

Complete a Process for Current Students (Post-enrollment)

Learn how current Alma parents can use Alma Start

If your student is already enrolled in the school, and you are using Alma Start to fill out forms (such as pre-registration for next year, permission slips, information updates, etc), you'll be able to navigate to Alma Start directly from your dashboard.

The screenshot shows the Alma School parent dashboard. On the left is a navigation sidebar with icons for HOME, DIRECTORY, CALENDAR, CADEN, and RONALD. The main content area is titled "Alma School" and includes a welcome message "Welcome, John!". Below this is a section titled "TODAY IS A SCHOOL DAY" with a sub-section "Events this week (Jan 12-18)". A calendar grid shows that Sunday (12th) and Saturday (18th) are marked as "Non-School Day". Underneath the calendar is a "Students" section with two student profiles:

- Caden Ackerman (CJ)**, 12th Grade: 10 classes today from 8:30am - 3pm. Open Balance: \$5,364.00 (\$4,464.00 Past Due). A link for "Alma Start Forms and Tasks" is highlighted with a red box.
- Ronald Ackerman (Ronnie)**, 11th Grade: 9 classes today from 8:30am - 3pm. Open Balance: (\$280.00 Past Due). A link for "Alma Start Forms and Tasks" is highlighted with a red box.

Let's walk through completing a form assigned by your school in Alma Start. We'll use Ronnie as our example.

Finding Available Forms and Tasks for Your Student

First, we will click on "Alma Start Forms and Tasks" under Ronnie's name on the parent dashboard. Alma Start will open in a new tab (so you can easily return to Alma if needed) and you'll see your student(s) listed on the left. Click on your student's name, double-check their name is displayed in the center of the screen, and then click the green "get started +".

In order to make sure you are seeing the correct processes, you'll need to select the current school year and then your student's grade level. If your student is currently enrolled at the school, the grade will fill in once you select a school year (you still have the option to change the grade level).

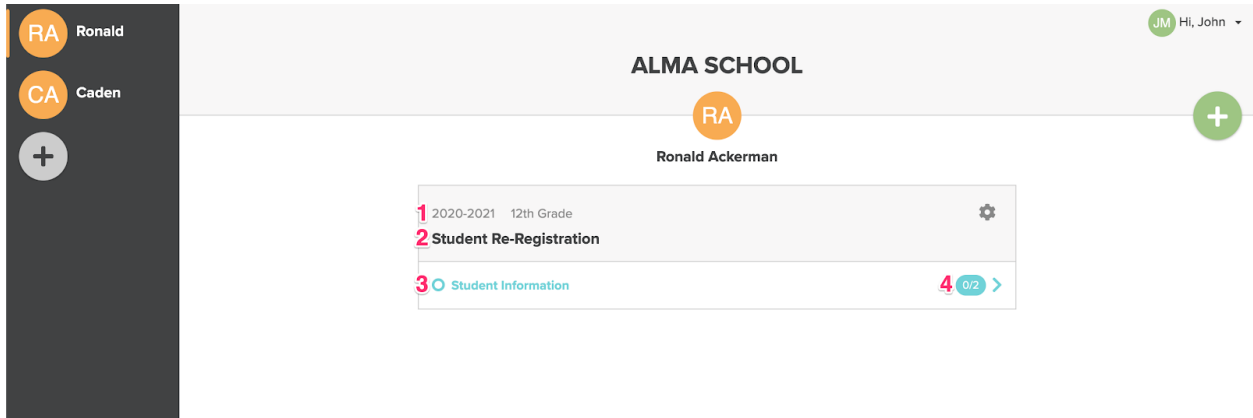
Once you've selected a year/grade you'll see any forms you need to complete. It's time to update Ronnie's information for his senior year! Click on the form and then click the green "apply" button to begin.

If you didn't mean to start this process, you can withdraw at any time by clicking on the gear icon. *NOTE: If you withdraw from a process, you cannot start it again!*

