
NON DEPARTMENT OF DEFENSE SCHOOLS PROGRAM

STUDENT ONLINE REGISTRATION USER GUIDE

Version 3.0

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I. CHAPTER 1 – GETTING STARTED

A. INTRODUCTION

Welcome to the user guide for the Non Department of Defense Schools Program Student Online Registration application. This web-based application will enable you to register your children for NDSP schools. It can be found at <https://registration.dodea.edu/NDSP/>. First, please read the frequently asked questions in the section below.

B. FREQUENTLY ASKED QUESTIONS

1. Do I have to use the online registration system?

IF you are a new family to NDSP, you must register using the online registration system. If you are already registered in NDSP and have an additional dependent to add, please go through your NDSP Liaison/Point of Contact at your overseas location (if available at your location) or register via email with the NDSP using the appropriate email addresses listed below:

- o Canada, Central America, South America - NDSP.Admin.Americas@hq.dodea.edu
- o Europe, Africa, Middle East – NDSP.Admin.Europe@hq.dodea.edu
- o Pacific, Far East – NDSP.Admin.Pacific@hq.dodea.edu

2. Why should I complete the online registration?

Online Registration is required for all new families to NDSP. Completing the online registration will automatically submit the enrollment documentation to HQ DoDEA NDSP.

3. Must I attach documents in the online registration program?

Yes. You are required to attach:

- A copy of your orders
- Verification of birth date for students entering Kindergarten or 1st Grade (Passport or birth certificate)
- Verification of Command Sponsorship (if the dependents are not on your orders)any optional documents needed
- School Fee Schedule (if tuition is charged)

- School Calendar
- Special Education/504/Gifted Education/English as a Second Language documents (if applicable)

4. Is it required to have documents in English?

Yes, documents must be in English. [Military OneSource](#) may be able to assist you with any translation needed.

5. Can I use this system to register a student that is already enrolled and returning to the same school next year (referred to as re-registration)?

No, this system cannot re-register a student. The only items needed for re-registration is a copy of the fee schedule and calendar of events if your child attends a private day or boarding school. The sponsor should submit these documents to NDSP.

C. GETTING STARTED

To use the Student Online Registration system, you need two things: a computer with an internet connection and a compatible web browser. This system has been tested for use with the following web browsers:

Browser	Platform
 Microsoft Internet Explorer 7 or later	(Windows only)
 Mozilla Firefox 3.5 or later	(Windows, Mac or Linux)
 Apple Safari 5 or later	(Windows or Mac)
 Opera 10.5 or later	(Windows, Mac or Linux)

If you decide to use a browser other than the ones listed in the table above, the Student Online Registration system may not work as designed. If you would like to update your browser to the latest version, you can browse to one of the sites below to download and install an updated version of your preferred web browser:

Browser	Upgrade Download Site
 Internet Explorer	http://www.microsoft.com/windows/internet-explorer/
 Mozilla Firefox	http://www.firefox.com/
 Apple Safari	http://www.apple.com/safari/download/
 Opera	http://www.opera.com/browser/

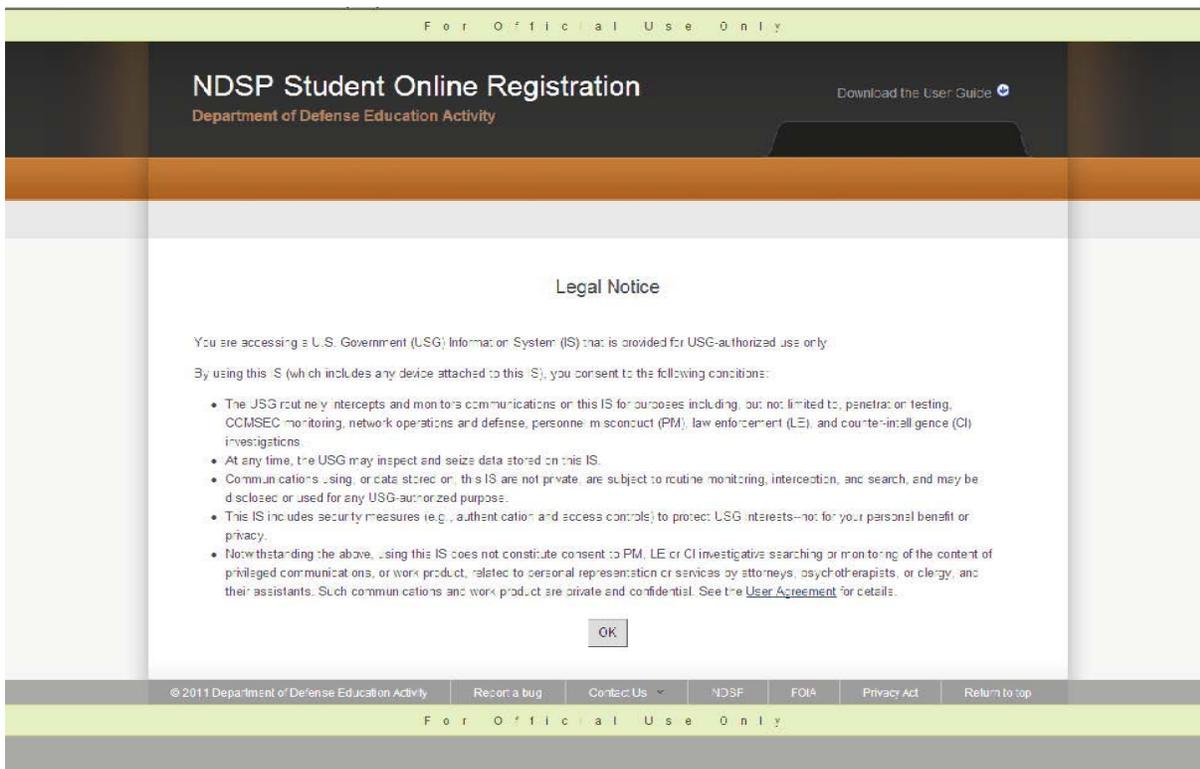
II. CHAPTER 2 – ACCOUNT MANAGEMENT

A. CREATING AN ACCOUNT

Open your web browser and go to the following URL:

<https://registration.dodea.edu/NDSP/>

When the page loads, you should see the following screen:



The screenshot shows the NDSP Student Online Registration page. At the top, there is a header with the text "For Official Use Only" and "NDSP Student Online Registration" with a "Download the User Guide" link. Below the header is a "Legal Notice" dialog box. The dialog box contains the following text:

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counter-intelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests—not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See the [User Agreement](#) for details.

At the bottom of the dialog box is an "OK" button. Below the dialog box is a footer with the text "© 2011 Department of Defense Education Activity" and several links: "Report a bug", "Contact Us", "NDSP", "FOIA", "Privacy Act", and "Return to top".

Click the "OK" button if you agree to the conditions. After you click the "OK" button, the following page will load:

F o r O f f i c i a l U s e O n l y

NDSP Student Online Registration
Download the User Guide

DoDEA Employee Login



NDSP Student Online Registration

Version 1.0, Last Updated on Aug 4, 2011

New to this site? Create an account here:

[Create a new account »](#)

Log in here if you have already created an account:

Username

Password

[Login »](#)

Forgot your password?

Have a new one generated and emailed to you:

Username

[Generate a new password](#)

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[Report a bug](#)
[Contact Us](#) ▼
[NDSP](#)
[FOIA](#)
[Privacy Act](#)
[Return to top](#)

There are three sections along the right hand side of this page. The first (top) section enables you to create an account. The second (middle) section enables you to log in after you have created your account. The third (bottom) section enables you, after you have created your account, to have a randomly generated password emailed to you if you forget your password. See part D – Resetting a Forgotten Password for more information.

The first (top) section is the one we are most interested in since it enables you to create your account. Click the “Create a new account” button to begin the process of creating your personal account. You should see the following page:

F o r O f f i c i a l U s e O n l y

NDSP Student Online Registration

Department of Defense Education Activity

[Download the User Guide](#)

Cancel Account Creation

Create Account: **Step 1** Step 2 Finish

Choose Your Username and Password

Create Account

Step 1 - Choose Your Username and Password

Some fields are required and others are optional. * Denotes a required field.

Username*

 (Not case sensitive)

Username must be at least 6 letters and/or numbers in length but no longer than 50. Spaces, special characters and punctuation are not allowed.

Password* Confirm Password*

Note: Your **password** must meet the following criteria:

- ❌ Must be at least 10 characters long but not longer than 50 characters
- ❌ Must contain at least 1 uppercase letter
- ❌ Must contain at least 1 lowercase letter
- ✅ Can contain 0 or more special characters (~!@#%&*+)
- ❌ Must contain at least 1 number
- ❌ Your password is valid and matches your confirmation password

Completion Status

❌ Username*	Not Completed
❌ Password*	Not Completed
❌ Confirm Password*	Not Completed
❌ Firstname*	Not Completed
? MI	Optional
❌ Lastname*	Not Completed
❌ Current Address*	Not Completed
❌ My address is	Not Completed
❌ Phone Number*	Not Completed
❌ Email*	Not Completed
❌ Confirm Email*	Not Completed

You will not be able to save your information and create your account until all fields are completed.

