

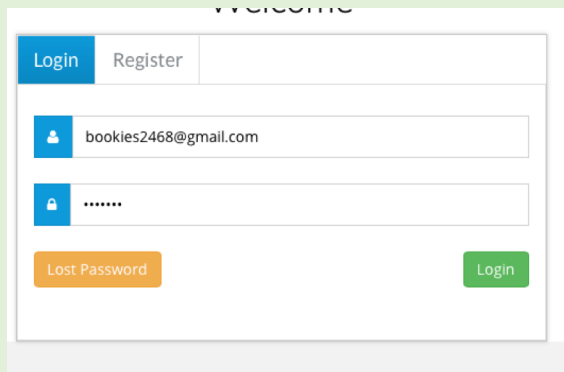
Parent Registration Instructions

Step 1: Log into your parent portal at dlsinfo.org

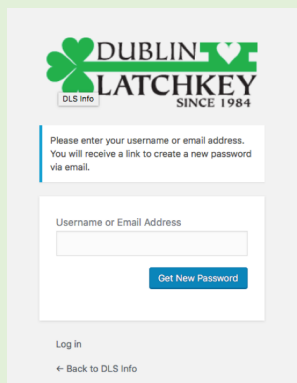
If you have already been to your parent portal, SKIP the Green Box and continue on to Step 2 on the next page.

A. Go to the website of dlsinfo.org

B. Click on the yellow button "Lost Password"

A screenshot of the dlsinfo.org login page. At the top, there is a "Welcome" message. Below it, there are two tabs: "Login" (highlighted in blue) and "Register". Under the "Login" tab, there are two input fields: one for the email address (containing "bookies2468@gmail.com") and one for the password (containing six dots). Below the password field, there is a yellow button labeled "Lost Password" and a green button labeled "Login".

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

A screenshot of the dlsinfo.org "Get New Password" page. At the top, there is a logo for "DUBLIN LATCHKEY" with a green shamrock and the text "SINCE 1984". Below the logo, there is a message: "Please enter your username or email address. You will receive a link to create a new password via email." Below this message, there is a text input field labeled "Username or Email Address". Below the input field, there is a blue button labeled "Get New Password". At the bottom of the page, there are two links: "Log In" and "← Back to DLS Info".

D. 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.

Step 2: From the Home page of the Parent Dashboard

2.1: Go to the "Registration Requirements" section in the lower right side of the page.

2.2: By each red "Update Signature", click the blue "Edit" button and sign and date.

Dashboard Logout

Send a message

Family Info Edit

Status Active

Customer # 106090

Nickname The Smithy Family

Payment type

Current Balance

Ledger & Receipts View

Tax Receipt Get PDF

Current Balance: \$0.00

Important Links

Dublin Latchkey Website

School Site Numbers

Parents & Authorized Contacts Add Contact

Name	Type	Status	
betty smithy	Parent	Active	View
al;sfh adF\\\"LM	Parent	Active	View

Show Archived

Children Add Student

Name	This Year	Next Year	
toady griffith	Requested	No enrollment	View

Registration Requirements

Customer Refund Policy	update required	Edit
Policies and Procedures	update required	Edit
Submit Customer Application		Edit

Step 3: From the Home page of the Parent Dashboard (same page)

3.1: Under the section header of "Children", Click the blue "View" button (see above picture)

3.2: From the Student Detail Page, click on the green "Add Enrollment" button and complete your request for next year's registration information (see bellow picture). Save and return to the Student Detail page

Dashboard » Student

Student Details and Enrollment Information

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.

toady griffith Edit Student

First Name	toady
Last Name	griffith
Gender	
Birth Date	1/1/2010
Age	7

Enrollment Location & Schedule Add Enrollment

Enrollment	Status
2017-2018 Monroe Elementary Full-time A.M.	Requested

Medical Information Add

Year	Status
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Step 4: From the Student Detail Page

4.1: Go to the "Registration Requirements" section in the lower right side of the page.

4.2: By each red "Update Signature", click the blue "Edit" button and sign/ date or update the needed information.

Please Note the "Medical Information" will always have a red incomplete.

Name	Relation...	Custodial
		Incomplete

Name	Relation...	Emgcy.
		Incomplete

Year	Status
2017-2018	View

Enrollment Requirements

Each of the following sections must be completed prior to enrollment.

<input checked="" type="checkbox"/> Assign Parents/Guardians	Incomplete	Info
<input checked="" type="checkbox"/> Assign Emergency Contacts	Incomplete	Info
<input checked="" type="checkbox"/> Medical Information (Current Year)	Incomplete	Info
<input checked="" type="checkbox"/> Diapering Statement	Incomplete	Edit
<input checked="" type="checkbox"/> Emergency Transportation Authorization	update required	Edit
<input checked="" type="checkbox"/> Acknowledgment of Policies and Procedures	update required	Edit
<input checked="" type="checkbox"/> Child Pickup Authorization	update required	Edit
<input checked="" type="checkbox"/> Child Photo Consent	update required	Edit
<input checked="" type="checkbox"/> Early Dismissal Plan	update required	Edit
<input checked="" type="checkbox"/> Child Information Form	update required	Edit
<input checked="" type="checkbox"/> Make First Payment (annual)	Incomplete	Info

4.2: Complete all incomplete or Update Required (exception for Medical Information)

Step 5: Send your first month's payment and registration fee to Dublin Latchkey, 5970 venture Drive, Dublin, Ohio. Please put your customer number in the memo section of your check to link your check with your family. You can find your customer number in the upper left hand corner of the Home Dashboard page.

Step 6: Log back in to your account in dlsinfo.org to view your application status, on the home page of the Dashboard, under the section of "Children" and the header "Next Year." You are completely registered if you have a green "Approved" under the "Next Year" header. Please give us a month to process your application before you contact us on your applications status.