

ONLINE FREE AND REDUCED INSTRUCTIONS

To enter system click on Free and Reduced button in parent portal or go to: <http://newalbany.sdms2.com>

1. Create Account



2. The system will ask if you are a parent or student.



Write down User Id and Password. You will use it next to log in.

3. Click continue when completed.



4. Create User Id, password, Security Question & Answer



5. The system should return you to log in screen. Log in now.



Read directions and statement/instructions.

6. Add student screen

The screenshot shows the SDMS Parent and Student Portal. At the top, it says "Your District" and "Powered By: DBS DATA BUSINESS SYSTEMS". Below the navigation bar, there is a "Welcome to the SDMS Parent and Student Portal" message. A table titled "Related Students" contains the following data:

| Student Id | Last Name | First Name | Middle Name | Grade | Birth Date | School |
|------------|-----------|------------|-------------|-------|------------|----------------------|
| 664443 | Quigg | Cali | Jo | 5 | 1/29/2002 | Jerusalem Elementary |

Below the table is an "Add Student" button. At the bottom, there is a "Select Your Application" section with "Contact Info" and "FORMAT" buttons.

Your first student entered during the new user registration shows up here.

Add additional students in your household by clicking Add Student. Repeat until all student's are added.

7. Add student screen

The "Add Patron" form has a blue header and a light blue instruction box: "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 are three input fields: "Student Id:", "Student First Name:", and "Student Last Name:". At the bottom are "Continue" and "Cancel" buttons.

Complete for all students in household. When all students are entered click continue and you will return to screen in step 6.

Click on Contact Info

8. Enter all contact information

The "Contact Information" form has a blue header and a light blue instruction box: "Please enter your contact information and preferred delivery method. Address is required. Email address is required. Phone Number is optional." Below this are fields for "Preferred Delivery Method" (set to "Email"), "Address" (with a street name, state dropdown set to "Oregon", and zip code "43616"), "Email Address" (with "username@domain.com"), and "Phone Number" (with "419-693-9999"). "Save" and "Cancel" buttons are at the bottom.

1. Enter Contact information. Contact information is necessary in order to receive results of your application. Results will be available immediately if you choose email.
2. Click save.

9. By clicking on FORMAT you continue the application process

This screenshot is identical to the one in step 6, showing the "Related Students" table and the "FORMAT" button in the "Select Your Application" section.

Click FORMAT to continue the Free and Reduced application process.