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As you can see in the picture above, there are many colored boxes along the right-hand side of the page. These boxes are indicators of the completion status of each field you must fill out in order to create your account. All but one start out red, which means they are blank and need to be completed. The other box is blue, which means it is optional and does not have to be filled out in order to create your account, but you can fill it out if you like.

Since you are on Step 1, you must enter a username and password of your choosing before you can continue to the next step. Underneath the username field is a red box that indicates the requirements of a valid username for this system. A valid username must be at least six

(6) letters and/or numbers in length but no longer than 50. Spaces, special characters and punctuation are not allowed. The red box will turn green when you have entered a valid username. Usernames are not case sensitive.

Examples of valid usernames:

- Johnsmith
- Smith21
- JSmith
- Js1967one

Examples of invalid usernames:

- john.smith (has punctuation)
- \$mith21% (has special characters)
- Js 1967 one (has spaces)

After you have entered a valid username, you need to choose a valid password. Underneath the password fields are six (6) red boxes, each of which indicates a requirement that must be met for a valid password. They are, from top to bottom:

- Must be at least 10 characters long but not longer than 50 characters
- Must contain at least 1 uppercase letter
- Must contain at least 1 lowercase letter
- Can contain special characters (~!@#\$\$%^&* _+-)
- Must contain at least 1 number
- Your password is valid and matches your confirmation password

Each box will turn green as each requirement is met while you enter your password. If you have entered an invalid username and/or password, you may see something similar to the following picture:

F o r O f f i c i a l U s e O n l y

NDSP Student Online Registration

Department of Defense Education Activity

Download the User Guide [↗](#)

Cancel Account Creation

Create Account: **Step 1** Step 2 Finish

Choose Your Username and Password

Create Account

Step 1 - Choose Your Username and Password

Some fields are required and others are optional. * Denotes a required field.

Username*

My Username

(Not case sensitive)

✖ Username must be at least 6 letters and/or numbers in length but no longer than 50. Spaces, special characters and punctuation are not allowed.

Password* Confirm Password*

●●●●●●●●

●●●●●●●●

Note: Your password must meet the following criteria:

✔ Must be at least 10 characters long but not longer than 50 characters

✖ Must contain at least 1 uppercase letter

✔ Must contain at least 1 lowercase letter

✔ Can contain 0 or more special characters (~!@#S%&*_*+_)

✖ Must contain at least 1 number

✖ Your password is valid and matches your confirmation password

Cancel
« Prev
Next »

Completion Status

✖ Username*	Invalid
✖ Password*	Invalid
✖ Confirm Password*	Invalid
✖ Firstname*	Not Completed
? MI	Optional
✖ Lastname*	Not Completed
✖ Current Address*	Not Completed
✖ My address is	Not Completed
✖ Phone Number*	Not Completed
✖ Email*	Not Completed
✖ Confirm Email*	Not Completed

You will not be able to save your information and create your account until all fields are completed.

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Notice how the completion status boxes along the right are yellow and indicate that the Username, Password and Confirm Password fields are invalid. In the picture above, the username is invalid because it contains a space (the box beneath the username is also red, indicating the username is invalid). The entered passwords are also invalid because three (3) of the six (6) requirements listed below the fields have not been met. The boxes that are green indicate those requirements have been met. In the picture above, the following requirements have been met:

- Must be at least 10 characters long but not longer than 50 characters
- Must contain at least 1 lowercase letter

- Can contain special characters (~!@#\$%^&* _+-)

and the following requirements have not been met:

- Must contain at least 1 uppercase letter
- Must contain at least 1 number
- Your password is valid and matches your confirmation password

If you have not met the requirements for your username and password, please review them and enter a new username and/or password which meets the requirements. You will not be allowed to continue to the next step until you have successfully met the requirements for your username and password choices.

Once you have entered a valid username and password you should see something similar to the following picture:

F o r O f f i c i a l U s e O n l y

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Department of Defense Education Activity

[Download the User Guide](#)

[Cancel Account Creation](#)

Create Account: **Step 1** Step 2 Finish

Choose Your Username and Password

Create Account

Step 1 - Choose Your Username and Password

Some fields are required and others are optional. * Denotes a required field.

Username*

 (Not case sensitive)

✓ Username must be at least 6 letters and/or numbers in length but no longer than 50. Spaces, special characters and punctuation are not allowed.

Password* Confirm Password*

Completion Status

✓ Username*	Completed
✓ Password*	Completed
✓ Confirm Password*	Completed
✗ Firstname*	Not Completed
MI	Optional
✗ Lastname*	Not Completed
✗ Current Address*	Not Completed
✗ My address is	Not Completed
✗ Phone Number*	Not Completed
✗ Email*	Not Completed
✗ Confirm Email*	Not Completed

You will not be able to save your information and create your account until all fields are completed.

Note: Your password must meet the following criteria:

✓ Must be at least 10 characters long but not longer than 50 characters

✓ Must contain at least 1 uppercase letter

✓ Must contain at least 1 lowercase letter

✓ Can contain 0 or more special characters (~!@#\$%^&*_*+)

✓ Must contain at least 1 number

✓ Your password is valid and matches your confirmation password

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The requirements box for the username is green, indicating that a valid username has been entered. All of the requirements boxes for the password are green as well, indicating that a valid password has been entered and confirmed. Notice the completion status boxes on the right are green and show that the Username, Password and Confirm Password fields are now complete. Now that you have entered a valid username and password, click the "Next" button at the bottom of the page to go to the next step.

Step 2 is to be completed the same way as Step 1. Enter your name, current address, choose whether your current address is temporary or permanent, your current phone number and your email address. Enter your email address in both the Email field and the Confirm Email field in order to make sure you have entered it correctly. Your email is used to send you a confirmation code that you will use to activate your account. An example of a

completed Step 2 is below (do NOT enter the information shown below; enter your actual information):

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Cancel Account Creation

Create Account: [Step 1](#) **[Step 2](#)** [Finish](#)

Enter Your Basic Profile Information

Create Account

Step 2 - Enter Your Basic Profile Information

Some fields are required and others are optional. * Denotes a required field.

Firstname* MI Lastname*

Current Address*

My address is: Temporary Permanent *

Phone Number*

Email*

Confirm Email*

- A confirmation code will be sent to your email address to activate your account.
- Your email can also be used to send you a new password in case you forget it.

Completion Status

<input checked="" type="checkbox"/> Username*	Completed
<input checked="" type="checkbox"/> Password*	Completed
<input checked="" type="checkbox"/> Confirm Password*	Completed
<input checked="" type="checkbox"/> Firstname*	Completed
<input type="checkbox"/> MI	Optional
<input checked="" type="checkbox"/> Lastname*	Completed
<input checked="" type="checkbox"/> Current Address*	Completed
<input checked="" type="checkbox"/> My address is	Completed
<input checked="" type="checkbox"/> Phone Number*	Completed
<input checked="" type="checkbox"/> Email*	Completed
<input checked="" type="checkbox"/> Confirm Email*	Completed

You will not be able to save your information and create your account until all fields are completed.

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Once you have successfully entered your current information, click on the "Next" button again to go to the Finish step.

F o r O f f i c i a l U s e O n l y

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Cancel Account Creation

Create Account: **Step 1** Step 2 **Finish**

Save Your Information and Create Your Account

Create Account

Finish - Save Your Information and Create Your Account

Some fields are required and others are optional. * Denotes a required field.

Please make sure you have entered the correct information. You may also change it after your account has been created.



Please enter the above letters (not case sensitive): [\(What's this?\)*](#)

Completion Status

- Username* Completed
- Password* Completed
- Confirm Password* Completed
- Firstname* Completed
- MI Optional
- Lastname* Completed
- Current Address* Completed
- My address is Completed
- Phone Number* Completed
- Email* Completed
- Confirm Email* Completed

You will not be able to save your information and create your account until all fields are completed.

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The Finish step gives you the opportunity to review your entries by clicking on the “Prev” button to go back to the previous steps. When you have finished reviewing each step, you can click the “Next” button to get back to the Finish step.

The Finish step is also where you enter the letters shown in the picture. This is called a CAPTCHA, which keeps malicious computer systems and programs, known as bots, from creating accounts. If you would like to read more about CAPTCHAs, you can read the article about it on Wikipedia (DoDEA does not endorse Wikipedia or its content) at:

<http://en.wikipedia.org/wiki/CAPTCHA>

Enter the letters you see in the picture into the box. The letters are not case sensitive, so if a letter is shown as an "A", you can still enter an "a". Remember, these are letters only; numbers are not a part of the random characters.

