

Dear Latchkey Parents,

We are slowly rolling out our new online system where you are able to update information, see account balances, print receipts and tax statements. As this is a new system, we have chosen your building as one of our first to complete the process. We will be using this system for re-enrollment for the following school year and will have further instructions this winter.

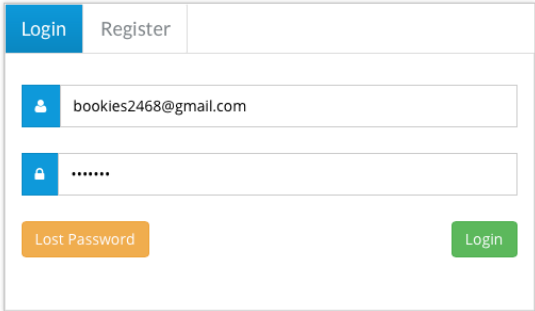
Please contact us with any feedback or concerns you may have (614.793.0871).

Instructions

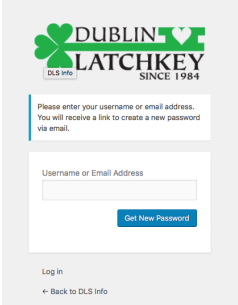
If you are currently enrolled in our programs, you already have an account but will need to reset the password for your use. There are 3 sections to this form (A, B and C), you only need to complete "A" for the time being. You are welcome to complete all of the missing info in preparation for next year's registration.

A. Accessing Your Account

1. Go to dlsinfo.org
2. Click on the yellow button "Lost Password"



3. Enter your email address and click blue button "Get New Password"



4. A link will be sent to your email account to proceed. If your email does not work, try another email (work or personal) or try your spouses. If you have the correct email address but you don't get an email, try your spam/junk folder. Also, please note some businesses have strong filters for security reasons, you may want to try it at home. At present, the new password will be generated by the computer (a very complicated one), you can delete it and put your own before you proceed to your account.

B. Navigating Around the Parent Portal

The first page is the main dashboard page.

- 1. Send a Message:** The blue button "send a message" will send a text to the school phone for absences or any communication.
- 2. Current Balance:** In this section you will find your family's ledger and current account balance. You may also print your tax or monthly receipts for flex spending accounts.
- 3. Parents & Authorized Contacts:** This section is for adding or deleting demographics for parents, emergency contacts, and authorized pick ups.
- 4. Children:** Add or delete children enrolled in your family. You can have students enrolled in both elementary and middle school under the same account.
- 5. Registration Requirements:** Each year we will need new electronic signatures. When registration rolls around, the sections under this header will have a red "incomplete" next to them.

The screenshot shows the Parent Portal Dashboard with the following sections and callouts:

- 1:** A blue button labeled "Send a message" with a speech bubble icon.
- 2:** The "Current Balance" section, which includes a "View" button for the ledger and receipts, a "Get PDF" button for tax receipts, and a current balance of \$0.00.
- 3:** The "Parents & Authorized Contacts" section, featuring a table with columns for Name, Type, and Status, and a "View" button for each entry.
- 4:** The "Children" section, featuring a table with columns for Name, This Year, and Next Year, and a "View" button for each entry.
- 5:** The "Registration Requirements" section, featuring a list of requirements with "Edit" buttons for each.

Family Info		Edit
Status	Application Submitted	
Customer #	106090	
Nickname	The Smithy Family	
Payment type		

Parents & Authorized Contacts			Add Contact
Name	Type	Status	
Joe Smithy	Parent	Active	View
betty smithy	Parent	Active	View
Show Archived			

Children			Add Student
Name	This Year	Next Year	
toady griffith	Requested	No enrollment	View

Registration Requirements		
Customer Refund Policy		Edit
Policies and Procedures		Edit
Submit Customer Application		Edit

C. Completing New or Missing Information For Your Profile

You do not need to complete any information at this point, however, when registration begins, you will need to update and sign the various electronic forms.

Starting at the "Dashboard" page. No matter where you are in the system, you can hit the green home button and it will take you back to this page.

The screenshot shows the Dashboard page with a search bar and a Logout button. The main content area is divided into several sections:

- Welcome New Family:** A list of steps to complete the application: 1. Contacts: Add parents and emergency contacts to your account; 2. Students: Add students and enrollment data for each student; 3. Complete Refund Policy Form; 4. Complete Policies and Procedures Form; 5. Complete Customer Application Form.
- Parents & Authorized Contacts:** A table with columns for Name, Type, and Status. It shows one entry: Joe Smithy, Parent, Active. There is an "Add Contact" button and a "View" button.
- Children:** A table with columns for Name, This Year, and Next Year. There is an "Add Student" button.
- Registration Requirements:** A table with columns for Requirement Name and Status. It shows three entries: Customer Refund Policy, Policies and Procedures, and Submit Customer Application, all marked as "Incomplete". There are "Edit" buttons for each.
- Important Links:** A list of links: Dublin Latchkey Website, School Site Numbers, Parent Handbook, Dublin City Schools, and Jonathan Alder Latchkey Website.

Annotations with arrows point to the "Add Contact" button (Step 1), the "Add Student" button (Step 2), and the "Edit" buttons in the Registration Requirements section (Steps 3,4,5).

Please follow the steps listed in the upper left corner of the page to complete registration.

Step 1: Add contacts, other parents, people who might pick up your children.

Step 2: This step has many areas to it as you are entering your children's information, maintaining who is on your contact list you are allowing to pick up, who is their guardian/parents, their enrollment school/schedule.

Step 2.2

Complete all of the red "incomplete" by selecting the green "Add" button or the blue "Info" next the incomplete section. Please know we have a computer glitch in the "Medical Information" section in that it ALWAYS say "incomplete." If you have filled out the medical portion already, please disregard.

The screenshot shows the Student Detail page for Corbin Griffith. The page is divided into several sections:

- Student Details and Enrollment Information:** A header section with a note: "Fill in this section accurately and completely. Once all sections are completed you must print and turn in a copy of all forms to the assigned latchkey. You must make your first payment to secure your enrollment."
- Student Information:** A table with fields for First Name (Corbin), Last Name (Griffith), Gender (Male), Birth Date (03/27/15), and Age (2). There is an "Edit Student" button.
- Enrollment Location & Schedule:** A table with columns for Enrollment and Status. There is an "Add Enrollment" button.
- Medical Information:** A table with columns for Year and Status. There is an "Add" button and a red "incomplete" label.
- Parents/Guardians:** A table with columns for Name, Relation, and Noncust. There is an "Add" button and a red "incomplete" label.
- Enrollment Requirements:** A list of requirements: Assign Parents/Guardians, Assign Emergency Contacts, and Medical Information (Current Year). Each has a red "incomplete" label and a blue "Info" button.

Annotations with arrows point to the "Add" button in the Medical Information section and the "Info" button in the Enrollment Requirements section, with the text: "Click to enter your information or your signatures."

Step 3-5: To get back to the dashboard, click the green home button. Once back to the dashboard, complete the red "incomplete" sections in the lower right hand section by hitting the blue "Edit" button.

If you run into any issues, please contact our office to assist you through the process (614-793-0871).