U s e O n l y

Online Student Pre-Registration

Department of Defense Education Activity

DoDEA Employee Login

✔ Thank you for creating your account! Please check your email in about 10 minutes for your activation code. You will be asked for it the first time you log in. If you cannot find the email, it may be in your Junk email folder.



Online Student Pre-Registration

New to this site? Create an account here:

[Create a new account »](#)

Log in here if you have already created an account:

Username

Password

[Login »](#)

Forgot your password?
Have a new one generated and emailed to you:

Username

[Generate a new password](#)

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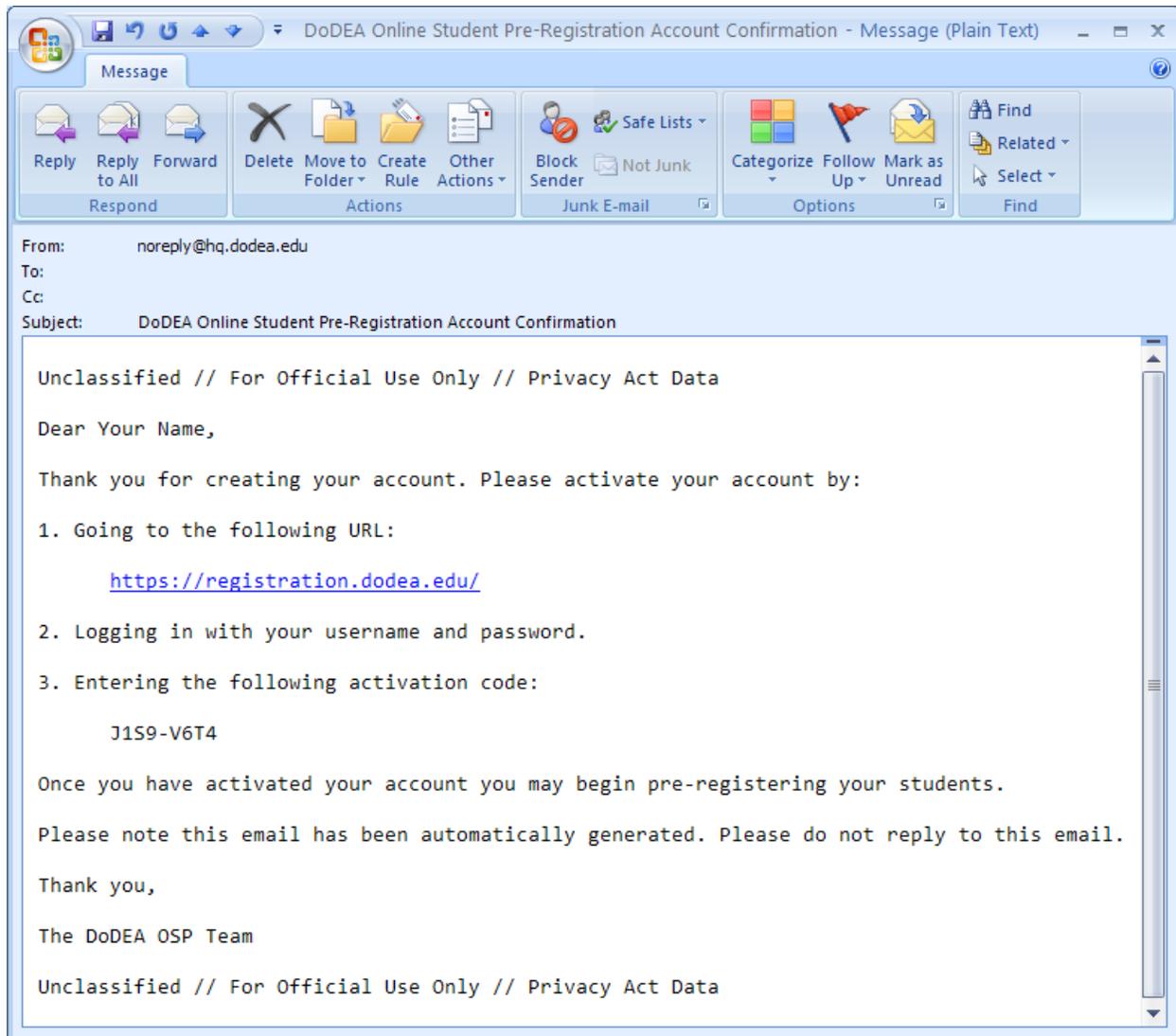
[Acknowledgements](#)

U n c l a s s i f i e d // F o r O f f i c i a l U s e O n l y

Don't forget to check the email account you entered during your account creation for the email from noreply@hq.dodea.edu with the subject of "DoDEA Online Student Pre-Registration Account Confirmation". Please wait about 10 minutes for the email to arrive. If, after 10 minutes, you cannot find the email, it may be in your Junk email folder.