If you enter the wrong letters for the CAPTCHA, and you click the "Save my information and create my account" button, you will be prompted to enter a new set of letters. If you cannot read the letters in the picture, you can click the "Try Another" button that is next to the box where you enter the letters. Clicking this button will load a new picture with a different set of letters for you to enter. If have entered the wrong letters, you will see something similar to the picture below:

F o r O f f i c i a l U s e O n l y

NDSP Student Online Registration

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[Download the User Guide](#)

[Cancel Account Creation](#)

Create Account:
Step 1
Step 2
Finish

Save Your Information and Create Your Account

One or more of your entries are invalid:

- Your entry for the characters in the image is invalid. Please try again.

Create Account

Finish - Save Your Information and Create Your Account

Some fields are required and others are optional. * Denotes a required field.

Please make sure you have entered the correct information. You may also change it after your account has been created.



Please enter the above letters (not case sensitive): [What's this?](#)

 Try another

Completion Status

✓ Username*	Completed
✓ Password*	Completed
✓ Confirm Password*	Completed
✓ Firstname*	Completed
✗ MI	Optional
✓ Lastname*	Completed
✓ Current Address*	Completed
✓ My address is	Completed
✓ Phone Number*	Completed
✓ Email*	Completed
✓ Confirm Email*	Completed

You will not be able to save your information and create your account until all fields are completed.

Cancel
 « Prev
 Next »

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F o r O f f i c i a l U s e O n l y

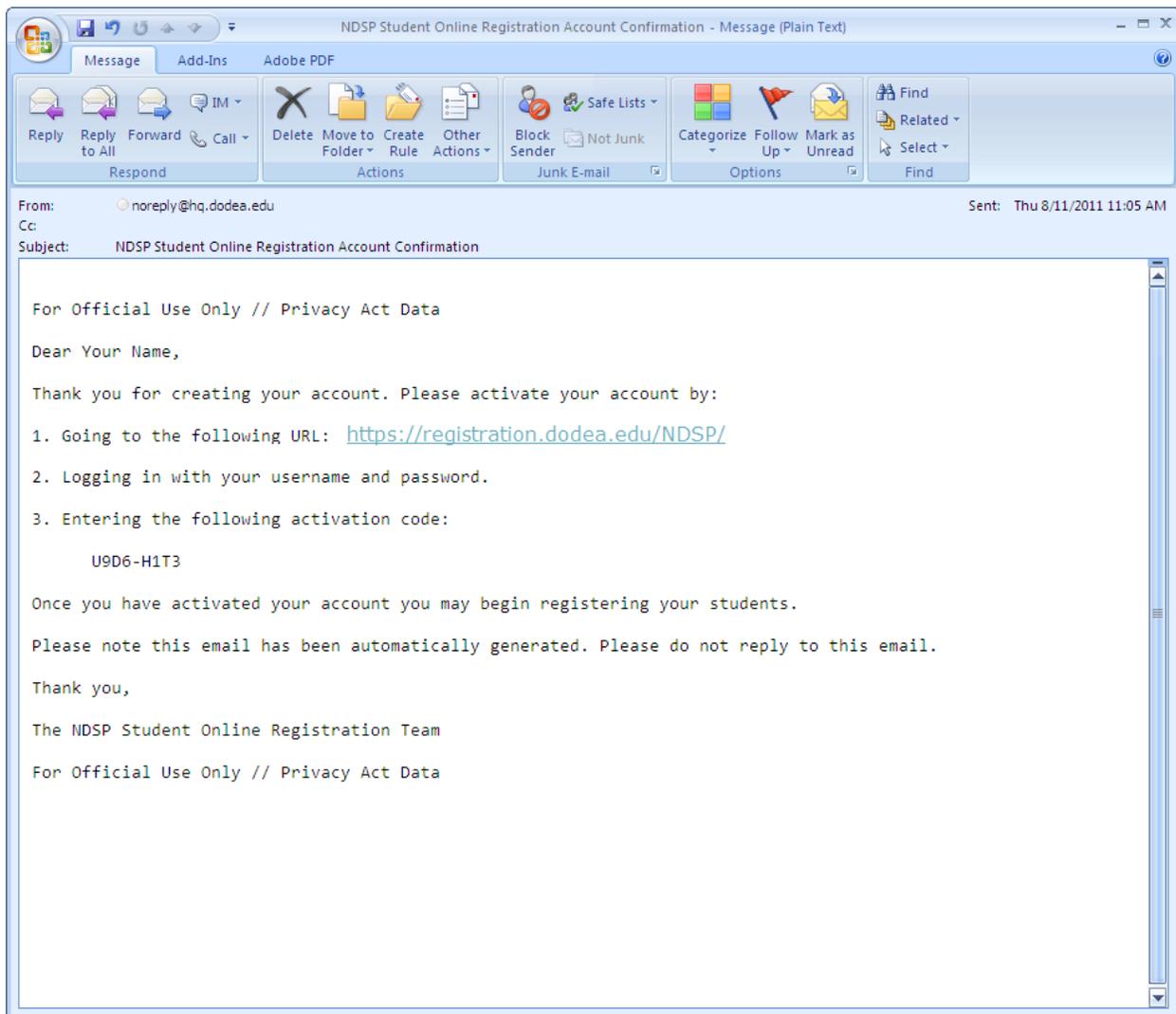
Once you have successfully entered all of your information as well as the CAPTCHA letters, click on the “Save my information and create my account” button to do just that. Your account will be created and you will be taken to the main page that we saw earlier. This time it also has a message along the top of the page notifying you of the success:

The screenshot displays the NDSP Student Online Registration page. At the top, a green banner reads "For Official Use Only". Below this is a dark header with the title "NDSP Student Online Registration" and the subtitle "Department of Defense Education Activity". Navigation links include "Download the User Guide" and "DoDEA Employee Login". A green success message at the top states: "Thank you for creating your account! Please check your email in about 10 minutes for your activation code. You will be asked for it the first time you log in. If you cannot find the email, it may be in your Junk email folder." The main content area features an illustration of a pen writing on a scroll. To the right, there are three sections: "New to this site? Create an account here:" with a "Create a new account" button; "Log in here if you have already created an account:" with fields for "Username" and "Password" and a "Login" button; and "Forgot your password? Have a new one generated and emailed to you:" with a "Username" field and a "Generate a new password" button. The footer contains copyright information and links for "Report a bug", "Contact Us", "NDSP", "FOIA", "Privacy Act", and "Return to top". A second "For Official Use Only" banner is at the bottom.

Don't forget to check the email account you entered during your account creation for the email from noreply@hq.dodea.edu with the subject of "NDSP Student Online Registration Account Confirmation". Please wait about 10 minutes for the email to arrive. If, after 10 minutes, you cannot find the email, it may be in your Junk email folder.

B. LOGGING IN FOR THE FIRST TIME

Once you have received your account creation confirmation email, follow the instructions in the email to activate your account. The contents of the email should be similar to the following:



The activation code in the email is in the form of alternating letters and numbers. The activation code in the example email above is J1S9-V6T4. This means that it is the letter J, the number 1, the letter S, the number 9, the letter V, the number 6, the letter T and the number 4.

Log into the site with the username and password you chose during account creation. If you type in an incorrect password five (5) times in a row, when trying to log in, your account will be locked for five (5) minutes for the safety of your data. When you successfully log in for the first time you should see something like the picture below:

The screenshot shows the NDSP Student Online Registration page. At the top, there is a green banner with the text "For Official Use Only". Below this is a dark blue header with the text "NDSP Student Online Registration" and "Department of Defense Education Activity". A "Download the User Guide" link is visible. A navigation bar contains "Home", "My Account", and "Logout" links. The main content area features a blue and green background with the text "Welcome, Your!" and "You need to activate your account before you may continue." Below this is a white box titled "Activate Account" with the instruction "Enter your activation code to activate your account" and "All fields are required". The "Activation Code" field is split into two input boxes, each with a note "(Four characters per field)". There are "Activate my account" and "Cancel" buttons. The footer contains copyright information and links for "Report a bug", "Contact Us", "NDSP", "FOIA", "Privacy Act", and "Return to top". A second green banner at the bottom also contains the text "For Official Use Only".

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NDSP Student Online Registration
Department of Defense Education Activity

Download the User Guide

Home | My Account | Logout

Welcome, Your!
You need to activate your account before you may continue.

Activate Account
Enter your activation code to activate your account
All fields are required

Activation Code

(Four characters per field)

Activate my account Cancel

© 2011 Department of Defense Education Activity | Report a bug | Contact Us | NDSP | FOIA | Privacy Act | Return to top

For Official Use Only

Enter in the activation code you received in your confirmation email. You can either type the code in manually or you can copy and paste it from your confirmation email. Once you have entered your confirmation code, you should see something like the picture below (enter the confirmation code you received in your email, not the one in this example):

The screenshot shows the NDSP Student Online Registration page. At the top, there is a green banner with the text "For Official Use Only". Below this is a dark blue header with the text "NDSP Student Online Registration" and "Department of Defense Education Activity". To the right of the header, there is a link "Download the User Guide" and a navigation menu with "Home", "My Account", and "Logout".

