

Online Enrollment Module for Cayen AS21 & AS201



Overview

The Cayen Online Enrollment feature transforms paper enrollment/registration forms into a quick, paperless, online solution for parents/guardians to sign up their children for your program. Online Enrollment is highly effective for parents who have access to an internet connected devices to complete the enrollment process, whether at home, work or when open house-type evenings are offered where computers are available for “on-the-spot” enrollment.

Here are some of the Cayen Online Enrollment feature.

Highly Customizable Enrollment Form

- The online enrollment form is set of customizable sections: Demographics, Contacts, Emergency Information, Medical Alert, Media Release, Online Payment Agreement, Terms and Conditions, Authorization Agreements, Additional Questions, Document Upload, and Nutritional Agreement. In addition, unlimited User-Defined sections may be added to the form
- Each section can be customized to meet enrollment requirements; including section headings, instructions, field names, and enabling section specific features.
- Language translation provided by Google Translate services ensures that all applicants have access to an online enrollment form they can understand.
- Customizable list of programs available to applicants

Increase Accuracy / Completeness

- Required fields and validation is configurable to ensure your enrollment requirements are met before the online enrollment form is submitted for review.
- Once the online enrollment form has been submitted, instructors/administrators have access to the online enrollment form. Instructors have the option to approve, denied or request additional information from the parent/guardian.
- Demographic information from Student Information System can prepopulate enrollment form greatly improving consistency and accuracy of data.

Security

- Sensitive data is encrypted utilizing the latest SSL technology
- Customizable options for
 - requiring electronic signature
 - enable security questions
 - required student information to access student record

Reduce paperwork

- The online enrollment form is saved as a PDF and may be shared digitally via email as well as printed.
- Applicants are emailed a copy of their complete online enrollment form.
- Applicants are electronically notified when their application form has been approved or denied.

For more information please contact your Account Manager.

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