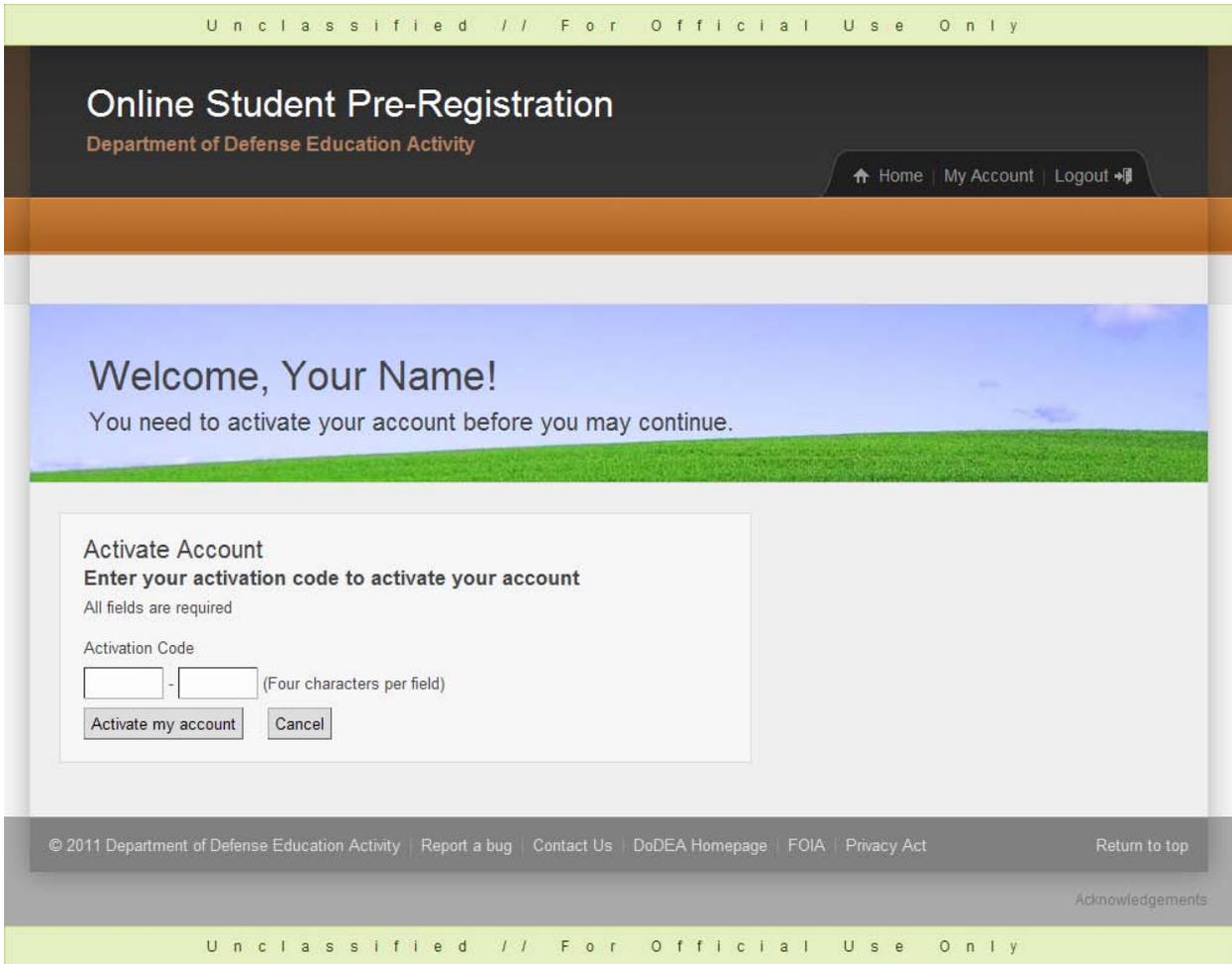
B. LOGGING IN FOR THE FIRST TIME

Once you have received your account creation confirmation email, follow the instructions in the email to activate your account. The contents of the email should be similar to the following:



The activation code in the email is in the form of alternating letters and numbers. The activation code in the example email above is J1S9-V6T4. This means that it is the letter J, the number 1, the letter S, the number 9, the letter V, the number 6, the letter T and the number 4.

Log into the site with the username and password you chose during account creation. If you type in an incorrect password five (5) times in a row, when trying to log in, your account will be locked for five (5) minutes for the safety of your data. When you successfully log in for the first time you should see something like the picture below:



Enter in the activation code you received in your confirmation email. You can either type the code in manually or you can copy and paste it from your confirmation email. Once you have entered your confirmation code, you should see something like the picture below (enter the confirmation code you received in your email, not the one in this example):

U n c l a s s i f i e d // F o r O f f i c i a l U s e O n l y

Online Student Pre-Registration

Department of Defense Education Activity

[Home](#) | [My Account](#) | [Logout](#)

Welcome, Your Name!

You need to activate your account before you may continue.

Activate Account

Enter your activation code to activate your account

All fields are required

Activation Code

- (Four characters per field)

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U n c l a s s i f i e d // F o r O f f i c i a l U s e O n l y

Click the "Activate my account" button to activate your account. If you did not enter your confirmation code correctly, you will see something similar to the picture below and will have to enter your code and click the "Activate my account" button again:

U n c l a s s i f i e d // F o r O f f i c i a l U s e O n l y

Online Student Pre-Registration

Department of Defense Education Activity

[Home](#) | [My Account](#) | [Logout](#)

 Your activation code was incorrect. Please enter the 8-character activation code you received in your account confirmation email, four characters per entry field.

Welcome, Your Name!

You need to activate your account before you may continue.

Activate Account

Enter your activation code to activate your account

All fields are required

Activation Code

- (Four characters per field)

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U n c l a s s i f i e d // F o r O f f i c i a l U s e O n l y

If you entered your activation code correctly you should see something similar to the following:

U n c l a s s i f i e d / / F o r O f f i c i a l U s e O n l y

Online Student Pre-Registration

Department of Defense Education Activity

[Home](#) | [My Account](#) | [Logout](#)

✔ Thank you for activating your account! You may now start preregistering your children.

Welcome back, Your Name!

What would you like to do?

Getting Started

i Please remember that you will still need to go to the local school(s) to register your child(ren). Using this pre-registration application **DOES NOT** guarantee your child(ren) admission. It does, however, minimize the time you will have to wait at the local school.

 **[New Pre-Registration](#)**

Create a new pre-registration for one or more students. This allows you to enter in the required information needed to register your students into a DoDEA school.

 **[Edit Pre-Registration](#)**

Edit or continue filling out a pre-registration. Any pre-registrations you have submitted to the registrar will not be editable.

You have not created any pre-registrations

Is your information current? [Update »](#)

Address Type	Permanent
Address	4040 North Fairfax Drive Arlington, VA 22203
Phone Num	703-588-3104
Email	

Other Document Links

Download and/or Print a Copy for Each Student

- [Computer and Internet Agreement](#)
- [ESL Home Language Questionnaire](#)
- [Health History](#)
- [Immunization Requirements](#)
- [In Loco Parentis](#)
- [Military Recruiter NDA](#)
- [Publicity Permission Form](#)
- [Sure Start Application](#)

Download and/or Print One Copy for the Sponsor

- [Space Available Notice](#)
- [Verification of Civilian Employment](#)
- [Verification of Military Employment](#)

Frequently Asked Questions [View »](#)

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Acknowledgements

U n c l a s s i f i e d / / F o r O f f i c i a l U s e O n l y

Once you have activated your account, you will be able to create a new pre-registration. First, let's break down what you see in the picture above since this is your home page when you log in. The screen is divided into two halves, a left half and a right half. The left half is titled "Getting Started" and provides links to create a new pre-registration and, once you have created your pre-registration for this school year, edit an existing pre-registration you

have already created. The right half of the screen contains three sections. The top section, titled "Is your information current?", shows your contact information and provides a link (labeled "[Update](#)") to the right of the title to update your information. See part C – Updating Your Account Information below for more details.

The middle section, titled "Other Document Links", is further divided into two halves. The left half lists documents which should be completed for every child. For example, if you have three (3) children, then you would have to download and/or print three (3) copies of each document listed in the left half, one for each child. Conversely, the right half lists documents which should be completed once by the sponsor. Therefore, no matter how many children you have, you only have to download and/or print each document listed in the right half once. If you are registering your children into more than one school, however, make sure to make enough copies of the completed sponsor forms so that you can turn in one copy to every school.

The final section, titled "Frequently Asked Questions" only provides a link (labeled "[View](#)") to view the frequently asked questions page. This page lists informative questions and answers and may be periodically updated. A similar frequently asked questions section is provided on pages one and two (1-2) of this document.

C. UPDATING YOUR ACCOUNT INFORMATION

On your home page, you can click either the "[Update](#)" link next to the "Is your information current?" section on the right or you can click the "My Account" link at the top right, in between the "Home" and "Logout" links, to go to the page that will allow you to update your account information. When you click either of the links, you may see something similar to the picture below:

Online Student Pre-Registration

Department of Defense Education Activity

[Home](#) | [My Account](#) | [Logout](#)

My Account

Cancel

Update My Account

Some fields are required and others are optional. * Denotes a required field.

Update any information that has changed.

Firstname* MI Lastname*

Current Address*

My address is*: Temporary Permanent

Phone Number*

Email*

Confirm Email*

- If you change your email a message will be sent to both your old and new addresses notifying you of the change.
- Your email can also be used to send you a new password in case you forget it.

