**Open enrollment steps**

**IMPORTANT - YOU ARE NOT ABLE TO USE A HANDHELD DEVICE OR IPAD TO OPEN ENROLL**

**If you are:**

**Current DCSD Parent (Parent who has a current or previously enrolled student or sibling of a current or previously enrolled student) steps:**

1. Click on Open Enrollment **link** to begin open enrollment process
2. Click “Start here” button at the bottom of page and answer questions **or** click “[EngagED parent portal](https://www.dservvxr01.dcsdk12.org/dag/module.php/core/loginuserpass.php?AuthState=_e9b1aaafdf463fb3f288af12e366db1e688887ff31%3Ahttps%3A%2F%2Fwww.dservvxr01.dcsdk12.org%2Fdag%2Fsaml2%2Fidp%2FSSOService.php%3Fspentityid%3Dhttps%253A%252F%252Fengaged.dcsdk12.org%26cookieTime%3D1513358635%26RelayState%3Dhttps%253A%252F%252Fengaged.dcsdk12.org%252Fguardian%252Fdashboard)” button on upper left side of screen
3. Sign into your [EngagED Parent Portal](https://www.dservvxr01.dcsdk12.org/dag/module.php/core/loginuserpass.php?AuthState=_e9b1aaafdf463fb3f288af12e366db1e688887ff31%3Ahttps%3A%2F%2Fwww.dservvxr01.dcsdk12.org%2Fdag%2Fsaml2%2Fidp%2FSSOService.php%3Fspentityid%3Dhttps%253A%252F%252Fengaged.dcsdk12.org%26cookieTime%3D1513358635%26RelayState%3Dhttps%253A%252F%252Fengaged.dcsdk12.org%252Fguardian%252Fdashboard)  - If you have forgotten your password, please click [here](https://www.dcsdk12.org/faqs-for-parent-accounts) for instructions on how to reset.
4. DOCUMENT YOUR USERID AND PASSWORD. You will need to log back in to review school offers. Not having your login information will delay this process.
5. Click “Start Open enrollment” link under your student’s name.
6. Verify your student’s information is correct. Click Save.
7. If you have a sibling that is new to DCSD, click the “Add a new student” button for each additional student you wish to set up to apply for open enrollment. Enter the student’s information.
8. Click ”Select school choices” under the student’s name
9. If you are a DCSD Employee wanting to open enroll - Please click on the “DCSD Employee enter ID” link to enter your employee ID and dcsd single sign on/ workday username. **You must enter this information prior to making any school choices.** You should also add your district email as a secondary email in your portal account.
10. Select reason for leaving current school. You must choose one but can select multiple answers.
11. Select the schools that interest you. Click on school logo to select a school. A light green check mark will appear on the school(s) you choose. You may choose up to 4 schools. Please only choose school(s) you are truly interested in attending. Schools selected are not prioritized. Click the “more choices” button on the right hand side for additional school options.
12. Review your school choices. Click “Save and continue” button.
13. Answer “Why are you selecting these schools” question for each school chosen. You can select multiple answers.
14. Click “Save and continue” , you will see: “You have successfully requested open enrollment for your student”
15. Select/click “Email me my choices” to receive a confirmation email of the school choices made for your student. **This is your confirmation that you successfully completed the open enrollment process. You may be asked to provide a screenshot of this email if there is a question of open enrollment being successfully completed.**
16. Click “Return to dashboard” if you have another student to open enroll
17. You are able to log back in and change your school choices during open enrollment dates. Be sure to request a confirmation email each time.

**If you are:**

**New to DCSD Parent(Has never had a student or sibling enrolled in a DSCD school) steps:**

1. Click on Open Enrollment **link** to begin open enrollment process
2. Click “Start Here” button at bottom of page
3. Answer “**Yes**” to question: Are you new to Douglas County School district? (**only if you do not currently have a student enrolled in DCSD or have never had a parent portal account)** If you have had a parent portal in the past, but do not remember your username and password, please contact Choice Programming for assistance.

***\*Caution: If you currently have a student in the district but are having trouble logging in to the EngagED Parent Portal, DO NOT create a new account, as this may make your open enrollment request VOID! Please contact your current DCSD school or the office of Choice Programming if you need help logging into your current EngagED parent portal account.***

1. Follow the steps to set up an EngagED parent portal account.
2. DOCUMENT YOUR USERID AND PASSWORD. You will need to log back to review school offers. Not having your login information will delay this process.
3. Sign into your new EngagED Parent portal
4. Click “Add a new student” for each student you wish to apply for open enrollment. Enter student’s information.
5. Click: Save.
6. Click “Start Open enrollment” link under your student’s name.
7. Verify your student’s information is correct. Click Save.
8. Click ”Select school choices” under the student’s name
9. If you are a DCSD Employee wanting to open enroll - Please click on the “DCSD Employee enter ID” link to enter your employee ID and dcsd single sign on/ workday username. **You must enter this information prior to making any school choices.** You should also add your district email as a secondary email in your portal account.
10. Select reason for leaving current school. You must choose one but can select multiple answers.
11. Select the schools that interest you. Click on school logo to select a school. A light green check mark will appear on the school(s) you choose. You may choose up to 4 schools. Please only choose school(s) you are truly interested in attending. Schools selected are not prioritized. Click the “more choices” button on the right hand side for additional school options.
12. Review your school choices. Click “Save and continue” button.
13. Answer “Why are you selecting these schools” question for each school chosen. You can select multiple answers.
14. Click “Save and continue” , you will see: “You have successfully requested open enrollment for your student”.
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