

# Forms - Parent Portal User Guide

*Data Collection Made Easier*

Welcome to Forms on the Parent Portal. In just a few steps, you can fill out all forms needed for your student's activities.

## Step 1

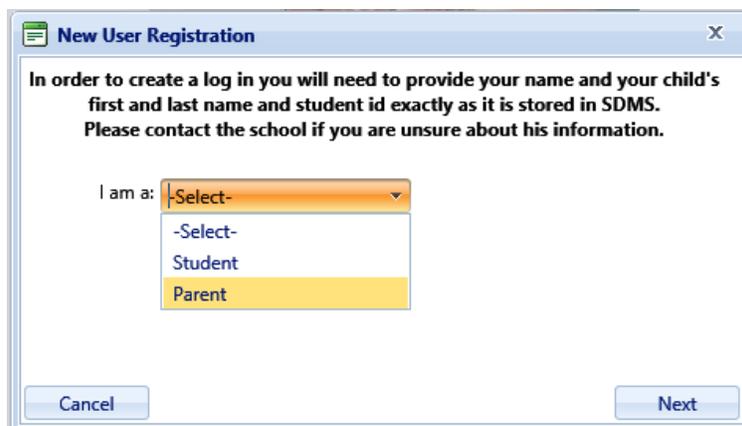
- To create a parent user account, go to <https://southwest.sdms2.com/> and click on "New User Registration".



The screenshot shows the SDMS (Student Data Management System) login page for DBS School District. The page features the SDMS logo on the left and the DBS logo on the right. The main heading is "Welcome to Your Student Data Management System". Below this, there are logos for "PayForIt.net", "PaySchools Online Payment Processing System", "QSP4", and "eFORMAT". In the center, there is a photograph of three children looking at a laptop. Below the photo, there are input fields for "User Name:" and "Password:", a "Log In" button, and two links: "New User Registration" (highlighted with a red box) and "Password Recovery".

## Step 2

- Click on the arrow by "I am a" and select "Parent".
- Click "Next".

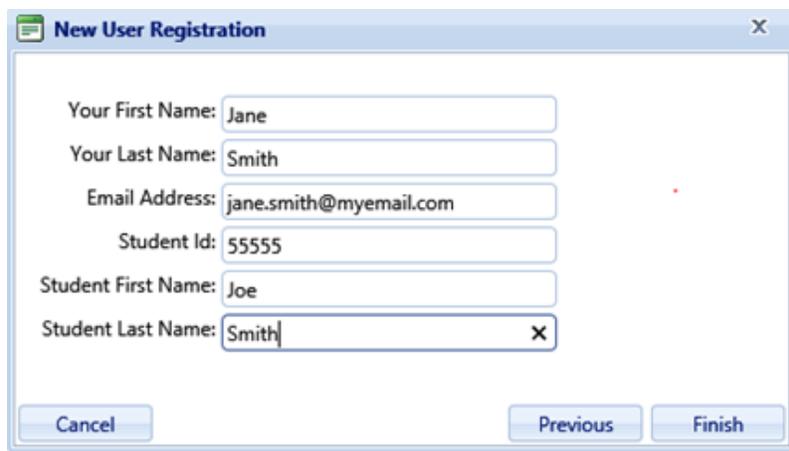


The screenshot shows a "New User Registration" dialog box. The title bar reads "New User Registration". The main text says: "In order to create a log in you will need to provide your name and your child's first and last name and student id exactly as it is stored in SDMS. Please contact the school if you are unsure about his information." Below this text, there is a label "I am a:" followed by a dropdown menu. The dropdown menu is open, showing three options: "-Select-", "Student", and "Parent" (which is highlighted in yellow). At the bottom of the dialog box, there are two buttons: "Cancel" on the left and "Next" on the right.

### Step 3

- Enter your first and last name.
- Enter your email address, if any.
- Enter your student's Student ID number.
- Enter your student's first and last name.
- Click "Finish"

NOTE: You must enter your student's Student ID, first name, and last name exactly as it is recorded in the Student Information System to successfully create a login account.



The image shows a "New User Registration" dialog box with the following fields and values:

- Your First Name: Jane
- Your Last Name: Smith
- Email Address: jane.smith@myemail.com
- Student Id: 5555
- Student First Name: Joe
- Student Last Name: Smith

Buttons at the bottom: Cancel, Previous, Finish

### Step 4

- Enter a user ID for your account.
- Enter a password which meets all the following requirements:
  - The password must contain a number
  - The password must contain a lowercase letter
  - The password must contain an uppercase letter
  - The password must be between 8 and 20 characters long

*NOTE: As the requirements for passwords may vary, please follow the password rules for your district.*

- Enter a security question that can be used to verify your identity if you need to reset your password in the future. For example, the name of your first car or where you grew up.
- Click "Continue" when all required fields have been entered.