! If you would like to change your password you may do so using the fields below. Leaving them blank will leave your password unchanged. Only enter a new password in the fields below if you want to change your current password!

Password

Confirm Password

Note: Your password must meet the following criteria:

- Must be at least 15 characters long but not longer than 50 characters
- Must contain at least 1 uppercase letter
- Must contain at least 1 lowercase letter
- Must contain at least 1 special character (~!@#%&*+_ -)
- Must contain at least 1 number
- Your password is valid and matches your confirmation password

Cancel

Update My Account

Completion Status

<input checked="" type="checkbox"/> Firstname*	Completed
<input type="checkbox"/> MI	Optional
<input checked="" type="checkbox"/> Lastname*	Completed
<input checked="" type="checkbox"/> Current Address*	Completed
<input checked="" type="checkbox"/> My address is*	Completed
<input checked="" type="checkbox"/> Phone Number*	Completed
<input checked="" type="checkbox"/> Email*	Completed
<input checked="" type="checkbox"/> Confirm Email*	Completed
<input type="checkbox"/> Password	Not changed
<input type="checkbox"/> Confirm Password	Not changed

You will not be able to save your information and create your account until all fields are completed.

This page is similar to what you saw when you created your account. The information you entered during the account creation process can be updated by using this page. Just click on the information you would like to change and type in the new value.

If you choose to update your email address, a confirmation email will be sent to both your old and new email addresses in order to inform you of the change. Please note that every field is required except for the "Password" and "Confirm Password" fields. The two (2) password fields are only required if you would like to change your password. If you decide to change your password, keep the password requirements in mind. They are, from top to bottom:

- Must be at least 15 characters long but not longer than 50 characters
- Must contain at least 1 uppercase letter
- Must contain at least 1 lowercase letter
- Must contain at least 1 special character (~!@#\$\$%^&* _+ -)
- Must contain at least 1 number
- Your password is valid and matches your confirmation password

When you are done entering in your updated information, click the "Update My Account" button. If you do not want to change your account information, click the "Cancel" button.

D. RESETTING A FORGOTTEN PASSWORD

Each time you visit the Online Student Pre-Registration site, before you log in, there is a place for you to enter your username in case you forgot your password. See page 4 if you have forgotten where this is located. If you choose to enter your username and click the "Generate a new password" button, a new, randomly generated password will be emailed to the email address you provided when you created your account (or the updated email address if you changed it when you updated your account). Follow the instructions provided in the email to log in with the random password and do not forget to set a new password by updating your account. Please note the random password is 15 characters long, so if you do not type 15 characters for the password when you go to log in you will not be successful. If you would like to read more on how to set a new password, see part C – Updating Your Account Information above.

Don't forget to check the email account you entered during your account creation (or changed when you updated your account information) for the email from noreply@hq.dodea.edu with the subject of "DoDEA Online Student Pre-Registration New Password". Please wait about 10 minutes for the email to arrive. If, after 10 minutes, you cannot find the email, it may be in your Junk email folder.

III. CHAPTER 3 – PRE-REGISTRATIONS

A. CREATING A NEW PRE-REGISTRATION

Creating a new pre-registration allows you to enter you and your child(ren)'s information into this system in order to speed up the registration process at the local school. Remember that even though you will have entered your information into this system, you are still required to go to the local school to register your child(ren). Also remember that entering information into this system does not guarantee admission into a DoDEA school.

While on your home page, right after logging in or clicking the "Home" link at the top right of any page, click on the "[New Pre-Registration](#)" link in the left half of your home page. This will take you to the Pre-Registration page. Continue reading in part C – Completing a Pre-Registration below for guidance on how to complete your pre-registration.

If you have already created a pre-registration, continue reading in part B – Editing a Pre-Registration below for guidance on how to edit your pre-registration.

B. EDITING A PRE-REGISTRATION

If you have already created one or more pre-registrations, then you will notice that they are listed under the "Edit Pre-Registration" section:

 Please remember that you will still need to go to the local school(s) to register your child(ren). Using this pre-registration application **DOES NOT** guarantee your child(ren) admission. It does, however, minimize the time you will have to wait at the local school.

 **New Pre-Registration**
Create a new pre-registration for one or more students. This allows you to enter in the required information needed to register your students into a DoDEA school.

 **Edit Pre-Registration**
Edit or continue filling out a pre-registration. Any pre-registrations you have submitted to the registrar will not be editable.

School Year	Location	
2011-2012	West Point, New York, United States	Edit 
2010-2011	[not selected]	View 

The table lists the pre-registrations you have already created. It shows the school year that each pre-registration is for, its location (if you selected one) and either an “[Edit](#)” or “[View](#)” link. The “[Edit](#)” link allows you to continue editing your pre-registration. If you would like to read on how to edit your pre-registration, continue reading in part C – Completing a Pre-Registration below. The “[View](#)” link allows you to view an already-submitted pre-registration. If you would like to read on how to view your pre-registration, please read part F – Viewing a Pre-Registration.

C. COMPLETING A PRE-REGISTRATION

Let’s take a look at the different parts of the pre-registration page:

U n c l a s s i f i e d / / F o r O f f i c i a l U s e O n l y

Online Student Pre-Registration

Department of Defense Education Activity

Home | My Account | Logout

Pre-Registration: **Start** | Section I | Section IIa | Section IIb | Section III | Section IV | Finish

Privacy Act Statement and Initial Information

Start - Privacy Act Statement and Initial Information

Some fields are required and others are optional. * Denotes a required field. [Scroll Here](#)
 You can save now and come back later. Click the Next or Prev buttons will auto-save.

PRIVACY ACT STATEMENT

AUTHORITY: 10 USC 2164, 20 USC 921

PRINCIPAL PURPOSE(S): Required for enrollment of dependents into DoDEA Schools. Provides record of student and sponsor demographic data used in the administration of school programs. Provides emergency contact, pertinent medical and other vital information.

ROUTINE USE(S): Data is collected and entered into the automated School Information Management System for use by DoDEA personnel in providing educational and management programs. Release of student information to non-DoDEA personnel is restricted to U.S. Government personnel and other authorized individuals as approved by DoDEA. Sponsor information may be released to other schools, colleges, and prospective employers as part of the individual student record.

DISCLOSURE: Voluntary.

Entering School Year*

Select one

Destination Country

Select one

Completion Status for Start

Click on an item name to navigate to that item so that you may complete it:

Entering School Year* Not Completed

Destination Country Optional

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The orange bar across the top of the page lists the sections you have to complete before you can submit your pre-registration to the registrar. In this case it is showing seven (7) sections: "Start", "Section I", "Section IIa", "Section IIb", "Section III", "Section IV" and "Finish". It also allows you to navigate from one section to another by clicking on the name of the section. The gray bar underneath shows the description of what the section is for. Please note that you must select your child(ren)'s entering school year on the Start section before you can navigate to another section.

There is a link titled "[Scroll Here](#)" which is immediately to the right of the "* Denotes a required field" text. Clicking this link will scroll your page to the point where most, if not all, of the form should be visible on your screen. For this to be most effective, please make sure your web browser is maximized to fill your whole screen. This should allow you to see the fields to complete as well as the "Prev" and "Next" buttons.