The main content area features a blue and green background with the text "Welcome, Your!" and "You need to activate your account before you may continue." Below this is a white box titled "Activate Account" with the instruction "Enter your activation code to activate your account" and "All fields are required". The "Activation Code" section contains two input fields: the first contains "U9D6" and the second contains "H1T3", with a note "(Four characters per field)". Below the input fields are two buttons: "Activate my account" and "Cancel".

At the bottom of the page, there is a grey footer with the text "© 2011 Department of Defense Education Activity" and a navigation menu with "Report a bug", "Contact Us", "NDSP", "FOIA", "Privacy Act", and "Return to top". A final green banner at the very bottom contains the text "For Official Use Only".

Click the “Activate my account” button to activate your account. If you did not enter your confirmation code correctly, you will see something similar to the picture below and will have to enter your code and click the “Activate my account” button again:

The screenshot displays the NDSP Student Online Registration interface. At the top, a green banner reads "For Official Use Only". Below this, the page title "NDSP Student Online Registration" is shown, along with the "Department of Defense Education Activity" logo and a "Download the User Guide" link. A navigation bar includes "Home", "My Account", and "Logout" links. A red error message states: "Your activation code was incorrect. Please enter the 8-character activation code you received in your account confirmation email, four characters per entry field." Below the error message is a large banner with a green field and blue sky, containing the text "Welcome, Your! You need to activate your account before you may continue." The main content area features a form titled "Activate Account" with the instruction "Enter your activation code to activate your account" and a note "All fields are required". The form includes an "Activation Code" label and two input fields, each with a note "(Four characters per field)". Below the input fields are "Activate my account" and "Cancel" buttons. The footer contains copyright information "© 2011 Department of Defense Education Activity" and links for "Report a bug", "Contact Us", "NDSP", "FOIA", "Privacy Act", and "Return to top". A final green banner at the bottom reads "For Official Use Only".

For Official Use Only

NDSP Student Online Registration

Department of Defense Education Activity

Download the User Guide

Home | My Account | Logout

Your activation code was incorrect. Please enter the 8-character activation code you received in your account confirmation email, four characters per entry field.

Welcome, Your!

You need to activate your account before you may continue.

Activate Account

Enter your activation code to activate your account

All fields are required

Activation Code

(Four characters per field)

Activate my account Cancel

© 2011 Department of Defense Education Activity | Report a bug | Contact Us | NDSP | FOIA | Privacy Act | Return to top

For Official Use Only

If you entered your activation code correctly you should see something similar to the following:

The screenshot displays the NDSP Student Online Registration website. At the top, there is a green banner with the text "For Official Use Only". Below this is a dark blue header with the title "NDSP Student Online Registration" and the subtitle "Department of Defense Education Activity". A "Download the User Guide" link is visible in the top right corner. A navigation bar contains links for "Home", "My Account", and "Logout".

A green notification bar at the top of the main content area reads: "Thank you for activating your account! You may now start registering your children." Below this is a large blue banner with the text "Welcome back, Your!" and "What would you like to do?".

The main content area is divided into two columns. The left column is titled "Getting Started" and contains a blue information box with the text: "Please remember that this registration application DOES NOT guarantee your child(ren) registration in the Non-DoD Schools Program (NDSP). You might be required to submit School Fee Schedule and Calendar if not published online." Below this are two sections: "New Registration" with a green plus icon and a description: "Create a new registration for one or more students. This allows you to enter the required information needed to register your students in a non-DoD School." and "Edit Registration" with a pencil icon and a description: "Edit or continue filling out a registration. Any registration you have submitted to HQ DoDEA NDSP will not be editable." A white box at the bottom of this column states "You have not created any registrations".

The right column is titled "Is your information current?" with an "Update »" link. It contains a table with the following information:

Address Type	Temporary
Address	123 Your Addr, Your City, CA 91010
Phone Num	666-666-6666
Email	<input type="text"/>

Below the table is a section titled "Other Document Links" with the sub-heading "Forms to Download and/or Print" and a note: "* means a form is required". It lists two links: "Verification of Command Sponsorship" and "Home Based Education Plan". At the bottom of this column is a section titled "Frequently Asked Questions" with a "View »" link.

The footer contains a grey bar with the following links: "© 2011 Department of Defense Education Activity", "Report a bug", "Contact Us", "NDSP", "FOIA", "Privacy Act", and "Return to top". Below this is another green banner with the text "For Official Use Only".

Once you have activated your account, you will be able to create a new registration. First, let's break down what you see in the picture above since this is your home page when you log in. The screen is divided into two halves, a left half and a right half. The left half is titled "Getting Started" and provides links to create a new registration and, once you have created your registration for this school year, edit an existing registration you have already created.

The right half of the screen contains three sections. The top section, titled "Is your information current?" shows your contact information and provides a link (labeled "Update") to the right of the title to update your information. See part C – Updating Your Account Information below for more details.

The middle section, titled "Other Document Links", lists documents which may be required/optional by the sponsor.

The final section, titled "Frequently Asked Questions" only provides a link (labeled "View") to view the frequently asked questions page. This page lists informative questions and answers and may be periodically updated. A similar frequently asked questions section is provided on pages one and two (1-2) of this document.

C. UPDATING YOUR ACCOUNT INFORMATION

On your home page, you can click either the "Update" link next to the "Is your information current?" section on the right or you can click the "My Account" link at the top right, in between the "Home" and "Logout" links, to go to the page that will allow you to update your account information. When you click either of the links, you may see something similar to the picture below:

NDSP Student Online Registration

Department of Defense Education Activity

[Download the User Guide](#)

[Home](#) | [My Account](#) | [Logout](#)

My Account

Cancel

Update My Account

Some fields are required and others are optional. * Denotes a required field.

Update any information that has changed.

Firstname* MI Lastname*

Current Address*

123 Your Addr,
Your City, CA 91010

My address is*: Temporary Permanent

Phone Number*

666-666-6666

Email*

Confirm Email*

- If you change your email a message will be sent to both your old and new addresses notifying you of the change.
- Your email can also be used to send you a new password in case you forget it.

! If you would like to change your password you may do so using the fields below. Leaving them blank will leave your password unchanged. Only enter a new password in the fields below if you want to change your current password!

Password

Confirm Password

Note: Your password must meet the following criteria:

- Must be at least 10 characters long but not longer than 50 characters
- Must contain at least 1 uppercase letter
- Must contain at least 1 lowercase letter
- Can contain 0 or more special characters (~!@#%&*~_+)
- Must contain at least 1 number
- Your password is valid and matches your confirmation password

Cancel

Update My Account

Completion Status

<input checked="" type="checkbox"/> Firstname*	Completed
<input type="checkbox"/> MI	Optional
<input checked="" type="checkbox"/> Lastname*	Completed
<input checked="" type="checkbox"/> Current Address*	Completed
<input checked="" type="checkbox"/> My address is*	Completed
<input checked="" type="checkbox"/> Phone Number*	Completed
<input checked="" type="checkbox"/> Email*	Completed
<input checked="" type="checkbox"/> Confirm Email*	Completed
<input type="checkbox"/> Password	Not changed
<input type="checkbox"/> Confirm Password	Not changed

You will not be able to save your information and create your account until all fields are completed.

This page is similar to what you saw when you created your account. The information you entered during the account creation process can be updated by using this page. Just click on the information you would like to change and type in the new value.

If you choose to update your email address, a confirmation email will be sent to both your old and new email addresses in order to inform you of the change. Please note that every field is required except for the "Password" and "Confirm Password" fields. The two (2) password fields are only required if you would like to change your password. If you decide to change your password, keep the password requirements in mind. They are, from top to bottom:

- Must be at least 15 characters long but not longer than 50 characters
- Must contain at least 1 uppercase letter
- Must contain at least 1 lowercase letter
- Must contain at least 1 special character (~!@#\$\$%^&* _+-)
- Must contain at least 1 number
- Your password is valid and matches your confirmation password

When you are done entering in your updated information, click the "Update My Account" button. If you do not want to change your account information, click the "Cancel" button.

D. RESETTING A FORGOTTEN PASSWORD

Each time you visit the NDSP Student Online Registration site, before you log in, there is a place for you to enter your username in case you forgot your password. See page 4 if you have forgotten where this is located. If you choose to enter your username and click the "Generate a new password" button, a new, randomly generated password will be emailed to the email address you provided when you created your account (or the updated email address if you changed it when you updated your account). Follow the instructions provided in the email to log in with the random password and do not forget to set a new password by

updating your account. Please note the random password is 15 characters long, so if you do not type 15 characters for the password when you go to log in you will not be successful. If you would like to read more on how to set a new password, see part C – Updating Your Account Information above.

Don't forget to check the email account you entered during your account creation (or changed when you updated your account information) for the email from noreply@hq.dodea.edu with the subject of "NDSP Student Online Registration New Password". Please wait about 10 minutes for the email to arrive. If, after 10 minutes, you cannot find the email, it may be in your Junk email folder.

