

## ONLINE REGISTRATION (OLR) INSTRUCTIONS

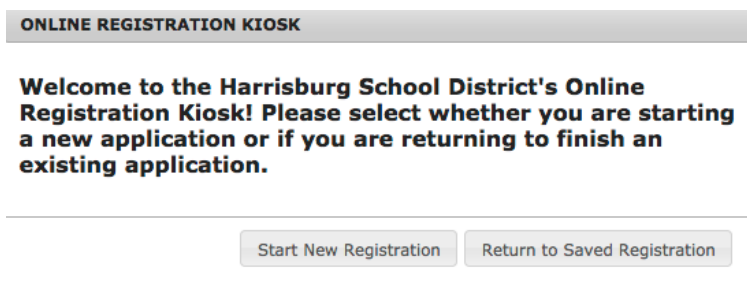
The Harrisburg School District is piloting Online Registration for parents/guardians that currently have students enrolled in Liberty Elementary School and/or South Middle School.

If you have a student in Liberty Elementary or South Middle School and you also have students in other Harrisburg District Schools, you will be able to utilize online registration to register **ALL** of your students.

Online Registration is now open and can be completed by following the directions below.

1. Begin the process by clicking on the link below. Make sure you have disabled all pop up blockers. (<https://sis2.ddncampus.net/campus/OLRLoginKiosk/harrisburg>)

2. Click on the **Start New Registration** button to begin the process.



3. Fill out all information on the first screen. Verify the Registration Year is "17-18 Next Year." If you have difficulty reading the letters/numbers displayed in the Captcha box, you can click on the blue circles to generate a new box with different letters/numbers. Then click on **Begin Registration**.



4. Write down your confirmation number. If your session becomes disconnected, you will need this number to re-enter the registration system. Click **Confirm** when you are ready to proceed.

### Note

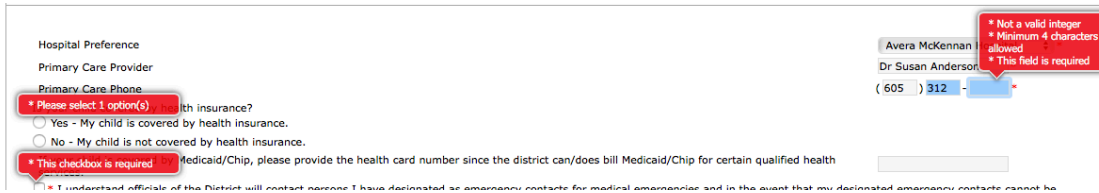
Your confirmation number is 2. Please write this down to assure re-entry into the registration system in case your system becomes disconnected.

5. Type your first and last name in the box. Please note: By typing your name into the box and completing the enrollment application, you are attesting that you are the person authenticated into the application or an authorized user of the account, and the data you are entering/verifying is accurate and true to the best of your knowledge.
6. Click **Submit** when you are ready to proceed.
7. Please gather the information requested. Then click the **Begin** button.  
**Please Note:** Uploading birth certificate, immunizations, and proof of residency is not required if your student attended the Harrisburg School District last year.

8. Fill in all the information for each tab. Click **Next** or **Save/Continue** at the bottom of each section.



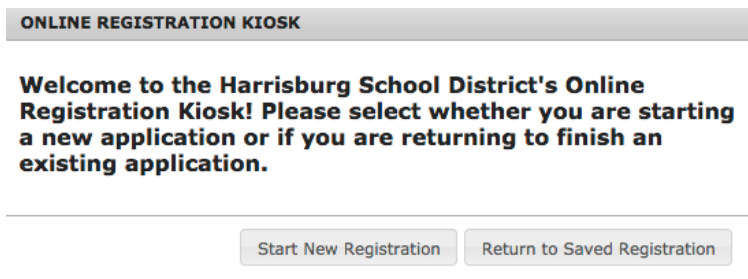
9. **PLEASE NOTE:** If a red text box impedes your view of any questions or answers, simply click on the red box and it should go away.



10. When all tabs have been completed, click **Submit**. Your Online Registration is now complete.

**\*\*If your online registration session is interrupted for any reason, follow these steps:\*\***

1. Click on the registration link: <https://sis2.ddncampus.net/campus/OLRLoginKiosk/harrisburg>
2. Click on Return to Saved Registration.



3. Fill out all information. Your **Confirmation Number** is what you wrote down previously in step 4.
4. Click **Begin Registration** and you should be able to continue the Online Registration process.