Again, just like when you created your account, the right side of the page shows the completion status. However, unlike when you created your account, it only lists the completion status for the fields that are for currently shown section. Required fields still have red stars next to their names and show up as a red box when not completed. Optional fields show up as blue boxes and completed fields turn into green boxes. You can also click the name of the field in its box to put focus to that field. Clicking the name of the field will highlight that field and make sure it is shown on the screen so that you may complete it.

1. COMPLETING THE START SECTION

Try clicking the red box on the right that is labeled "Entering School Year". Notice that it has a star next to the name, indicating that it is a required field. After you have clicked the underlined text, the Entering School Year dropdown field will be highlighted in a pale blue color. Click the down arrow next to the "Select one" text in the pale-blue section to show a list of selectable school years. You should see something similar to what is shown below:

U n c l a s s i f i e d / / F o r O f f i c i a l U s e O n l y

Online Student Pre-Registration

Department of Defense Education Activity

Home | My Account | Logout

Pre-Registration: **Start** Section I Section IIa Section IIb Section III Section IV Finish

Privacy Act Statement and Initial Information

Start - Privacy Act Statement and Initial Information

Some fields are required and others are optional. * Denotes a required field. [Scroll Here](#)
 You can save now and come back later. Click the Next or Prev buttons will auto-save.

PRIVACY ACT STATEMENT

AUTHORITY: 10 USC 2164, 20 USC 921

PRINCIPAL PURPOSE(S): Required for enrollment of dependents into DoDEA Schools. Provides record of student and sponsor demographic data used in the administration of school programs. Provides emergency contact, pertinent medical and other vital information.

ROUTINE USE(S): Data is collected and entered into the automated School Information Management System for use by DoDEA personnel in providing educational and management programs. Release of student information to non-DoDEA personnel is restricted to U.S. Government personnel and other authorized individuals as approved by DoDEA. Sponsor information may be released to other schools, colleges, and prospective employers as part of the individual student record.

DISCLOSURE: Voluntary.

Entering School Year*

Select one
 Select one
 2010-2011 ntry
 2011-2012
 Select one

Completion Status for Start

Click on an item name to navigate to that item so that you may complete it:

Entering School Year* Not Completed

Destination Country Optional

Select your desired school year from the dropdown list. Once you have selected your entering school year, the status indicator for that field will turn green and you will be allowed to navigate to another section.

Please note that you do not have to click on the completion status box to complete each field. You can directly click on a field and complete it as well. Clicking on the completion status box is just a convenient way to select a field if you cannot easily find it.

Select your destination country if you know it. Notice that it is listed as optional along the right hand side of the page and that it does not have a red star next to its name. Once you select your destination country, another dropdown box for selecting your destination state or base will appear. If the new dropdown box that appeared is for choosing your destination state, and you select a state, then another dropdown box will appear to select your destination base. If you choose to select a destination base, another dropdown will appear to select your destination school. If there is only one DoDEA school at your chosen location, it will automatically be selected. If there is more than one school available for you to select from, then they will be listed along with two other options:

- At this time I am not aware of the school (this is selected by default)
- I will be enrolling my children into more than one school

Use the first option, which is selected by default, to indicate that you are not currently aware of where your child(ren) will be attending. Use the second option to indicate that you will be enrolling your children into more than one school. If you know the specific school that your child(ren) will be attending, then you may select it from the dropdown list.

If you decide to change your destination base then the destination school list will update with the school(s) at the newly selected location. If you decide to change your destination state (if applicable) then the destination base list will update and the destination school list will not be available until you select a new base. The same applies for when you change your destination country. All of the later selection dropdown boxes will either update or be unavailable until you select each new part of your location.

Once you have selected your entering school year and have selected as much as you know about your destination, you can click the "Next" button that is near the bottom of the page. You may have noticed there are other buttons there as well. There is a "Cancel" button which will discard any changes you have made to the current section. There is a "Prev" button which will navigate to the previous section (if there is one). Each time you click the "Prev" or "Next" buttons, the information you have entered for the step you are navigating away from is automatically saved.

In addition, there is a "Save" button which allows you to manually save the information you have entered for the current section. This enables you to save your information if you need to step away from your computer for a while. If the "Save" button is disabled and grayed out then your information has already been saved.

2. COMPLETING SECTION I

Section I is where you enter information about your child(ren). This information includes their legal name, preferred name, current location phone number, gender, birth date, whether or not they have previously been a DoDEA student, their relationship to the sponsor and their citizenship status. There is also a short questionnaire that helps us better understand the educational needs of each child. For this questionnaire, you must answer the first four questions (1-4). If you answer "Yes" to any of the first four questions, you must answer questions five through ten (5-10). If you answer "No" to the first four questions then you do not have to answer questions five through ten. Regardless of how you answer the first four questions you must review and answer questions 11 and 12 if they are applicable.

Section I is a bit different from the other sections. An annotated picture is below which describes all of the special elements which make up this section:

U n c l a s s i f i e d // F o r O f f i c i a l U s e O n l y

Online Student Pre-Registration

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Home | My Account | Logout

Pre-Registration: Start **Section I** Section IIa Section IIb Section III Section IV Finish

Student Information

Section I - Student Information

Some fields are required and others are optional. * Denotes a required field. [Scroll Here](#)
 You can save now and come back later. Click the Next or Prev buttons will auto-save.

First Name* Middle Name 1

Last Name* Preferred Name

Current Location Phone Gender* 2

Birth Date* Entering Grade* Previous DoDEA Student* 3

Sponsor Relationship Citizenship* 4

You may enter up to 20 students. You have chosen to enter details for 1 student.
 You are currently editing student 1.

Completion Status 5

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 6

Add Student Remove Current Student « Student Student »

Cancel « Prev Save Next »

Completion Status for Section I

Click on an item name to navigate to that item so that you may complete it:

- First Name* Not Completed
- Middle Name Optional
- Last Name* Not Completed
- Preferred Name Optional
- Current Location Phone Optional
- Gender* Not Completed
- Birth Date* Not Completed
- Entering Grade* Not Completed
- Previous DoDEA Student* Not Completed
- Sponsor Relationship Optional
- Citizenship* Not Completed
- Special Education Questions Not Completed

U n c l a s s i f i e d // F o r O f f i c i a l U s e O n l y

Again, these special elements only apply to Section I. They are as follows:

1. **Scrollbar** – The up arrow for the scrollbar allows you to scroll up through the fields for the current child. These fields include the basic student information as well as the special education questionnaire.
2. **Scrollbar** – The down arrow for the scrollbar allows you to scroll down through the fields for the current child. These fields include the basic student information as well as

the special education questionnaire. *You will have to scroll down (using either the mouse wheel or clicking the down arrow) to see the additional fields initially hidden from view.*

3. **Student Information Panel** – This shows the number of students you are choosing to enter as well as the current student that you are working on.
4. **Student Completion Status Legend and Navigation Bar** – The legend shows what the three different completion status icons mean:  (green checkmark) indicates all fields for the student are complete;  (yellow exclamation mark) indicates one or more fields for the student have not been completed;  (red dash) indicates none of the fields for the student have been completed. An icon or number may be clicked, with the left mouse button, to switch to that student to complete the fields for. If a number does not have an icon over it then that student has not been added yet.
5. **Add Student and Remove Current Student** – The “Add Student” button enables you to add another student to enter information for. If the current student is blank, then you will not be able to add another student until you have completed at least one of the required fields. The “Remove Current Student” button removes the current student as indicated at the top of the Student Information Panel as well as the blinking number.
6. **Student Navigation Buttons** – These buttons allow you to navigate back and forth between your added students. Each button click moves forward or backward one student at a time. If navigation in a particular direction is not possible then the appropriate button will be disabled and grayed out. If you would like to navigate to a specific student you may also click the appropriate icon or number as described in item 4 above.