III. CHAPTER 3 – REGISTRATIONS

A. CREATING A NEW REGISTRATION

Creating a new registration allows you to enter you and your child(ren)'s information into this system and submit it to HQ DoDEA NDSP. Also remember that this registration information DOES NOT guarantee your child(ren) registration in the Non DoD Schools Program.

While on your home page, right after logging in or clicking the "Home" link at the top right of any page, click on the "[New Registration](#)" link in the left half of your home page. This will take you to the Registration page. Continue reading in part C – Completing a Registration below for guidance on how to complete your registration.

If you have already created a registration, continue reading in part B – Editing a Registration below for guidance on how to edit your registration.

B. EDITING A REGISTRATION

If you have already created one or more registrations, then you will notice that they are listed under the "Edit Registration" section:

Getting Started

 Please remember that this registration application **DOES NOT** guarantee your child(ren) registration in the Non-DoD Schools Program (NDSP). You might be required to submit School Fee Schedule and Calendar if not published online.



New Registration

Create a new registration for one or more students. This allows you to enter the required information needed to register your students in a non-DoD School.



Edit Registration

Edit or continue filling out a registration. Any registration you have submitted to HQ DoDEA NDSP will not be editable.

School Year	Location	
2012-2013	International School Wiesbaden, Wiesbaden Germany	Edit ➔
2011-2012	Berlin British School, Berlin Germany	View 🔍

The table lists the registrations you have already created. It shows the school year that each registration is for, its location and either an “[Edit](#)” or “[View](#)” link. The “[Edit](#)” link allows you to continue editing your registration. If you would like to read on how to edit your registration, continue reading in part C – Completing a Registration below. The “[View](#)” link allows you to view an already-submitted registration. If you would like to read on how to view your registration, please read part F – Viewing a Registration.

C. COMPLETING A REGISTRATION

Let's take a look at the different parts of the registration page:

F o r O f f i c i a l U s e O n l y

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[Download the User Guide](#)

Home | My Account | Logout

Registration: **Start** | Section I | Section II | Section III | Finish

Privacy Act Statement and Initial Information

Start - Privacy Act Statement and Initial Information

Some fields are required and others are optional. * Denotes a required field. You can save now and come back later. Click the Next or Prev buttons will auto-save. [Scroll Here](#)

PRIVACY ACT STATEMENT

AUTHORITY: 10 USC 1605, 20 USC 926(b)

PRINCIPAL PURPOSE(S): Required to determine enrollment eligibility of authorized DoD dependents supported by the Non-DoD Schools Program. Also used as a management tool for statistical analysis, tracking, reporting, evaluating program effectiveness and conducting research.

ROUTINE USE(S): Data is collected and entered into the automated NDSP World-Wide System for use by DoDEA personnel in providing educational and management programs. Release of student information to non-DoDEA personnel is restricted to U.S. Government personnel and other authorized individuals as approved by DoDEA. Sponsor information may be released to other schools, colleges, and prospective employers as part of the individual student record.

DISCLOSURE: Voluntary; however, failure to provide the requested information may delay or result in the denial of educational benefits for the dependent of the individual requested to complete the form.

Entering School Year*

Destination Country*

Completion Status for Start

Click on an item name to navigate to that item so that you may complete it:

- Entering School Year*** Completed
- Destination Country*** Completed

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F o r O f f i c i a l U s e O n l y

The orange bar across the top of the page lists the sections you have to complete before you can submit your registration to the registrar. In this case it is showing five (5) sections: "Start", "Section I", "Section II", "Section III" and "Finish". It also allows you to navigate from one section to another by clicking on the name of the section. The gray bar underneath shows the description of what the section is for. Please note that you must select your child(ren)'s entering school year on the Start section before you can navigate to another section.

There is a link titled "[Scroll Here](#)" which is immediately to the right of the "* Denotes a required field" text. Clicking this link will scroll your page to the point where most, if not all, of the form should be visible on your screen. For this to be most effective, please make sure your web browser is maximized to fill your whole screen. This should allow you to see the fields to complete as well as the "Prev" and "Next" buttons.

Again, just like when you created your account, the right side of the page shows the completion status. However, unlike when you created your account, it only lists the completion status for the fields that are for currently shown section. Required fields still have red stars next to their names and show up as a red box when not completed. Optional fields show up as blue boxes and completed fields turn into green boxes. You can also click the name of the field in its box to put focus to that field. Clicking the name of the field will highlight that field and make sure it is shown on the screen so that you may complete it.

1. COMPLETING THE START SECTION

Try clicking the red box on the right that is labeled "Entering School Year". Notice that it has a star next to the name, indicating that it is a required field. After you have clicked the underlined text, the Entering School Year dropdown field will be highlighted. Click the down arrow next to the "Select one" text to show a list of selectable school years. You should see something similar to what is shown below:

NDSP Student Online Registration 3.0

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[Download the User Guide](#)

[Home](#) | [My Account](#) | [Logout](#)

Registration: **Start** | [Section I](#) | [Section II](#) | [Section III](#) | [Finish](#)

Privacy Act Statement and Initial Information

Start - Privacy Act Statement and Initial Information

Some fields are required and others are optional. * Denotes a required field.
 You can save now and come back later. Click the Next or Prev buttons will auto- [Scroll Here](#) save.

PRIVACY ACT STATEMENT

AUTHORITY: 10 USC 1605, 20 USC 928(b)

PRINCIPAL PURPOSE(S): Required to determine enrollment eligibility of authorized DoD dependents supported by the Non-DoD Schools Program. Also used as a management tool for statistical analysis, tracking, reporting, evaluating program effectiveness and conducting research.

ROUTINE USE(S): Data is collected and entered into the automated NDSP World-Wide System for use by DoDEA personnel in providing educational and management programs. Release of student information to non-DoDEA personnel is restricted to U.S. Government personnel and other authorized individuals as approved by DoDEA. Sponsor information may be released to other schools, colleges, and prospective employers as part of the individual student record.

DISCLOSURE: Voluntary; however, failure to provide the requested information may delay or result in the denial of educational benefits for the dependent of the individual requested to complete the form.

Entering School Year*

2012-2013
 Select one
 2012-2013
 2013-2014
 2014-2015
 Select one

Completion Status for Start

Click on an item name to navigate to that item so that you may complete it:

<input checked="" type="checkbox"/> Entering School Year*	Completed
<input type="checkbox"/> Destination Country*	Not Completed

Cancel « Prev Save Next »

Select your desired school year from the dropdown list. Once you have selected your entering school year, the status indicator for that field will turn green and you will be allowed to navigate to another section.

Please note that you do not have to click on the completion status box to complete each field. You can directly click on a field and complete it as well. Clicking on the completion status box is just a convenient way to select a field if you cannot easily find it.

Select your destination country. Notice that it is listed as required along the right hand side of the page and that it does have a red star next to its name.

Once you have selected your entering school year and have selected as much as you know about your destination, you can click the "Next" button that is near the bottom of the page. You may have noticed there are other buttons there as well. There is a "Cancel" button which will discard any changes you have made to the current section. There is a "Prev" button which will navigate to the previous section (if there is one). Each time you click the "Prev" or "Next" buttons, the information you have entered for the step you are navigating away from is automatically saved.

In addition, there is a "Save" button which allows you to manually save the information you have entered for the current section. This enables you to save your information if you need to step away from your computer for a while. If the "Save" button is disabled and grayed out then your information has already been saved.

2. COMPLETING SECTION I

Section I is where you enter information about your child(ren). This information includes their legal name, birth date, school, home school, entering grade and start date. There is also a short questionnaire that helps us better understand the educational needs of each child.

Section I is a bit different from the other sections. An annotated picture is below which describes all of the special elements which make up this section:

NDSP Student Online Registration 3.0

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Download the User Guide [↗](#)

Home | My Account | Logout

Registration: Start Section I Section II Section III Finish

Student Information

Section I - Student Information

Some fields are required and others are optional. * Denotes a required field. You can save now and come back later. Click the Next or Prev buttons will auto-save. [Scroll Here](#)

First Name*	MI	Last Name*	Use to scroll down
<input type="text" value="First"/>	<input type="text"/>	<input type="text" value="Child"/>	

Birth Date*	Destination School
<input type="text" value="08/22/2002"/>	<input type="text" value="School 1"/> <small>(Include City e.g., School, City)</small>

Home School*	Entering Grade*
<input type="text" value="No"/>	<input type="text" value="5th Grade"/>

Start Date*

You may enter up to 20 students. You have chosen to enter details for 1 student. You are currently editing student 1 (First Child).