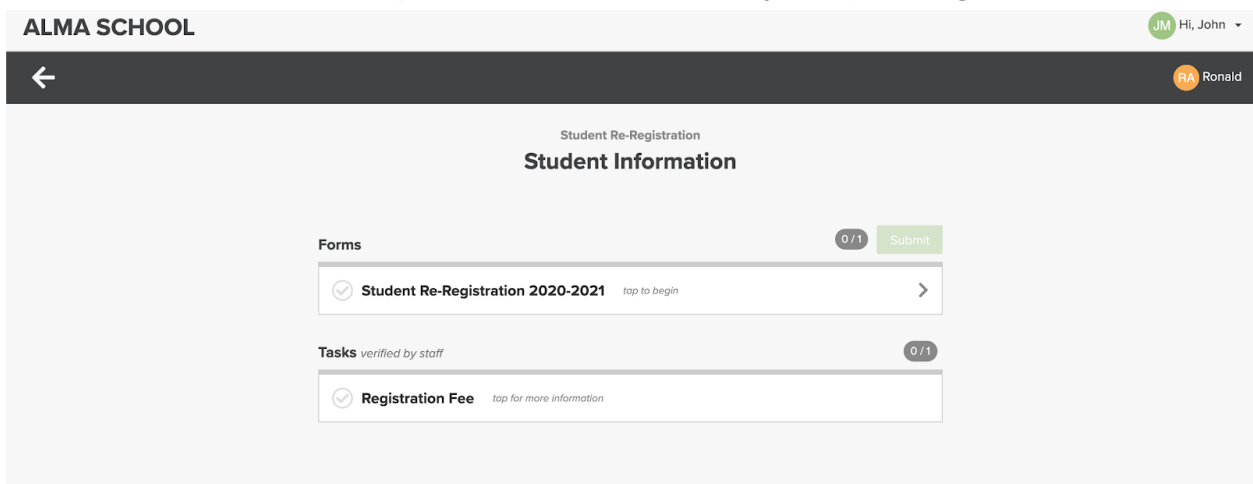
Complete Forms and Tasks Associated with a Process

The items listed in blue are your to-do list. We have two items to complete. Click anywhere on that line to start completing the student information form.

1. The process year and the grade Ronnie will be in during that school year.
2. The name of the process.
3. The various tasks/forms your school is asking you to complete.
4. The number of tasks/forms you need to complete.



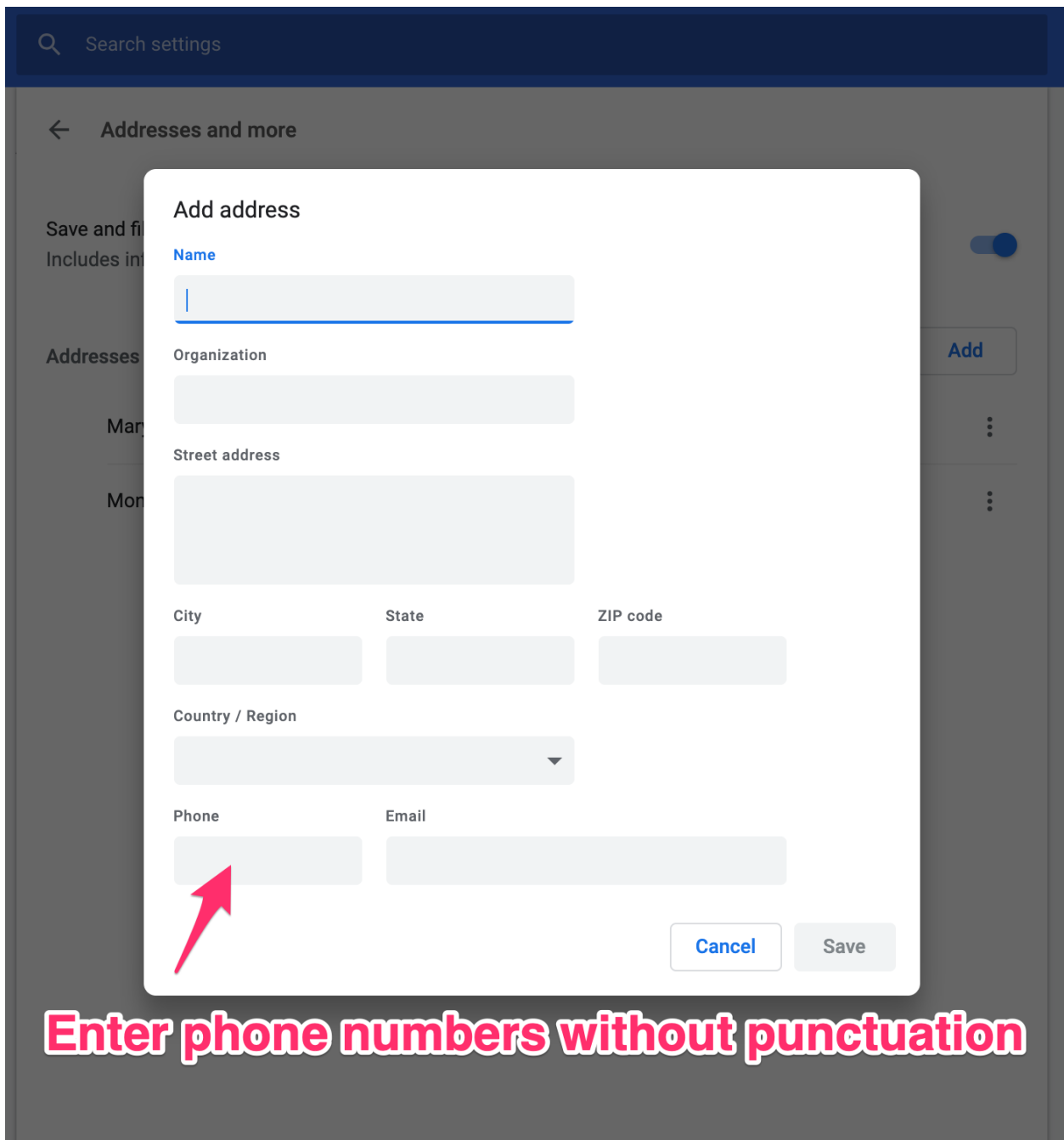
You'll be taken into this specific form; the light grey checkmarks let you know that this item needs to be completed. Click where it says "tap to begin."



