

OLR Living Room Version Steps

- Enter the URL <http://www.dekalbschoolsga.org/online-registration/> into your web browser and click enter
- Click the blue tab labeled **click here to register**
- Select **ENGLISH** or your preferred language
- Complete the required information in both boxes and click **Begin Registration**
- Read the message and go to your email for registration instructions
- Copy and paste the link into a web browser to begin the registration process
- Select **English** or your preferred language
- Type your name in the box and **sign** on the line below the box while holding down the left-click of the mouse. **Click SUBMIT.**
- Read the instructions on the next page and click **Begin**

There are four tabs to complete below.

Student (s) Primary Household Tab

- Provide information for all required fields
- Under the **Home Address** section be sure to upload proof of residency using only **ONE** of the blue buttons. When entering your address, choose your address from the drop down menu
- **If the parent needs to complete an affidavit of residency they must report to the OLR site to complete affidavit process (the parent has the option to finish registration at the site or continue finishing the process at home once the affidavit is processed)**
- Click **Next** after each section.
- Click **Save/Continue.**

Parent/Guardian Tab

- Complete the information as the parent/guardian. Click **Next** after each section. Click **Save/Continue.**
- If there is another Parent/Guardian to add, click **Add New Parent/Guardian** and type in the appropriate information. If there is none, click **Save/Continue.**

Emergency Contact Tab (The parent cannot enter their information in the parent section and the emergency contact section)

- Click **Add New Emergency Contact** and type in the information. Click **Next** after each section. Click **Save/Continue.**
- Click **Add New Emergency Contact** if there are more to add. If not, click **Save/Continue.**

Student Tab

- Click **Add New Student** (click this button each time to add more students to the application)

- Type in the information for the student. Areas marked with a red asterisk must be filled in. **Upload appropriate documents in each section by selecting the blue buttons.** Click **Next** after each section.
- **Click Save/Continue.**
- If you have another student to add, Click **Add New Student** and follow the same steps.
- Click **Save/Continue** if you do not have another student to add.
- If any section was highlighted in yellow, **GO BACK** and review that section and add required information or make corrections. Click **Save/Continue** after you finish the section.
- After reviewing the application, Click **Submit (if you are completely finished)**. If completely finished, then Click **Confirm**. (Once clicking submit you cannot go back into the application. In order to do so you must call 678.676.0998 to get the application un-submitted.)

You are COMPLETE!