Student Completion Status	<input checked="" type="checkbox"/> Complete	<input type="checkbox"/> Incomplete	<input type="checkbox"/> Blank
---------------------------	--	-------------------------------------	--------------------------------

<input type="button" value="↓"/>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15px; text-align: center;">1</td> <td style="width: 15px; text-align: center;">2</td> <td style="width: 15px; text-align: center;">3</td> <td style="width: 15px; text-align: center;">4</td> <td style="width: 15px; text-align: center;">5</td> <td style="width: 15px; text-align: center;">6</td> <td style="width: 15px; text-align: center;">7</td> <td style="width: 15px; text-align: center;">8</td> <td style="width: 15px; text-align: center;">9</td> <td style="width: 15px; text-align: center;">10</td> <td style="width: 15px; text-align: center;">11</td> <td style="width: 15px; text-align: center;">12</td> <td style="width: 15px; text-align: center;">13</td> <td style="width: 15px; text-align: center;">14</td> <td style="width: 15px; text-align: center;">15</td> <td style="width: 15px; text-align: center;">16</td> <td style="width: 15px; text-align: center;">17</td> <td style="width: 15px; text-align: center;">18</td> <td style="width: 15px; text-align: center;">19</td> <td style="width: 15px; text-align: center;">20</td> </tr> </table>	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20			

Completion Status for Section I

Click on an item name to navigate to that item so that you may complete it:

<input checked="" type="checkbox"/> First Name*	Completed
<input checked="" type="checkbox"/> MI	Optional
<input checked="" type="checkbox"/> Last Name*	Completed
<input checked="" type="checkbox"/> Birth Date*	Completed
<input checked="" type="checkbox"/> Destination School	Completed
<input checked="" type="checkbox"/> Home School*	Completed
<input checked="" type="checkbox"/> Entering Grade*	Completed
<input checked="" type="checkbox"/> Start Date*	Completed
<input type="checkbox"/> Special Needs Questions	Incomplete

Again, these special elements only apply to Section I. They are as follows:

- 1. Scrollbar** – The up arrow for the scrollbar allows you to scroll up through the fields for the current child. These fields include the basic student information as well as the special needs questionnaire.

- 2. Scrollbar** - The down arrow for the scrollbar allows you to scroll down through the fields for the current child. These fields include the basic student information as well as the special needs questionnaire. *You will have to scroll down (using either the mouse wheel or clicking the down arrow) to see the additional fields initially hidden from view.*

- 3. Student Information Panel** - This shows the number of students you are choosing to enter as well as the current student that you are working on.

- 4. Student Completion Status Legend and Navigation Bar** – The legend shows what the three different completion status icons mean: (green checkmark) indicates all fields for the student are complete; (yellow exclamation mark) indicates one or more fields for the student have not been completed; (red dash) indicates none of the fields for the student have been completed. An icon or number may be clicked, with the left mouse button, to switch to that student to complete the fields for. If a number does not have an icon over it then that student has not been added yet.

- 5. Add Student and Remove Current Student** – The “Add Student” button enables you to add another student to enter information for. If the current student is blank, then you will not be able to add another student until you have completed at least one of the required fields. The “Remove Current Student” button removes the current student as indicated at the top of the Student Information Panel as well as the blinking number.

6. Student Navigation Buttons – These buttons allow you to navigate back and forth between your added students. Each button click moves forward or backward one student at a time. If navigation in a particular direction is not possible then the appropriate button will be disabled and grayed out. If you would like to navigate to a specific student you may also click the appropriate icon or number as described in item 4 above.

The following fields are required for each of your children:

- **First Name** – Enter the first name of your child
- **Last Name** – Enter the last name of your child
- **Birth Date** – Either enter your child's birth date in MM/DD/YYYY format or use the calendar that appears when you click on the field
- **Home School** – Select 'Yes' if your child is under Home Schooling or else select No
- **Entering Grade** – Select the grade your child will be entering for your selected school year from the dropdown list
- **Start Date** – Select the anticipated/original Start Date at the NDSP School.
- **Special Needs Questions** (the numbered questions from 1 through 6)
 1. Use the dropdown to select if your child was formally assessed for Gifted Education. Also, use the other dropdown to select if your child was found to be eligible or not.
 2. Use the drop down to select your child's primary language and any additional language that he/she would speak at home. Please also use the drop down to select if your child received ESL services before.
 3. Use the dropdown to select if your child received additional services (Remedial Reading Instructions and Remedial Math Instructions).

4. Use the dropdown to select if your child was previously assessed for an Individual Education Program (IEP). Also, use the other dropdown to select if your child has an active IEP.
5. Use the dropdown to select if your child is eligible/enrolled in Exceptional Family Member Program.
6. Use the dropdown to select if your child has received any non-special education assistance. Also, use the other dropdown to select if your child has a 504 Plan.

You may also enter optional information for your child as well. The optional fields include:

- **Middle Name** – Enter the middle name of your child
- **Destination School** – Enter the anticipated destination school of your child.

Once you have entered all of the necessary information for your first child, you may click the “Save” button to save the information for that child. If you have additional children you would like to enter information for, click the “Add Student” button to add another child. Complete all of the fields for this child, as you did for the first child, as well. Repeat this process for every child you would like to enter information for.

If you make a mistake and enter an extra student, or you would like to remove a student you have already entered, select the appropriate student by clicking the student navigation buttons or clicking the navigation bar (see page 31 for more information) and then click the “Remove Current Student” button.

Once you have entered all of the necessary information for the children you have chosen to provide information for, click the “Next” button to proceed to the next section.

3. COMPLETING SECTION II

Section II is where you enter information about the sponsor of the children.

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[Home](#) | [My Account](#) | [Logout](#)

Registration: [Start](#) [Section I](#) **[Section II](#)** [Section III](#) [Finish](#)

Sponsor Information

Section II - Sponsor Information

Some fields are required and others are optional. * Denotes a required field. You can save now and come back later. Click the Next or Prev buttons will auto-save. [Scroll Here](#)

First Name*	MI	Last Name*
<input type="text" value="Sponsor"/>	<input type="text"/>	<input type="text" value="Kid"/>
Title / Rank*	Unit/Organization Assigned	Duty Phone
<input type="text" value="Col"/>	<input type="text"/>	<input type="text"/>
Location of Unit/Country Assigned*		
<input type="text" value="Burma (BU)"/>		
Post Location * (Your Orders will state your Post Location. If you can't locate it on the drop-down bar, select the Country and "Other". You can find your DSSR Rate here .)		
<input type="text" value="Burma - Other"/>		
Major City * (What Major City is 50 miles or closer to the Post Location?)		
<input type="text" value="Burma - Rangoon"/>		
Rotation Date * (DEROS)		
<input type="text" value="8/31/14"/>		
Are you assigned under FMS or SAO? * (Foreign Military Sales or Security Assistance Office?)		
<input type="text" value="Select one"/>		
Mailing Address (e.g. APO/FPO)		
Address Line 1*	Address Line 2	City
<input type="text"/>	<input type="text"/>	<input type="text"/>
State	Post Code	Country
<input type="text"/>	<input type="text"/>	<input type="text" value="Select one"/>
Email*	Home Phone	
<input type="text"/>	<input type="text"/>	

Completion Status for Section II

Click on an item name to navigate to that item so that you may complete it:

<input checked="" type="checkbox"/> First Name*	Completed
<input type="checkbox"/> MI	Optional
<input checked="" type="checkbox"/> Last Name*	Completed
<input checked="" type="checkbox"/> Title / Rank*	Completed
<input type="checkbox"/> Unit/Organization Assigned	Optional
<input type="checkbox"/> Duty Phone	Optional
<input checked="" type="checkbox"/> Location of Unit/Country Assigned*	Completed
<input checked="" type="checkbox"/> Post Location*	Completed
<input checked="" type="checkbox"/> Major City*	Completed
<input checked="" type="checkbox"/> Rotation Date*	Completed
<input type="checkbox"/> Are you assigned under FMS or SAO?*	Not Completed
<input type="checkbox"/> Address Line 1*	Not Completed
<input type="checkbox"/> Address Line 2	Optional
<input type="checkbox"/> City	Optional
<input type="checkbox"/> State	Optional

The fields which are required for the Sponsor are:

- **First Name** – Enter the first name of the sponsor
- **Last Name** – Enter the last name of the sponsor
- **Title/Rank** – Enter the sponsor’s appropriate title or rank
- **Location of Unit/Country Assigned** – Select the Country Assigned from the dropdown list
- **Post Location** – As stated on your Orders. If you can’t locate it in the drop down you may select ‘Other’. A link to the DSSR rates is also provided next to the label.
- **Major City** – Select a Major City that’s 50 miles or closer to your post location. If you do not have a major city within 50 miles please select ‘No, there are no major cities within 50 miles’ but, if there is a major city but, it’s not listed in the drop down box provided, please select ‘Other’.
- **Rotation Date (DEROS)** – Enter the applicable date in a MM/DD/YYYY format or use the calendar that appears when you click on the field
- **Are you assigned under FMS or SAO? (Foreign Military Sales or Security Assistance Office?)** – Select Yes/No and if you select yes, select FMS or SAO
- **Mailing Address (e.g. APO/FPO)** – Address Line 1 is required
- **Email** – Enter the sponsor’s primary email address

You may also enter optional information for the sponsor as well. The optional fields include:

- **MI** – Enter the middle initial for the sponsor

- **Unit/Organization assigned** – Enter the name of the organization the sponsor works for
- **Duty Phone** – Enter the sponsor’s phone number at his/her new duty location
- **Mailing Address (e.g. APO/FPO)** – Enter the sponsor’s new location mailing address
- **Home Phone** – Enter the sponsor’s home phone number

Once you have entered all of the necessary information for the sponsor, click the “Next” button to proceed to the next section.