The following fields are required for each of your children:

- **First Name** – Enter the first name of your child
- **Last Name** – Enter the last name of your child
- **Gender** – Select the gender of your child from the dropdown list
- **Birth Date** – Either enter your child’s birth date in MM/DD/YYYY format or use the calendar that appears when you click on the field
- **Entering Grade** – Select the grade your child will be entering for your selected school year from the dropdown list

- **Previous DoDEA Student** – Select whether or not your child was a DoDEA student in the past from the dropdown list.
- **Citizenship** – Enter the country (or countries) your child is a citizen of.
- **Special Education Questions** (the numbered questions from 1 through 12)
 1. Use the dropdown to select if your child has received any gifted education support. If you answer “Yes” to this question then you must answer questions 5-10 as well.
 2. Use the dropdown to select if your child has an active Individual Educational Plan (IEP). If you answer “Yes” to this question then you must answer questions 5-10 as well. Also, use the other dropdown to select if you have a copy of the IEP.
 3. Use the dropdown to select if your child has received any specialized educational assessment or services. If you answer “Yes” to this question then you must answer questions 5-10 as well. Also, use the other dropdown to select if you have copies of the necessary documentation.
 4. Use the dropdown to select if your child has received any specialized social or emotional assessment or services. If you answer “Yes” to this question then you must answer questions 5-10 as well. Also, use the other dropdown to select if you have copies of the necessary documentation.

Remember if you answer “No” to questions 1-4 then you do not have to answer questions 5 through 10.

5. Use the first dropdown to select if your child was enrolled in a gifted education/honors program. Use the second dropdown to select if test scores are available. Also, enter the name and location of the school where your child was enrolled in the GT/honors program in the box.
6. Use the dropdown to select if your child was enrolled in the Exceptional Family Member Program (EFMP). Enter the name and location of where the program evaluation was performed in the box. Also, check the appropriate box(es) if the evaluation was for educational and/or medical needs.
7. Use the dropdown to select if your child has been in Special Education and has an IEP. Check the appropriate box(es) for each of the applicable reasons.

(Do not forget that you will have to provide the IEP and other necessary records to the school).

8. Use the dropdown to select if your child received educational assistance or accommodations in a Compensatory Education Program or 504 Plan (non-special education assistance) and check the boxes for the applicable areas.
9. Use the dropdown to select if your child speaks limited or no English. Enter the first language of the mother and father in the appropriate boxes (if you do not know the first language, then enter "unknown" minus the quotes). Enter the language(s) spoken by the child and what the child's best language is in the appropriate boxes. Select the number of years the child has attended English-speaking schools from the dropdown. Finally, choose whether you give permission for the school to screen your child's English ability from the other dropdown.
10. Use the dropdown to select if your child has attended Sure Start or Head Start. Also, enter the dates your child attended either of these programs in the box.

Remember that you must review and answer questions 11 and 12 if they apply, even if you did not have to answer questions 5-10.

11. Check any of the appropriate boxes that apply to your child and select or enter any other information that applies to the box you checked.
12. Check any of the appropriate boxes that match the current or previous experience your child has had in the educational programs or services listed.

You may also enter optional information for your child as well. The optional fields include:

- **Middle Name** – Enter the middle name of your child
- **Preferred Name** – Enter the name your child prefers to go by
- **Current Location Phone** – Enter the phone number where the child can be reached
- **Sponsor Relationship** – Select the relationship between the sponsor and the child

Once you have entered all of the necessary information for your first child, you may click the "Save" button to save the information for that child. If you have additional children you would like to enter information for, click the "Add Student" button to add another child.

Complete all of the fields for this child, as you did for the first child, as well. Repeat this process for every child you would like to enter information for.

If you make a mistake and enter an extra student, or you would like to remove a student you have already entered, select the appropriate student by clicking the student navigation buttons or clicking the navigation bar (see page 31 for more information) and then click the "Remove Current Student" button.

Once you have entered all of the necessary information for the children you have chosen to provide information for, click the "Next" button to proceed to the next section.

3. COMPLETING SECTION IIA

Section IIA is where you enter information about the sponsor of the children. When you navigate to this section for the first time you will notice, as shown in the picture below, that most of the fields are optional and only a few are required.

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Pre-Registration: Start Section I **Section IIa** Section IIb Section III Section IV Finish

Sponsor Information

Section IIa - Sponsor Information

Some fields are required and others are optional. * Denotes a required field. [Scroll Here](#)
 You can save now and come back later. Click the Next or Prev buttons will auto-save.

First Name* MI Last Name*

Organization Pay/Civ Grade Title / Rank*

Location of Unit Duty Phone Rotation / ETS Date

Mailing Address (e.g. APO/FPO) (if different from physical; if same put "same") Physical Quarters Address (Street, City, State, Zip Code)

Email* Sponsor Cell Phone

Cancel « Prev Save Next »

Completion Status for Section IIa

Click on an item name to navigate to that item so that you may complete it:

- **First Name*** Not Completed
- **MI** Optional
- **Last Name*** Not Completed
- **Organization** Optional
- **Pay/Civ Grade** Optional
- **Title / Rank*** Not Completed
- **Location of Unit** Optional
- **Duty Phone** Optional
- **Rotation / ETS Date** Optional
- **Mailing Address** Optional
- **Physical Quarters Address** Optional
- **Email*** Not Completed
- **Sponsor Cell Phone** Optional

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The fields which are required for the Sponsor are:

- **First Name** – Enter the first name of the sponsor
- **Last Name** – Enter the last name of the sponsor
- **Title/Rank** – Select the sponsor’s appropriate title or rank from the dropdown list
- **Email** – Enter the sponsor’s primary email address

You may also enter optional information for the sponsor as well. The optional fields include:

- **MI** – Enter the middle initial for the sponsor
- **Organization** – Enter the name of the organization the sponsor works for
- **Pay/Civ Grade** – Enter the grade the sponsor holds at his/her organization
- **Location of Unit** – Enter the new location of the sponsor's unit
- **Duty Phone** – Enter the sponsor's phone number at his/her new duty location
- **Rotation/ETS Date** – Enter the applicable date in a MM/DD/YYYY format or use the calendar that appears when you click on the field
- **Mailing Address** – Enter the sponsor's new location mailing address
- **Physical Quarters Address** – Enter the sponsor's new location physical quarters address
- **Sponsor Cell Phone** – Enter the sponsor's cell (mobile) phone number

Once you have entered all of the necessary information for the sponsor, click the "Next" button to proceed to the next section.