**Log In Information**

Your student information has been verified.  
**Please enter the following information to create a user account.**  
Please enter the following information to create a user account.

User Id:

**Password must contain a number, a lowercase letter, an uppercase letter, and be between 8 and 20 characters long.**

Password:

Confirm Password:

**Your Security Question and Answer will enable you to reset your password if you forget it. Select a question that has an answer that can not be easily figured out by someone else.**

Security Question:

Security Answer:

Confirm Security Answer:

## Step 5

- You will now see the site's login screen.
- Enter your user ID that you created in Step 4.
- Enter your password that you created in Step 4.
- Click "Log In".



**DBS School District**



Home   Help

Welcome to Your Student Data Management System






User Name:  [New User Registration](#)

Password:  [Password Recovery](#)

## Step 6

- The Welcome screen you are viewing now lists the students that are related to you in SDMS. The child listed as part of the enrollment process is listed.
- It is important to be sure all your family members are listed on this screen. If they are not listed here, you will not be able to include them in the FORM.

The screenshot shows the SDMS Parent and Student Portal for Jane Smith. At the top, there are logos for SDMS (Student Data Management System) and DBS (DBS School District). Below the logos, there are navigation links for Home, Help, and Logout. The main heading is "Welcome to the SDMS Parent and Student Portal". Below this, there is a table titled "Related Students" with the following columns: Student Id, Last Name, First Name, Middle Name, Grade, Birth Date, and School. The table contains one row with the following data: Student Id: 55555, Last Name: Smith, First Name: Joe, Middle Name: (empty), Grade: PK, Birth Date: 1/14/2011, School: DBS Preschool. Below the table, there is a button labeled "Add Student". At the bottom of the page, there are buttons for "Contact Info" and "FORMAT", and a note: "Please be sure you have all of your students added prior to clicking on FORMAT".

Student Id	Last Name	First Name	Middle Name	Grade	Birth Date	School
55555	Smith	Joe		PK	1/14/2011	DBS Preschool

- To add additional family members, click the "Add Student" button.
- If you do not need to add additional family members, proceed to Step 7.
- In the pop-up screen, enter the student's Patron ID, first name, and last name.
- Click "Continue".

The screenshot shows the "Add Student" pop-up window. The title bar says "Add Student". Below the title bar, there is a heading "Student Information" and a paragraph: "In order to add a student you will need to know the first and last name and student id exactly as it is stored in SDMS." Below this, there are three input fields: "Student Id:" with the value "44444", "Student First Name:" with the value "Alexandria", and "Student Last Name:" with the value "Smith". At the bottom of the window, there are two buttons: "Continue" and "Cancel".

- The student will now appear in the list.

The screenshot shows the SDMS Parent and Student Portal for Jane Smith, similar to the previous screenshot. The "Related Students" table now contains two rows: the first row is the same as before (Student Id: 55555, Last Name: Smith, First Name: Joe, Middle Name: (empty), Grade: PK, Birth Date: 1/14/2011, School: DBS Preschool), and the second row is: Student Id: 44444, Last Name: Smith, First Name: Alexandria, Middle Name: (empty), Grade: 8, Birth Date: 2/14/2001, School: DBS Middle School. The "Add Student" button is still present below the table.

Student Id	Last Name	First Name	Middle Name	Grade	Birth Date	School
55555	Smith	Joe		PK	1/14/2011	DBS Preschool
44444	Smith	Alexandria		8	2/14/2001	DBS Middle School

## Entering a Form: Step 7

- On this screen, you will see your students listed.
- To access Forms, click the “Enter Forms” button.

The screenshot shows the SDMS Parent and Student Portal interface. At the top left is the SDMS logo and 'Student Data Management System'. At the top center is 'DBS School District' and 'User: Jane Smith'. At the top right is the DBS logo. Below the header is a navigation bar with 'Home', 'Help', and 'Logout'. The main content area is titled 'Welcome to the SDMS Parent and Student Portal' and contains a table of 'Related Students'.

Student Id	Last Name	First Name	Middle Name	Grade	Birth Date	School	
45248	Carron	Malique	Jayson	1		Springs Ranch Elementary	✗
20828	Greeness	Caleb	Thomas	8		Horizon Middle School	✗
45694	Johansen	Isabella	Esther	1		Evans Elementary School	✗
25382	Proctor	Maddyson		6		Horizon Middle School	✗

Below the table is an 'Add Student' button. A blue banner contains the text: 'Press button or logo below to enter application. \* Please be sure to add all your students prior to clicking on FORMAT to enter an application.' Below this banner are three buttons: 'Enter Forms' (highlighted with a red box), 'Contact Info', and 'FORMAT'.