4. COMPLETING SECTION III

Section III is where you can upload supporting documentation for your registration.

- **PCS Orders** - In order to complete your registration it is required that a copy of your orders is attached.

The following Document Types provide you an option to choose N/A if it does not apply to you:

- **Verification of Command Sponsorship / Dependent Entry Approval** – Required if dependents are not on Orders.
- **Birth Certificate / Passport** – Required if, you child is in Grades, Kindergarten, Grade 1 or PreK (Special Needs).
- **Home Based Education Plan** – It is recommended that you attach a copy of your Home Education Plan if your child is Home Schooled.
- **School Fee Schedule** – We highly recommend uploading a copy of your child’s School Fee Schedule.

- **School Calendar** – We highly recommend uploading a copy of your child's School Calendar.
- **Special Education / 504/ Gifted Education** – Required if your child is screened and found eligible for one of these services.
- **Other** – any other documents can be uploaded under this category

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Home | My Account | Logout

Registration: Start Section I Section II **Section III** Finish

Upload Documents

Section III - Upload Documents

Some fields are required and others are optional. * Denotes a required field.
You can save now and come back later. Click the Next or Prev buttons will auto-save. [Scroll Here](#)

Are there any files you would like to upload and attach to your registration? We strongly encourage you to attach a copy of your orders and other required documents. These will help expedite the registration process. Examples include: a copy of your orders, verification of birth date for students entering kindergarten or 1st grade, etc. You can also download, complete and upload any completed documents listed under the "Other Document Links" section to the right.

PCS Orders*

Browse... Upload File

Files Attached: 1

PCS Orders.docx
Size: 9 KB Uploaded on: 12 Oct 2012 (Remove)

Verification of Command Sponsorship / Dependent Entry Approval* (if dependents are not on Orders)

Yes N/A

Browse... Upload File

Files Attached: 1

Verification.docx
Size: 9 KB Uploaded on: 12 Oct 2012 (Remove)

Birth Certificate/Passport* (required for Grades KG, 1 and Pre-K Special Needs)

Completion Status for Section III

Click on an item name to navigate to that item so that you may complete it:

PCS Orders*	Completed
Verification of Command Sponsorship / Dependent Entry Approval*	Completed
Birth Certificate/Passport*	Not Completed
Home Based Education plan*	Completed
School Fee Schedule*	Not Completed
School Calendar*	Not Completed
Special Education*	Completed
504*	Completed
Gifted Education*	Not Completed
Other*	Not Completed

Forms to Download and/or Print

- Verification of Command Sponsorship
- Home Based Education Plan

Required - Eligibility Documentation

- Sponsor Eligibility:** Permanent Change of Station (PCS) Orders (Valid DEROS/PRD)
- Tour extension/amendment orders:** If DEROS/PRD expired
- Verification of Command Sponsorship:** If dependents are not listed in your PCS Orders
- Age documentation:** Copy of

At the bottom right corner of the page you can find links to the forms you can download and/or print and 'Required – Eligibility Documentation'.

Forms to Download / Print – These are the other document links like the ones listed on your home page (see page 19 for an example). They include forms which must be filled out for every child as well as forms which must be filled out once by the sponsor. Do not forget

that you can download copies of these forms, complete them and then upload copies of the completed forms using the upload buttons as described in point 1 above.

Required - Eligibility Documentation – This section includes the list of required documentation to check the dependent's eligibility to register for Non DoD Schools Program.

5. COMPLETING THE FINISH SECTION

The Finish section is where you can finalize your information by submitting your registration, along with any uploaded files, to HQ DoDEA NDSP for review.

Please remember that using this system to fill out a registration, and submittal to the NDSP, do not guarantee that your child(ren) will be accepted for registering at Non DoD Schools Program.

The Finish section is also a bit different from the other sections, as you can see in the picture below.

NDSP Student Online Registration 3.0
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Registration: **Start** Section I Section II Section III **Finish**

Finalizing Your Information

Finish - Finalizing Your Information
Some fields are required and others are optional. * Denotes a required field.
You can save now and come back later. Click the Next or Prev buttons will auto-save. [Scroll Here](#)

i You will not be able to submit your registration to HQ DoDEA NDSP until you have completed all of the required fields in each section and CERTIFY. The completion status for each section is listed on the right. You can click on a section to navigate to it so you can complete the blank and/or invalid fields. Once each section is complete you can submit your registration to HQ DoDEA NDSP.

I certify that the information provided on this Form is true and correct to the best of my knowledge. I also certify that the dependent/s named is/are command sponsored. I will notify the NDSP Program Manager in case of withdrawal of my dependent prior to the end of the term. I understand that I am responsible for any costs incurred that are not approved by DoDEA.

Submit to HQ DoDEA NDSP

Cancel Prev Save Next

Completion Status for Finish
Click on an item name to navigate to that item so that you may complete it:

Start	Completed
Section I	Completed
Section II	Completed
Section III	Completed

Forms to Download and/or Print

- [Verification of Command Sponsorship](#)
- [Home Based Education Plan](#)

Required - Eligibility Documentation

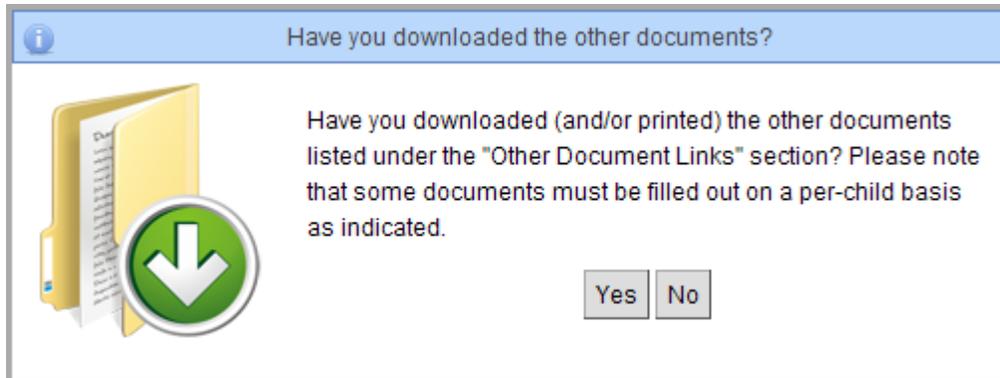
- Sponsor Eligibility:** Permanent Change of Station (PCS) Orders (Valid DEROS/PRD)
- Tour extension/amendment orders:** If DEROS/PRD expired
- Verification of Command Sponsorship:** If dependents are not listed in your PCS Orders
- Age documentation:** Copy of

Submit to HQ DoDEA NDSP Button – Use this button to finalize your registration and submit it to the NDSP team. This button will be disabled and grayed out until you have completed each section and certify the information you provided by clicking on the check box.

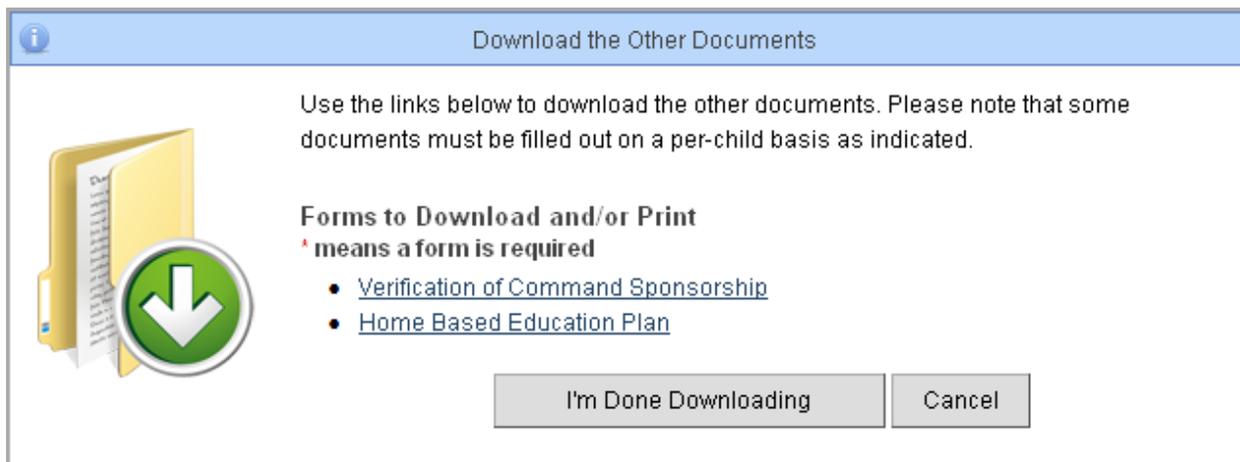
Completion Status for Each Section – This list shows the completion status for each section. As shown in the picture above, Start, Section I, Section II and Section III (the green boxes) should all be completed to submit your registration.