4. COMPLETING SECTION IIb

Section IIb is where you enter information about the sponsor's spouse. When you navigate to this section for the first time you will notice that all of the fields are optional. Only enter information if the sponsor has a spouse. If the sponsor does not have a spouse then you may skip this section and click the "Next" button to proceed to the next section.

U n c l a s s i f i e d / / F o r O f f i c i a l U s e O n l y

Online Student Pre-Registration

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Home | My Account | Logout

Pre-Registration: [Start](#) [Section I](#) [Section IIa](#) **[Section IIb](#)** [Section III](#) [Section IV](#) [Finish](#)

Sponsor's Spouse Information

Section IIb - Sponsor's Spouse Information

Some fields are required and others are optional. * Denotes a required field. [Scroll Here](#)
 You can save now and come back later. Click the Next or Prev buttons will auto-save.

Spouse's First Name MI Spouse's Last Name

Spouse's Employer Spouse's Title Spouse's Duty Phone

Spouse's Cell Phone

Completion Status for Section IIb

Click on an item name to navigate to that item so that you may complete it:

- [Spouse's First Name](#) Optional
- [MI](#) Optional
- [Spouse's Last Name](#) Optional
- [Spouse's Employer](#) Optional
- [Spouse's Title](#) Optional
- [Spouse's Duty Phone](#) Optional
- [Spouse's Cell Phone](#) Optional

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If the sponsor does have a spouse, please provide the following information:

- **Spouse's First Name** – Enter the first name of the sponsor's spouse
- **MI** – Enter the middle initial of the sponsor's spouse
- **Spouse's Last Name** – Enter the last name of the sponsor's spouse
- **Spouse's Employer** – Enter the name of the employer of the sponsor's spouse

- **Spouse's Title** – Enter the title the sponsor's spouse holds at his/her employer
- **Spouse's Duty Phone** – Enter the duty phone number of the sponsor's spouse
- **Spouse's Cell Phone** – Enter the cell (mobile) phone number of the sponsor's spouse

Once you have entered all of the necessary information for the sponsor's spouse (if applicable), click the "Next" button to proceed to the next section.

5. COMPLETING SECTION III

Section III is where you enter information about the local emergency contact information at the new location. When you navigate to this section for the first time you will notice that all of the fields are optional. Only enter information if you know at least one (1) contact at the new location or if you know a doctor at the new location. If you do not know at least one (1) local emergency contact or local doctor, then you may skip this section and click the "Next" button to proceed to the next section.

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Online Student Pre-Registration

Department of Defense Education Activity

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Pre-Registration: [Start](#) [Section I](#) [Section IIa](#) [Section IIb](#) **Section III** [Section IV](#) [Finish](#)

New Location Local Emergency Contact Information

Section III - New Location Local Emergency Contact Information

Some fields are required and others are optional. * Denotes a required field. [Scroll Here](#)
 You can save now and come back later. Click the Next or Prev buttons will auto-save.

(Not Sponsor or Spouse)

Contact 1 First Name MI Contact 1 Last Name

Contact 1 Address (During Day) Contact 1 Duty Phone

Contact 1 Home Phone

Doctor's Name (if not Military Clinic) Doctor's Phone Number

Contact 2 First Name MI Contact 2 Last Name

Contact 2 Address (During Day) Contact 2 Duty Phone

Contact 2 Home Phone

Completion Status for Section III

Click on an item name to navigate to that item so that you may complete it:

- [Contact 1 First Name](#) Optional
- [MI](#) Optional
- [Contact 1 Last Name](#) Optional
- [Contact 1 Address](#) Optional
- [Contact 1 Duty Phone](#) Optional
- [Contact 1 Home Phone](#) Optional
- [Doctor's Name](#) Optional
- [Doctor's Phone Number](#) Optional
- [Contact 2 First Name](#) Optional
- [MI](#) Optional
- [Contact 2 Last Name](#) Optional
- [Contact 2 Address](#) Optional
- [Contact 2 Duty Phone](#) Optional
- [Contact 2 Home Phone](#) Optional

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If you know at least one local emergency contact at the new location, please provide the following information for one or both of the local contacts:

- **First Name** – Enter the first name of contact 1 and optionally contact 2
- **Last Name** – Enter the last name of contact 1 and optionally contact 2
- **Address** – Enter the during-day address of contact 1 and optionally contact 2
- **Duty Phone** – Enter the duty phone number of contact 1 and optionally contact 2

- **Home Phone** – Enter the home phone number of contact 1 and optionally contact 2

If you know a local doctor (if not a Military Clinic), then please provide the following information:

- **Doctor's Name** – Enter the name of the doctor
- **Doctor's Phone Number** – Enter the doctor's phone number

Once you have entered all of the necessary information for the local emergency contacts and local doctor's contact information (if applicable), click the "Next" button to proceed to the next section.

6. COMPLETING SECTION IV

Section IV is where you enter information about the stateside emergency contact information. When you navigate to this section for the first time you will notice that all of the fields are required except one.

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Pre-Registration: Start Section I Section IIa Section IIb Section III **Section IV** Finish

Permanent Stateside / Emergency Contact Info

Section IV - Permanent Stateside / Emergency Contact Info

Some fields are required and others are optional. * Denotes a required field. [Scroll Here](#)
 You can save now and come back later. Click the Next or Prev buttons will auto-save.

Contact First Name* MI Contact Last Name*

Contact Address* Contact Home Phone*

Relationship to Sponsor*

Select one

Completion Status for Section IV

Click on an item name to navigate to that item so that you may complete it:

- Not Completed
- Optional
- Not Completed
- Not Completed
- Not Completed
- Not Completed

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U n c l a s s i f i e d / / F o r O f f i c i a l U s e O n l y

You must provide the following information:

- **Contact First Name** – Enter the first name of the stateside contact
- **Contact Last Name** – Enter the last name of the stateside contact
- **Contact Address** – Enter the permanent address of the stateside contact
- **Contact Home Phone** – Enter the home phone number of the stateside contact

- **Relationship to Sponsor** – Use the dropdown list to select the relationship of the stateside contact to the sponsor

You may also optionally provide the middle initial of the stateside contact in the field labeled MI. Once you have entered all of the required information for the stateside emergency contact, click the “Next” button to proceed to the last section.

7. COMPLETING THE FINISH SECTION

The Finish section is where you can upload supporting documentation for your pre-registration as well as finalize your information by submitting your pre-registration, along with any uploaded files, to the registrar for review.

Please remember that using this system to fill out a pre-registration, and submittal to the registrar, do not guarantee your child(ren) will be accepted for enrollment in a DoDEA school.

The Finish section is also a bit different from the other sections, as you can see in the picture below. The different elements to the Finish step have been annotated and explained below:

U n c l a s s i f i e d // F o r O f f i c i a l U s e O n l y

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Pre-Registration: **Start** Section I Section IIa Section IIb Section III Section IV **Finish**

Finalizing Your Information

Finish - Finalizing Your Information

Some fields are required and others are optional. * Denotes a required field. [Scroll Here](#)
 You can save now and come back later. Click the Next or Prev buttons will auto-save.