## Step 8

- On this screen, you will see each of your students listed.
- To access a student’s forms, click on their name.
- You will also see links to access the Student Programs Forms Processing Guide and the Process Instructions.
- Clicking on the question mark icon next to “Student ProgramForms” gives you instructions as well.

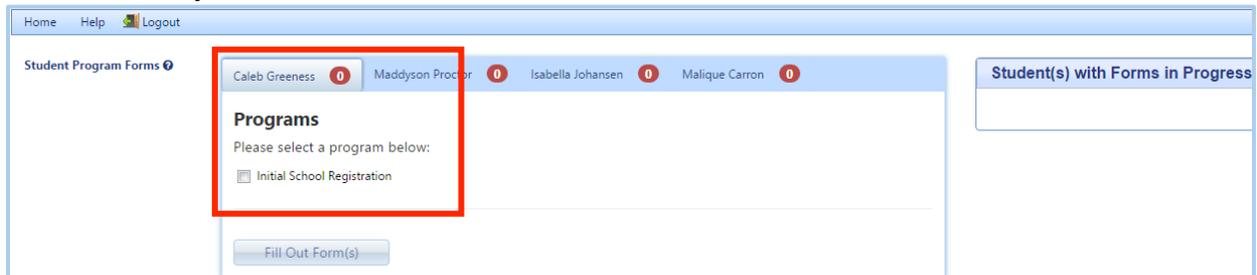
The screenshot shows the navigation area of the SDMS Parent and Student Portal. At the top is a navigation bar with 'Home', 'Help', and 'Logout'. Below this is a row of tabs: 'Student Program Forms' (highlighted with a red box and a question mark icon), 'Caleb Greeness' (highlighted with a red box and a question mark icon), 'Maddyson Proctor' (with a question mark icon), 'Isabella Johansen' (with a question mark icon), and 'Malique Carron' (with a question mark icon). To the right of these tabs is a box labeled 'Student(s) with Forms in Progress'. Below the tabs is a link for 'Student Program Forms Processing Guide' with 'Process Instructions' below it, both highlighted with a red box.

The screenshot shows a window titled 'Student Program Forms Users Guide' with a close button (X) in the top right corner. The text inside the window provides instructions for using the system:

Click on Student tab  
Select student program(s)  
Click 'Fill Out Form(s)' button  
Fill Out Questions  
- To save progress of your forms to come back to, click the 'Save' button OR...  
- To save completed forms, click the 'Save and Mark Complete' button, OR...  
- To save form and go back to program list, click the 'Back to Programs List' button

## Step 9

- Select the program needing forms filled out.
- When your selection is made, click “Fill Out Forms”.



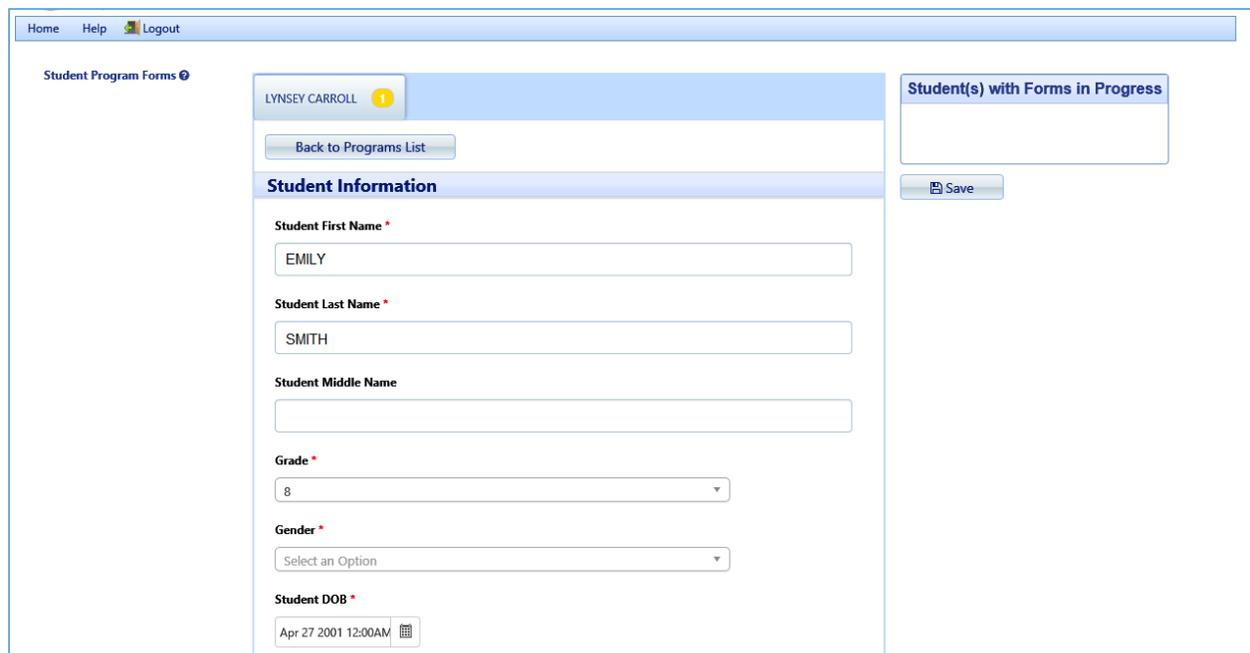
The screenshot shows a web application interface for "Student Program Forms". At the top, there are navigation links for "Home", "Help", and "Logout". Below this, a header bar lists several student names with a red circle containing the number "0" next to each: "Caleb Greeness", "Maddyson Proctor", "Isabella Johansen", and "Malique Carron". A red rectangular box highlights a "Programs" selection menu that is open. The menu contains the text "Please select a program below:" and a single option: "Initial School Registration" with a checkbox. Below the menu is a "Fill Out Form(s)" button. On the right side of the interface, there is a section titled "Student(s) with Forms in Progress" which is currently empty.

