

**NON-DoD SCHOOLS PROGRAM (NDSP)
STUDENT ONLINE REGISTRATION (SOR)
QUICK START GUIDE (QSG)**

JULY 29, 2020 / VERSION 4.2

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1 CREATE A NEW ACCOUNT IN NDSP SOR

If you are a new first-time user, adding a dependent or moving to a new duty location, you must register your child using NDSP SOR. Once you complete and submit your child's registration, the information is received for processing at DoDEA's headquarters. Please note that NDSP SOR works best using Internet Explorer (IE) as your browser. If you have any issues with the application, email NDSP.Management@hq.dodea.edu.

1.1 WELCOME SCREEN

This is the welcome screen for all users. It is a reminder that NDSP SOR is an information system (IS) owned by the United States Government (USG) and is For Official Use Only (FOUO).

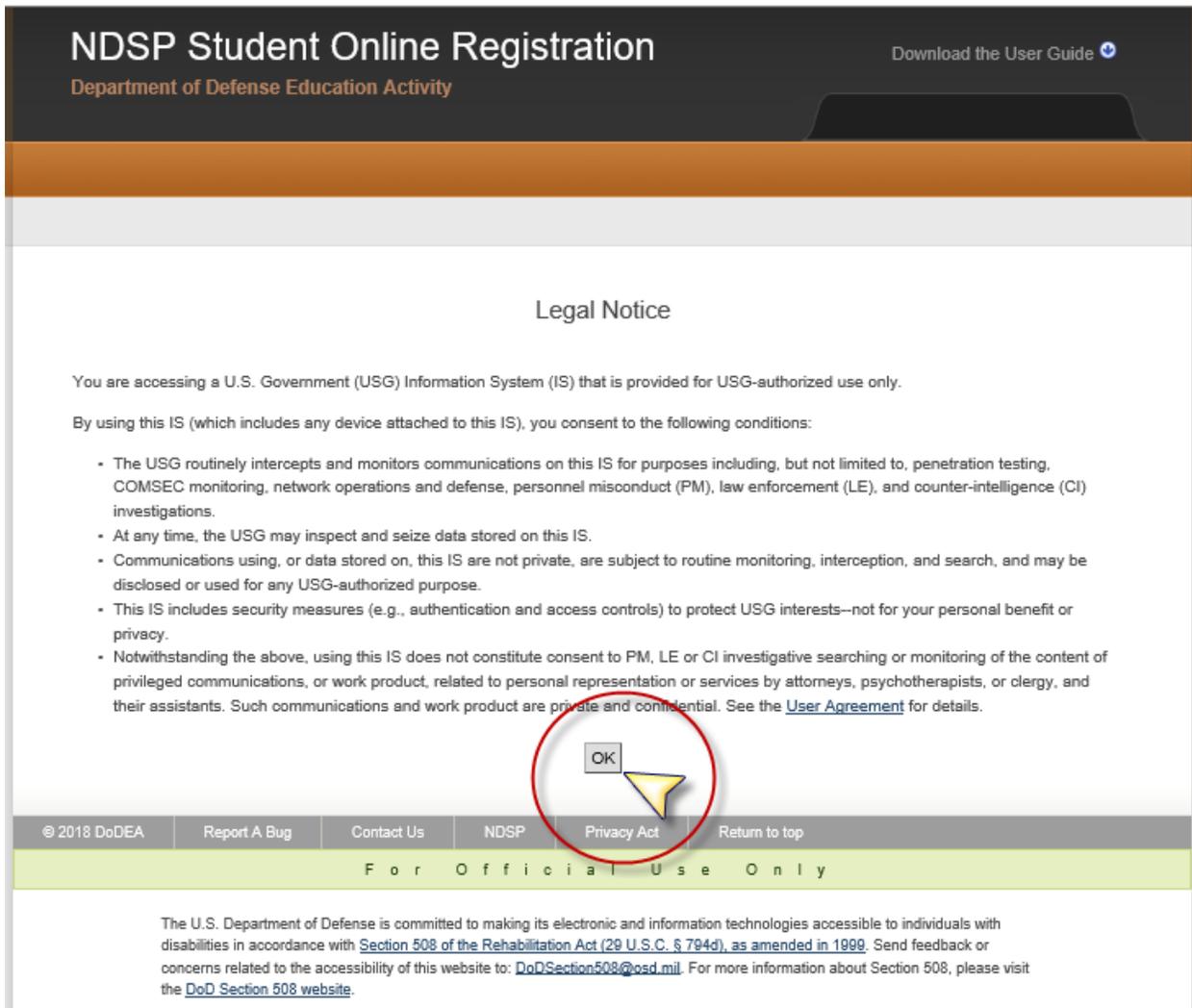


Figure 1: Welcome Screen FOUO.

Click on OK to continue.

1.2 SELECT CREATE A NEW ACCOUNT

Click the [Create a New Account](#) button to continue.

Initial Registration - New Student - New Location

The Student Online Registration (SOR) is used for an **initial family registration**, **adding a dependent** not already registered or registering for a **new duty location**.

If your dependents are registered for NDSP and you are re-registering for the next school year, go to the [Sponsor Portal](#).

NDSP Student Online Registration

Version 9.0, Last Updated on December 20, 2017

FOR:

- Initial Family Registration
- New Duty Location
- Adding a New Dependent

[Create a new account »](#)

Log in here to continue your current registration process

Username

Password

[Login »](#)

Forgot your password?
Have a new one generated and emailed to you:

Username

[Generate a new password](#)

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

Figure 2: Click Create a New Account.

**Note: If you are using a browser that is not supported, you will receive the following warning:

NDSP Student Online Registration
Department of Defense Education Activity

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DoDEA Employee Login

Warning: You are not using a fully supported browser.

	Browsers	Operating Systems/ Devices
	Supported	Chrome or Internet Explorer