1 Are there any files you would like to upload and attach to your pre-registration? These will help expedite the registration process. **Examples include:** a copy of your orders, verification of birth date for students entering kindergarten or 1st grade, immunization records, etc. You can download, complete and upload any completed documents listed under the "Other Document Links" section to the right.

Browse... Upload File 4 files are attached

 Immunization Records.pdf Size: 6.6 MB Uploaded on: 22 Jan 2011 (Remove)	3
 Orders.pdf Size: 65 KB Uploaded on: 22 Jan 2011 (Remove)	
 Health History.pdf Size: 5.8 MB Uploaded on: 22 Jan 2011 (Remove)	
 Verification of Birth.pdf Size: 1.2 MB Uploaded on: 22 Jan 2011 (Remove)	

2 You will not be able to submit your pre-registration to the registrar until you have completed all of the required fields in each section. The completion status for each section is listed on the right. You can click on a section to navigate to it so you can complete the blank and required fields. Once each section is complete you can submit your pre-registration to the registrar.

4

Submit to the Registrar

Cancel « Prev Save Next »

Completion Status for Finish

Click on an item name to navigate to that item so that you may complete it:

✓ Start	Completed
✗ Section I	Not Completed
✗ Section IIa	Not Completed
✓ Section IIb	Completed
✓ Section III	Completed
✗ Section IV	Not Completed

Other Document Links

Do not forget to download and print these other documents:

- [Computer and Internet Agreement](#)
- [ESL Home Language Questionnaire](#)
- [Health History](#)
- [Immunization Requirements](#)
- [In Loco Parentis](#)
- [Military Recruiter NDA](#)
- [Publicity Permission Form](#)
- [Sure Start Application](#)

6

Download and/or Print One Copy for the Sponsor

- [Space Available Notice](#)

1. **File Uploading** – Click the button on the left (usually labeled “Browse” or “Choose File”) to select a file to upload. After selecting a file to upload, click the “Upload File” button to upload and attach the file to your pre-registration.
2. **Uploaded File List** – This list will show the files you have uploaded. If you have not uploaded any files then there will be a blank space where the list is shown in the picture above. Click on a file’s icon or name to open it in a new window. The file’s size and

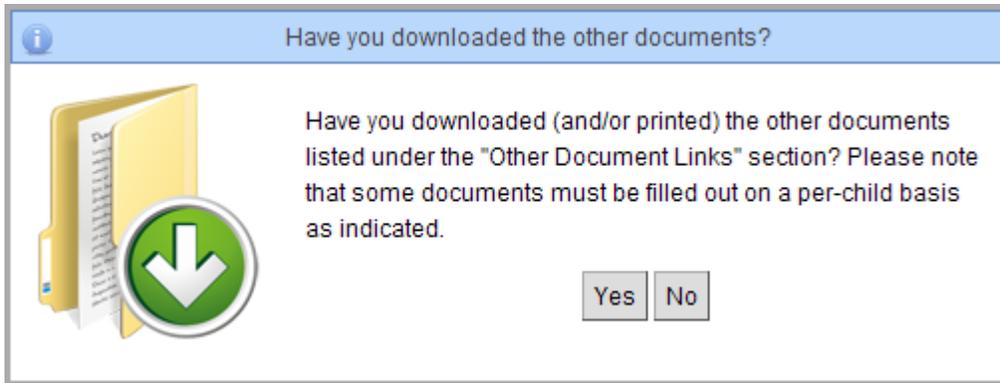
upload date are shown below the file's name, along with a link to "[Remove](#)" the file (this will permanently delete the file).

Please be aware if you open a file using its link, any changes you make to the file will not be automatically uploaded. You will need to save the downloaded file to your computer, make any necessary changes and then re-upload the file again. When you re-upload a file the old one (of the same name) is overwritten and only the new one remains.

3. **Scrollbar for the Uploaded File List** – Use this scrollbar to scroll up and down through the list of files that you uploaded. As shown in the picture above, the fourth file is slightly hidden from view. Use the scrollbar to scroll the list so you can see all of your uploaded files.
4. **Submit to the Registrar Button** – Use this button to finalize your pre-registration and submit it to the registrar. This button will be disabled and grayed out until you have completed each section. See point 5 below for further explanation.
5. **Completion Status for Each Section** – This list shows the completion status for each section. As shown in the picture above, Start, Section IIb and Section III have been completed (the green boxes) while Section I, Section IIa and Section IV have not been completed (the red boxes). You will be able to submit your pre-registration to the registrar when all of the boxes are green (indicating that every section has been completed).
6. **Other Document Links and Scrollbar** – These are the other document links like the ones listed on your home page (see page 19 for an example). They include forms which must be filled out for every child as well as forms which must be filled out once by the sponsor. Use the scrollbar to the right of the other document links so you can see all of the forms. Do not forget that you can download copies of these forms, complete them and then upload copies of the completed forms using the upload buttons as described in point 1 above.

D. SUBMITTING YOUR PRE-REGISTRATION FORM

Once you have completed each section and uploaded all of your files you can click the "Submit to the Registrar" button. This will bring up the following dialog:



If you have not downloaded the documents listed under the "Other Document Links" section, then click the "No" button. This will then bring up another dialog:



This dialog provides you with links to download/view the other documents you will need to register your child(ren) at the local school. Remember to print multiple copies of the forms in the top section, one copy of each form for every child. You can also download these forms, complete them and upload them to your pre-registration (see point 1 – File Uploading on page 43). When you are done downloading the documents click the "I'm Done Downloading" button. After you click the "I'm Done Downloading" button, you will have to click the "Submit to the Registrar" button to bring up the first dialog again.

If you have already downloaded and/or printed a copy of the forms for each child and for the sponsor, then click the “Yes” button. If you click the “Yes” button, you will then be asked if you would like to submit your form to the registrar:



You can click the “Cancel” button to continue editing your pre-registration form or click the “OK” button to finalize and submit your pre-registration form. If you click the “Cancel” button, and decide to click on the “Submit to the Registrar” button again, you will only be asked if you would like to submit your pre-registration form to the registrar. You will not be repeatedly asked if you have already downloaded the other documents.

Once you finalize and submit your pre-registration form to the registrar, by clicking the “OK” button, it will be read only and you will not be able to make any further changes. However, once you submit your pre-registration form, you will have some time after you submit it to recall it so you can make changes. Recalling your pre-registration form will allow you to edit anything on it as well as upload new files and remove previously uploaded files.

Remember that you will have some time after you submit your pre-registration form to recall it from the registrar so you can change/update it. Recalling your pre-registration form is covered in part E – Recalling a Pre-Registration below.

If you do not want to submit your pre-registration form just yet, you can click the “Cancel” button that is to the left of the “Prev” button or click on the “Home” link at the top-right of the page.

E. RECALLING A PRE-REGISTRATION

Once you have submitted your pre-registration form it is made read-only, preventing you from making any additional changes. However, there is a period of time where you will be able to recall your pre-registration from the registrar in order to make it editable again.