## Step 10

- After clicking the “Fill Out Forms” Button, you will see all forms listed that need to be filled out.

## Step 11

- The form will be auto-populated with the information from the student’s SDMS record, including name, address, grade, etc. Please verify all information and make changes as needed.
- Required fields are denoted by a red asterisk \*.



The screenshot shows the "Student Information" form for a student named "LYNSEY CARROLL". The form is auto-populated with the following information:

- Student First Name \***: EMILY
- Student Last Name \***: SMITH
- Student Middle Name**: (empty field)
- Grade \***: 8
- Gender \***: Select an Option
- Student DOB \***: Apr 27 2001 12:00AM

At the top of the form, there is a "Back to Programs List" button. On the right side, there is a "Save" button. The "Student(s) with Forms in Progress" section on the right is empty.

- There are free-form text fields in the form that will allow you to enter needed information for your student. For example, under Health Information, you can enter information regarding any medications your student needs, preferred hospital information, etc.

**Health Information**

**Medications**

**Other Health Information**

**Personal Physician \***

Dr. oz

**Physician Phone \***

3033249855

- When the forms are complete, click “Save and Mark Complete”.

Home Help Logout

Student Program Forms 0

Caleb Greeness 0
Maddyson Proctor 0
Isabella Johansen 0
Maliq Carron 0

Student(s) with Forms in Progress

**Programs**

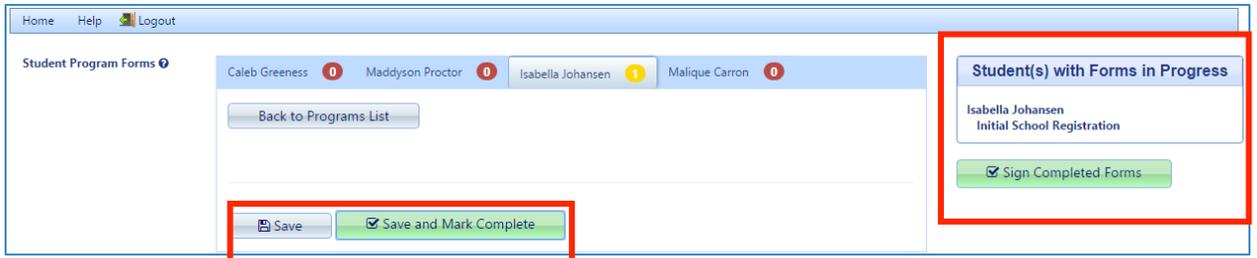
Please select a program below:

Initial School Registration

---

Fill Out Form(s)

- If you need to save the form until you have further information, click “Save”.
- All program forms will be listed in the box “Students with Forms in Progress”. Once you have completed the form, click “Save and Mark Complete”.
- At any time, you can click “Save” or “Back to Programs List”.



## Step 12

- When all forms are complete for your students, click “Sign Completed Forms” in the “Student(s) with Forms in Progress”.
- This brings up a dialog box where your initials will be entered to confirm your electronic signature.
- Click “OK” then “Submit Forms”.

Student Program Forms Submission

The following forms are ready for submission:

Caleb Greeness  
Initial School Registration

Isabella Johansen  
Initial School Registration

“I, the undersigned, do hereby state and declare under penalty of falsification that I am the parent or legal guardian of the above named student and that this registration information is true and correct”

Parent Initials: JS

I Agree to the terms and conditions

Student program forms submission accepted and confirmed

Ok  
Submit Forms