



NEW REGISTRATION PROCESS FOR FALL 2021-22

1. **INTENT TO APPLY (ITA)** all entries are time stamped for 1st come 1st serve. Application still needs to be complete. Just the 1st step. (same link for the entire year). Parents can list up to 5 students, ITA submission per household (even if ES & MS). **Students are only allowed to participate in the program if this step is done.**
2. **LINK PARENTS:** all takes place on Youth Services. Parents will provide us with all the necessary information that will automatically link to Youth Services (YS). Site Coordinators will have to create parent accounts so they can access YS and input all the information.
 - ❑ **Create the parent account**-When parents have completed the ITA, the Site Coordinator will then create a Youth Services Parent Account.
 - ❑ **Link the parent and the student**-SC will assign the student to the parent.
 - ❑ **Send the parent the link**-Once information has been linked, the SC will send the parent an enrollment link.
 - ❑ **Custody chain**-for foster parents.
 - ❑ **REDIRECT PARENTS TO RECHECK THEIR EMAIL** IF THEY LOSE THEIR LINK.
3. **REGISTRATION PORTAL**-Thinkportal.
 - ❑ 1 application per year, 1 resignation account per household (parents have to share), mobile friendly, and google translate.
 - ❑ Parents will receive a generic email (do not reply back), enrollement@thinktogether.org (no one is managing this email).
 - ❑ Parents then click the link and then update the password (reset popup).
 - ❑ Dashboard gives them information about the enrollment process, entering information on their part and on behalf of their student(s).
 - ❑ Once information is completed, it will automatically link on our end (when we search)- OneDrive folder.
 - ❑ Parents will communicate to SC if any enrollment application updates have been made.
4. **ENROLL STUDENTS**- Applications are only 100% completed once parents sign it.