	Not Fully Supported*	Safari, Firefox, Microsoft Edge
		Linux, Surface Pro, iPad, iPhone, Android

* Not full list

Initial Registration • New Student • New Location

The Student Online Registration (SOR) is used for an **initial family registration**, **adding a dependent** not already registered or registering for a **new duty location**.

If your dependents are registered for NDSP and you are re-registering for the next school year, go to the [Sponsor Portal](#).

NDSP Student Online Registration
Version 10.1, Last Updated on July 31, 2019

FOR:

- Initial Family Registration
- New Duty Location
- Adding a New Dependent

[Create a new account »](#)

Log in here to continue your current registration process

Username

Password

[Login »](#)

Figure 3: Unsupported Browser Warning

Using an unsupported browser by cause unexpected behavior throughout the application. Supported browsers are Internet Explorer (IE) and Google Chrome.

1.3 NEW ACCOUNT CREATION PAGE

You will be directed to a new page. Note that there are three tabs that must be completed in order to process your account: Step 1, Step 2, and Finish. As you complete the required fields, their status will be shown as:

	Red	Not Completed
	Yellow	Invalid Information
	Green	Completed
	Blue	Optional

Please note that you will be unable to save your information and progress until all fields are completed. Click the OK button to continue.

The screenshot shows the 'Department of Defense Education Activity' 'Create Account' page. At the top, there are three steps: 'Step 1', 'Step 2', and 'Finish'. 'Step 1' is circled in red. Below the steps is the heading 'Choose Your Username and Password'. A large dialog box titled 'Getting Started' is overlaid on the page. It contains two numbered questions and their answers, along with an 'OK' button. To the right of the dialog box is a 'Completion Status' sidebar with a list of fields and their completion status. A yellow warning box at the bottom of the sidebar states: 'You will not be able to save your information and create your account until all fields are completed.' A paperclip icon is next to this warning box. At the bottom of the dialog box are 'Cancel', '< Prev', and 'Next >' buttons.