Recalling your pre-registration enables you to make any changes you desire. This may include, but is not limited to: changing your destination location; adding, updating or removing children from your pre-registration; updating emergency contact information and even uploading additional files that you would like attached to your pre-registration for the registrar’s review.

If the time has not expired to recall a submitted pre-registration, a link to recall the pre-registration will be underneath the “[View](#)” link for that pre-registration, titled “[Recall this pre-registration](#)”. This is shown in the picture below:

 Please remember that you will still need to go to the local school(s) to register your child(ren). Using this pre-registration application **DOES NOT** guarantee your child(ren) admission. It does, however, minimize the time you will have to wait at the local school.



[New Pre-Registration](#)

Create a new pre-registration for one or more students. This allows you to enter in the required information needed to register your students into a DoDEA school.



[Edit Pre-Registration](#)

Edit or continue filling out a pre-registration. Any pre-registrations you have submitted to the registrar will not be editable.

School Year	Location
2010-2011	<p>West Point, New York, United States View </p> <p> Need to change something or add/remove children?</p> <p>You still have time to: Recall this pre-registration </p>

Clicking on this link will display a message reminding you to re-submit your pre-registration to the registrar when you are done making your changes. After you click the “OK” button on that message box, you will be taken back to the pre-registration page to edit your pre-registration. Refer back to part C – Completing a Pre-Registration if you would like to review how to complete your pre-registration.

F. VIEWING A PRE-REGISTRATION

After you have submitted your pre-registration, you may view it for your reference later. On your home page, under the “Edit Pre-Registration” list, click on the “[View](#)” link for the pre-registration that you would like to view:

 Please remember that you will still need to go to the local school(s) to register your child(ren). Using this pre-registration application **DOES NOT** guarantee your child(ren) admission. It does, however, minimize the time you will have to wait at the local school.



New Pre-Registration

Create a new pre-registration for one or more students. This allows you to enter in the required information needed to register your students into a DoDEA school.



Edit Pre-Registration

Edit or continue filling out a pre-registration. Any pre-registrations you have submitted to the registrar will not be editable.

School Year	Location
2010-2011	West Point, New York, United States View 

Clicking on the “View” link will take you to another page. This page has many parts, so an annotated picture of it is below:

U n c l a s s i f i e d // F o r O f f i c i a l U s e O n l y

Online Student Pre-Registration

Department of Defense Education Activity

Home | My Account | Logout

Viewing Your Finalized Forms for 2010-2011

The forms on the left below have been completed by you already.

Your Pre-Registration Forms

[Home](#)



View Your Pre-Registration Form

This will open a new window with your Pre-Registration Form. You can then print it using your default PDF viewer.



View Your Special Education Forms

This will open a new window with your Pre-Registration Special Education forms for all of your children in a single document. You can then print it or print it using your default PDF viewer.

Attachments: This pre-registration has 9 attachments. Click "Show Attachments" to view the list of attachments.

Show Attachments

Other Document Links

Download and/or Print a Copy for Each Student

- [Computer and Internet Agreement](#)
- [ESL Home Language Questionnaire](#)
- [Health History](#)
- [Immunization Requirements](#)
- [In Loco Parentis](#)
- [Military Recruiter NDA](#)
- [Publicity Permission Form](#)
- [Sure Start Application](#)

Download and/or Print One Copy for the Sponsor

- [Space Available Notice](#)
- [Verification of Civilian Employment](#)
- [Verification of Military Employment](#)

If you do not have a PDF viewer, you can download [Adobe Acrobat Reader](#).

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U n c l a s s i f i e d // F o r O f f i c i a l U s e O n l y

1. **Home Link** – This link allows you to return to your home page, which lists your pre-registration(s) and allows you to create new ones.
2. **View Your Pre-Registration Form** – This link provides you with a PDF version of your pre-registration form for your reference. We recommend printing out a copy for your reference.
3. **View Your Special Education Forms** – This link provides you with a PDF version of your special education forms for all of the children you entered into this pre-registration. We recommend printing out a copy for your reference.

4. **Show Attachments Button** – Clicking this button will hide the “Other Document Links” section on the right (see point 5 below) and show the “Attached File List” instead. See the annotated picture below for more information.
5. **Other Document Links** – These are links to the documents you will need to download and/or print in order to complete them.

If you did not upload completed versions of these forms for the registrar then you will need to bring the completed hard copies to the registrar when you go to the school for registration.

6. **Adobe Acrobat Reader** – This link will take you to the Adobe Acrobat Reader web site which will enable you to download and install Adobe Acrobat Reader if you do not already have it installed on your computer. This program (or another PDF reader) is required to view PDF files on your computer. Please note that DoDEA does not endorse Adobe or its products.

If you click the “Show Attachments” button, your page may look something like the annotated picture below:

U n c l a s s i f i e d / / F o r O f f i c i a l U s e O n l y

Online Student Pre-Registration

Department of Defense Education Activity

Home | My Account | Logout

Viewing Your Finalized Forms for 2010-2011

The forms on the left below have been completed by you already.

Your Pre-Registration Forms Home



[View Your Pre-Registration Form](#)
This will open a new window with your Pre-Registration Form. You can then save it or print it using your default PDF viewer.



[View Your Special Education Forms](#)
This will open a new window with your Pre-Registration Special Education Forms for all of your children in a single document. You can then save it or print it using your default PDF viewer.

Attachments: This pre-registration has 9 attachments. Click "Hide Attachments" to hide the list and show the "Other Document Links".

1

Attached File List

	esl-language-questionnaire.pdf Size: 289 KB Uploaded on: 18 Jan 2011	3
	health-history_1.pdf Size: 289 KB Uploaded on: 18 Jan 2011	
	health-history_2.pdf Size: 633 KB Uploaded on: 19 Jan 2011	
	health-history_3.pdf Size: 96 KB Uploaded on: 19 Jan 2011	2
	space-available_1.pdf Size: 333 KB Uploaded on: 19 Jan 2011	
	space-available_2.pdf Size: 333 KB Uploaded on: 19 Jan 2011	
	space-available_3.pdf Size: 333 KB Uploaded on: 19 Jan 2011	4

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1. **Hide Attachments Button** – Clicking this button will hide the “Attached File List” section on the right and show the “Other Document Links” instead. See point 4 above for more details.
2. **Attached File List** – This lists all of the files that you have uploaded and attached to this particular pre-registration. Links are provided for each file so that you can view and/or download them. Please note that, since your pre-registration has been finalized, you are not able to upload new files or remove ones you have already uploaded. If you would like to do so, you can read more about recalling your pre-registration in part E – Recalling a Pre-Registration above.

3. **Scrollbar** – The up arrow for the scrollbar allows you to scroll up through the files you have attached to this pre-registration. If you have uploaded six (6) or less files then the scroll bar will not appear.
4. **Scrollbar** – The down arrow for the scrollbar allows you to scroll down through the files you have attached to this pre-registration. If you have uploaded six (6) or less files then the scroll bar will not appear. *If you have uploaded more than six (6) files then you will have to scroll down (using either the mouse wheel or clicking the down arrow) to see the additional attached files initially hidden from view.*