D. SUBMITTING A REGISTRATION

Once you have completed each section and uploaded all of your files you can click the "Submit to HQ DoDEA NDSP" button. This will bring up the following dialog:



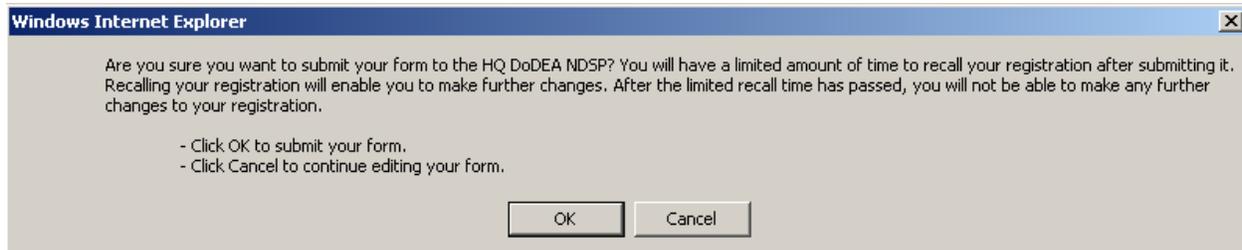
If you have not downloaded the documents listed under the "Forms to Download / Print" section, then click the "No" button. This will then bring up another dialog:



This dialog provides you with links to download/view the other documents you will need to register your child(ren) at the local school. Remember to print multiple copies of the forms in the top section, one copy of each form for every child. You can also download these

forms, complete them and upload them to your registration (see point 1 – File Uploading on page 34). When you are done downloading the documents click the “I’m Done Downloading” button. After you click the “I’m Done Downloading” button, you will have to click the “Submit to HQ DoDEA NDSP” button to bring up the first dialog again.

If you have already downloaded and/or printed a copy of the forms for each child and for the sponsor, then click the “Yes” button. If you click the “Yes” button, you will then be asked if you would like to submit your form to the NDSP team:



You can click the “Cancel” button to continue editing your registration form or click the “OK” button to finalize and submit your registration form. If you click the “Cancel” button, and decide to click on the “Submit to HQ DoDEA NDSP” button again, you will only be asked if you would like to submit your registration form to the registrar. You will not be repeatedly asked if you have already downloaded the other documents.

Once you finalize and submit your registration form to NDSP, by clicking the “OK” button, it will be read only and you will not be able to make any further changes. However, once you submit your registration form, you will have some time after you submit it to recall it so you can make changes. Recalling your registration form will allow you to edit anything on it as well as upload new files and remove previously uploaded files.

Remember that you will have some time after you submit your registration form to recall it from the NDSP so you can change/update it. Recalling your registration form is covered in part E – Recalling a Registration below.

If you do not want to submit your registration form just yet, you can click the “Cancel” button that is to the left of the “Prev” button or click on the “Home” link at the top-right of the page.

E. RECALLING A REGISTRATION

Once you have submitted your registration form it is made read-only, preventing you from making any additional changes. However, there is a period of time where you will be able to recall your registration from the NDSP in order to make it editable again. Recalling your registration enables you to make any changes you desire. This may include, but is not limited to: changing your destination location; adding, updating or removing children from your registration; uploading additional files that you would like attach to your registration for the NDSP’s review.

If the time has not expired to recall a submitted registration, a link to recall the registration will be underneath the “View” link for that registration, titled “[Recall this registration](#)”. This is shown in the picture below:

 Please remember that this registration application **DOES NOT** guarantee your child(ren) registration in the Non-DoD Schools Program (NDSP). You might be required to submit School Fee Schedule and Calendar if not published online.

 **New Registration**
Create a new registration for one or more students. This allows you to enter the required information needed to register your students in a non-DoD School.

 **Edit Registration**
Edit or continue filling out a registration. Any registration you have submitted to HQ DoDEA NDSP will not be editable.

School Year	Location
2012-2013	Berlin International Americal School Germany View   Need to change something or add/remove children? You still have time to: Recall this registration 

Clicking on this link will display a message reminding to re-submit your registration to the NDSP when you are done making your changes. After you click the “OK” button on that message box, you will be taken back to the registration page to edit. Refer back to part C – Completing a Registration if you would like to review how to complete your registration.

F. VIEWING A REGISTRATION

After you have submitted the registration, you may view it for your reference later. On your home page, under the “Edit Registration” list, click on the “View” link for the registration that you would like to view:

 Please remember that this registration application **DOES NOT** guarantee your child(ren) registration in the Non-DoD Schools Program (NDSP). You might be required to submit School Fee Schedule and Calendar if not published online.



New Registration

Create a new registration for one or more students. This allows you to enter the required information needed to register your students in a non-DoD School.



Edit Registration

Edit or continue filling out a registration. Any registration you have submitted to HQ DoDEA NDSP will not be editable.

School Year	Location
2012-2013	Berlin International Americal School Germany

[View](#) 

Clicking on the “View” link will take you to another page. This page has many parts, so an annotated picture of it is below:

F o r O f f i c i a l U s e O n l y

NDSP Student Online Registration

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Viewing Your Finalized Forms for 2011-2012

The forms on the left below have been completed by you already.

Your Registration Forms

[View Your Registration Form](#)
 This will open a new window with your Registration Form. You can then save it or print it using your default PDF viewer.

[View Your Special Needs Form](#)
 This will open a new window with your Registration Special Needs Forms for all of your children as a single document. You can then save it or print it using your default PDF viewer.

Attachments: This registration has 4 attachments. Click "Show Attachments" to view the list of attachments.

Show Attachments

Other Document Links

If you do not have a PDF viewer, you can download [Adobe Acrobat Reader](#).

Forms to Download and/or Print
 * means a form is required

- [Verification of Command Sponsorship](#)
- [Home Based Education Plan](#)

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F o r O f f i c i a l U s e O n l y

1. **Home Link** – This link allows you to return to your home page, which lists your registration(s) and allows you to create new ones.

- 2. View Your Registration Form** – This link provides you with a PDF version of your registration form for your reference. We recommend printing out a copy for your reference.

- 3. View Your Special Needs Forms** – This link provides you with a PDF version of your special needs forms for all of the children you entered into this registration. We recommend printing out a copy for your reference.

- 4. Show Attachments Button** – Clicking this button will hide the “Other Document Links” section on the right (see point 5 below) and show the “Attached File List” instead. See the annotated picture below for more information.

- 5. Other Document Links** – These are links to the documents you will need to download and/or print in order to complete them.

- 6. Adobe Acrobat Reader** – This link will take you to the Adobe Acrobat Reader web site which will enable you to download and install Adobe Acrobat Reader if you do not already have it installed on your computer. This program (or another PDF reader) is required to view PDF files on your computer. Please note that DoDEA does not endorse Adobe or its products.

If you click the “Show Attachments” button, your page may look something like the annotated picture below:

F o r O f f i c i a l U s e O n l y

NDSP Student Online Registration

Department of Defense Education Activity

[Download the User Guide](#)

[Home](#) | [My Account](#) | [Logout](#)

Viewing Your Finalized Forms for 2011-2012

The forms on the left below have been completed by you already.

Your Registration Forms [Home](#)



[View Your Registration Form](#)
This will open a new window with your Registration Form. You can then save it or print it using your default PDF viewer.



[View Your Special Needs Form](#)
This will open a new window with your Registration Special Needs Forms for all of your children in a single document. You can then save it or print it using your default PDF viewer.

Attachments: This registration has 4 attachments. Click "Hide Attachments" to hide the list and show the "Other Document Links".

1

Hide Attachments

Attached File List

2

	Birth_Cert_1.doc Size: 21 KB Uploaded on: 29 Aug 2011
	Birth_Cert_2.doc Size: 21 KB Uploaded on: 29 Aug 2011
	Home_Schooling_Plan.doc Size: 21 KB Uploaded on: 29 Aug 2011
	pcs_orders.pdf Size: 19 KB Uploaded on: 29 Aug 2011

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F o r O f f i c i a l U s e O n l y

- 1. Hide Attachments Button** – Clicking this button will hide the “Attached File List” section on the right and show the “Other Document Links” instead. See point 4 above for more details.

2. Attached File List – This lists all of the files that you have uploaded and attached to this particular registration. Links are provided for each file so that you can view and/or download them. Please note that, since your registration has been finalized, you are not able to upload new files or remove ones you have already uploaded. If you would like to do so, you can read more about recalling your registration in part E – Recalling a Registration above.