Within each form, you'll see the sections that you need to complete. Click "save" to save your progress; this is useful if there are multiple sections within the form. In our example, we only have to fill in Ronnie's name -- and it's already done for us!

Time-saver: If you are a current Alma user, any information that's already in Alma will automatically be filled in for you! (Such as names, addresses, email, phone numbers, etc.)

More than one student enrolled at this school? Tired of typing the same addresses over and over again?



Enter phone numbers without punctuation

The above example just shows the functionality of a form in Alma Start but it's much more likely that there will be a lot more information that you will be required to type in for your student. Multiply that by 2, 3, 4, or more kids and that's a lot of typing!

Did you know that you can add frequently used addresses/phone number/email to Google Chrome and it will automatically fill in forms for you?

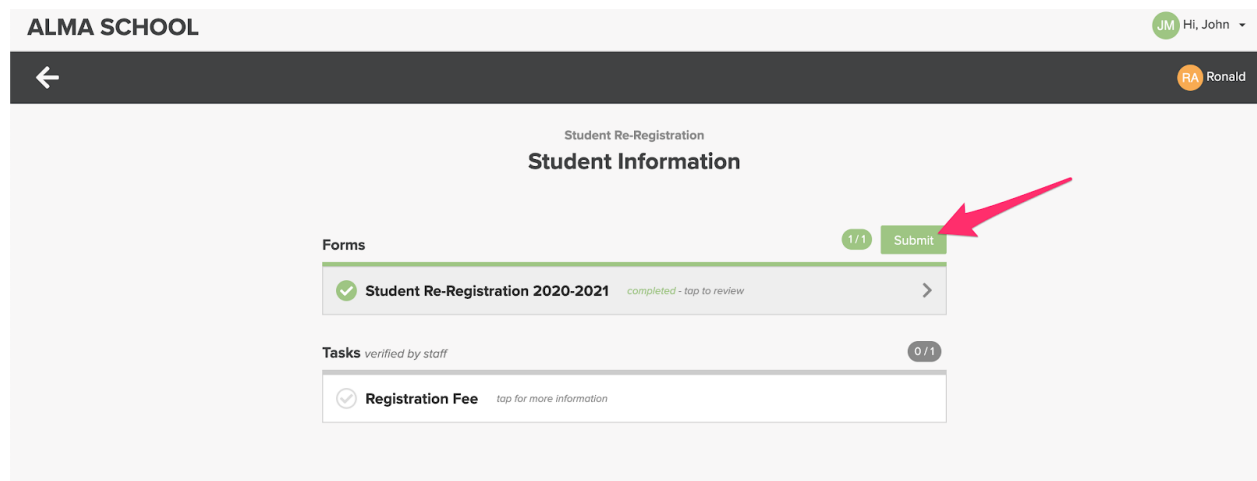
Make sure you are using Google Chrome as your web browser and click on "Settings". Look under the subtitle "autofill" and click on "addresses and more".

Type in the most used addresses: mailing, physical, emergency, etc. and that's it! You'll have the option of selecting which set of address information you'd like when you get to the applicable field in Alma Start.

For more information directly from Google, click [here](#).

