Odysseyware®
Instructional Services

Register a new student for Odysseyware Instructional Services.

1. Login to https://sis.odysseywareacademy.com

2. On the main navigation bar, click **STUDENTS**.

MyGenius	Students	Enrollments	Affiliations
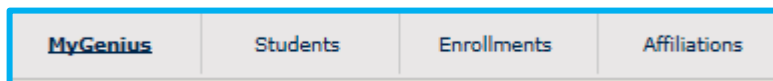
3. In the toolbar on the left, click **ADD STUDENT**.

- Find Student
- Active Students
- Bulk Emails
- Bulk Partner Mentor
- Advanced Filter
- Deep Search
- Add Student
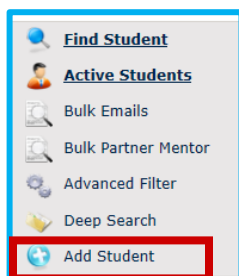
4. Fill out the student form. Note that highlighted fields are required.

Basic Information
First Name: Lucas
Last Name: Oceanstrider
Preferred Name:
Middle Name:
Gender: Male
Date of Birth: 05/02/2001
Affiliation: OWA Demonstration School
Extended Services: No
Student Athlete: No
Home/Hospital: Select...
Notes:

Address
Street:
City:
State: NEW MEXICO
Country: UNITED STATES
ZIP:
Email: loceanstrider@swmail.com
Phone: 248-456-1138
Race: Select...
Hispanic: Select...

Academic
Grade Level: 10
Expected Graduation:
School: Odysseyware Academy
Local ID:
Main Contact: Select...

Guardians
Guardian 1
Relationship: Uncle
Last Name: Larson
First Name: Owen
Email: olfarm@swmail.com
Phone:

Guardian 2
Relationship: Select...
Last Name:
First Name:
Email:
Phone:

Guardian 3
Relationship: Select...
Last Name:
First Name:
Email:
Phone:

Additional Information
Economic Disadv.: Select...
ELL: Select...
IEP: Select...
Gifted: Select...
Section 504: Select...
Title I: Select...

Affiliation: Indicates the specific site, school, campus, organization, etc. to which the student should be attached.
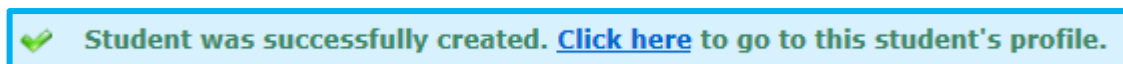
Extended Services: Identifies a student that will need special academic accommodations (IEP, 504 plans, etc.)

Email: This is the primary method of communication between teacher and student. Ideally, this would be the student's email address though a mentor or parent's email can suffice if the student doesn't have their own.

Guardians: Completing this information will prompt the creation of a Guardian Profile. This allows the user to monitor student grades and progress.

5. In the LOGIN INFORMATION section you can select the username and password for the student.

Login Information
Login:
Password:

6. Click **SAVE**. If there are no errors in the application, you will see the following notice:

✓ Student was successfully created. **Click here** to go to this student's profile.

Need help? Call Tech Support at 888-399-4267

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Course enrollments for a <u>newly</u> registered student.
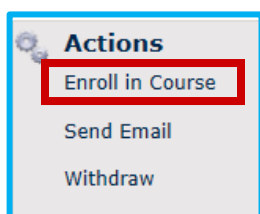
1. Use the **SEARCH** tool at the top of the screen to locate and select the new student.

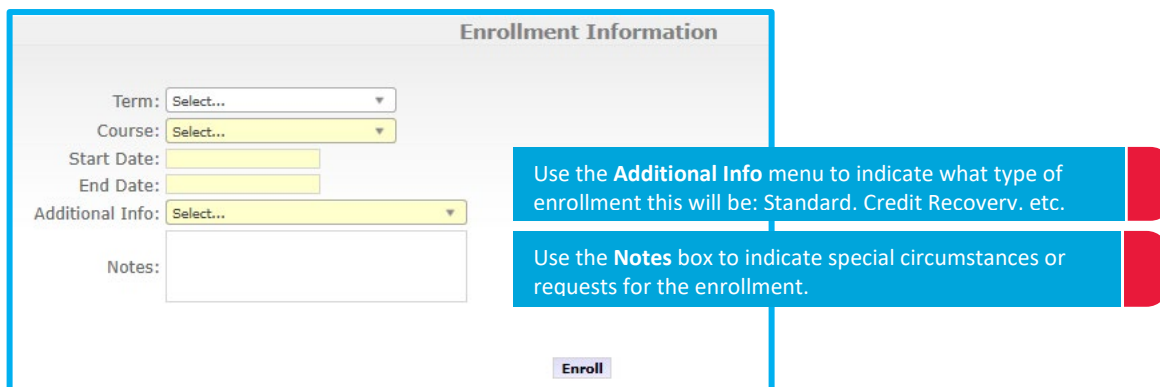| Lucas	⊗	All ▾
Applications		
Lucas Oceanstrider		(SUBMITTED)

2. In the **ACTIONS** box on the left side of the screen, click **ENROLL IN COURSE**.

Actions
Enroll in Course
Send Email
Withdraw

3. In the Course Request box, enter the enrollment information

Enrollment Information

Term: Select... ▾
Course: Select... ▾
Start Date:
End Date:
Additional Info: Select... ▾
Notes:

Use the **Additional Info** menu to indicate what type of enrollment this will be: Standard. Credit Recovery. etc.

Use the **Notes** box to indicate special circumstances or requests for the enrollment.

Enroll

4. Click **ENROLL** to enroll the student.

This will be processed immediately for courses with start dates in the next five days

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