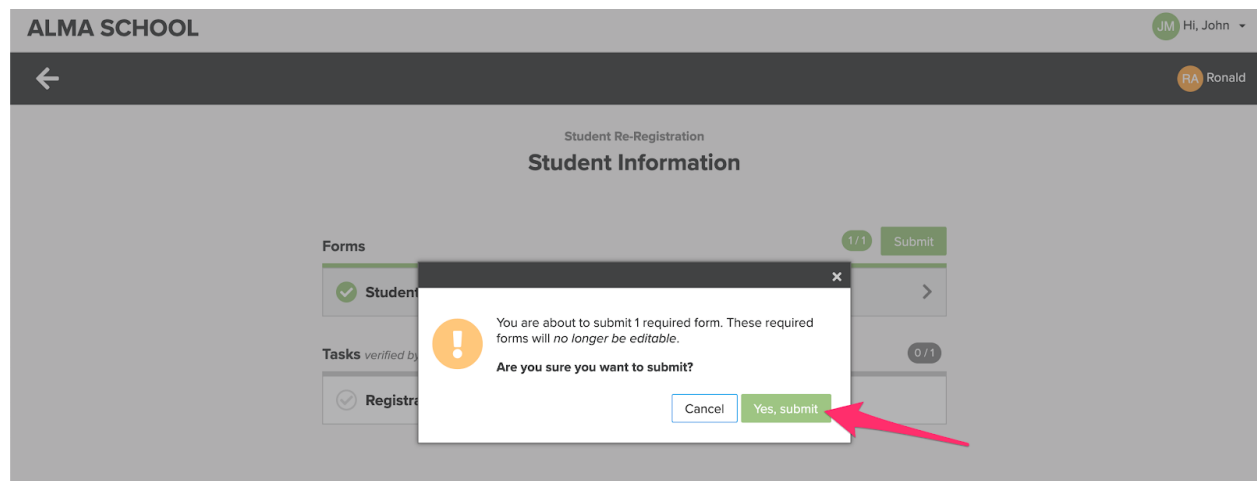
Submit Forms & Tasks

Once you have completed all forms and tasks within the process you'll see a green "submit" button. When you are sure that all the information is complete and correct, click "submit"!



The screenshot shows the 'ALMA SCHOOL' header with a user profile 'Hi, John' and a navigation bar with a back arrow and 'Ronald'. The main content area is titled 'Student Re-Registration Student Information'. It features a 'Forms' section with a '1/1' indicator and a green 'Submit' button, which is highlighted by a red arrow. Below this is a list of forms, including 'Student Re-Registration 2020-2021' with a status of 'completed - tap to review'. A 'Tasks verified by staff' section shows '0/1' tasks, including 'Registration Fee' with a 'tap for more information' link.

You'll be asked to confirm that you want to submit. Once you submit the form you CANNOT go back and edit any of the information.



This screenshot shows the same 'Student Information' page as above, but with a confirmation dialog box overlaid. The dialog box contains an orange warning icon and the text: 'You are about to submit 1 required form. These required forms will no longer be editable. Are you sure you want to submit?'. At the bottom of the dialog are two buttons: 'Cancel' and 'Yes, submit', with the 'Yes, submit' button highlighted by a red arrow.

After the forms are submitted you'll see the status change on the Alma Start page for that process. If there is an internal review portion for this process, you'll see that your student has entered that stage and that there is nothing for you to do!

Staff are reviewing the registration information.

2020-2021 12th Grade
Student Re-Registration

- Student Information 2/2 >
- Internal Review *nothing to do*

Once the review is complete (or if there wasn't a review needed for this process), you will see a new area called "Outcome Actions" -- these are similar to the section of a form label "office use only" or "to be completed by staff". There's nothing else you need to do here but you can check back at any time to see if there are any updates from the school!

2020-2021 12th Grade
Student Re-Registration

- Student Information 2/2 >
- Internal Review *nothing to do*
- Outcome Actions**
 - Pending Re-Register

Outcome Actions: School Reviews Forms

Once the school has processed your forms, you'll see an update within Alma Start (and get a notification that the stage is complete)! In our example, there's now a checkmark that the SIS (Student Information System) was updated!

RA Ronald

CA Caden

NA Noah



JM Hi, John

ALMA SCHOOL



Ronald Ackerman



2020-2021 12th Grade
Student Re-Registration

- Student Information 2/2 >
- Internal Review nothing to do
- 🔑 **Outcome Actions**
 - ✔ Re-Register