Department of Defense Education Activity

Cancel Account Creation

Create Account: Step 1 Step 2 Finish

Choose Your Username and Password

Create Account
Step 1 - Choose Your Username and Password

Getting Started

1. Did you notice the User Guide download link at the top right corner of the page?

This link provides you with a link to download a PDF version of the user guide. The user guide contains comprehensive information on how to use this site, including creating your account, activating your account, completing your registration, etc.

2. Did you notice the Completion Status sidebar on the right of the page?

The Completion Status sidebar provides you with instant feedback on how many fields you need to complete. If a box is ■ red, then you still need to complete the field. If a box is ■ yellow, then you have entered invalid information. If a box is ■ green, then you have completed the field successfully. If a box is ■ blue, then the field is optional.

OK

Cancel < Prev Next >

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.

Figure 4: Create a New Account Page.

1.4 STEP 1: CREATE ACCOUNT

You must enter a username and password based on the requirements provided below. As you enter your information, the colored boxes will change from red to green, meaning that your username and password are acceptable and can be saved successfully. The completion status area will also change from *Not Completed* to *Completed*. Click the Next button to continue.

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*
happycamper1 (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* 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.

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

Figure 5: Step 1 Create Account.

1.5 STEP 2: CREATE ACCOUNT

You are required to enter your name, address, phone number, and email. Note that the email address you enter is where you will receive an account confirmation email, and where a password recovery email will be sent. We recommend using a personal, private email address for the sponsor and/or spouse. As you enter your information, the colored boxes will change from red to green, meaning that your information can be saved successfully. The completion status area will also change from *Not Completed* to *Completed*. Click the Next button to continue.

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*

Happy [] Camper

Current Address*

123 Fireside Blvd
Yosemite, CA 98765

My address is: Temporary Permanent *

Phone Number*

1234567890

Email*

happycamper@gmail.com

Confirm Email*

happycamper@gmail.com

- 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.

Cancel « Prev Next »

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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Figure 6: Step 2 Create Account.

1.6 STEP FINISH: CREATE ACCOUNT

On the next screen, you will be required to enter the CAPTCHA information. This security feature authenticates users and protects the system. Enter the letters you see into the box below the image, and click Save My Information and Create My Account.

The screenshot shows the 'Create Account' finish step. At the top, a progress bar indicates 'Step 1', 'Step 2', and 'Finish'. Below this, the main heading is 'Save Your Information and Create Your Account'. The main content area is titled 'Create Account' and 'Finish - Save Your Information and Create Your Account'. It includes instructions: 'Some fields are required and others are optional. * Denotes a required field.' and 'Please make sure you have entered the correct information. You may also change it after your account has been created.' A CAPTCHA image shows the letters 'y a p z t' in a stylized font. Below the image, a text input field contains 'yafpz' and a 'Try another' button. A 'Save my information and create my account' button is highlighted with a yellow mouse cursor. To the right, a 'Completion Status' list shows the following items: 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), and Confirm Email* (Completed). Below the list, a message states: 'You will not be able to save your information and create your account until all fields are completed.' At the bottom of the form, there are 'Cancel', '« Prev', and 'Next »' buttons. The footer contains copyright information for DoDEA and links for 'Report A Bug', 'Contact Us', 'NDSP', 'Privacy Act', and 'Return to top'. A green bar at the very bottom contains the text 'F o r O f f i c i a l U s e O n l y'.

Figure 7: Complete the CAPTCHA to Continue.

You will receive a confirmation message on the top of the next screen. Please check your email for the confirmation code.

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.

Figure 8: Thank You for Creating Your Account.

1.7 ACCOUNT ACTIVATION EMAIL

You should receive an email titled “NDSP Student Online Registration Account Confirmation.” Sometimes the message arrives in a SPAM or JUNK folder, so be sure to check here if it did not arrive to your inbox. Follow the instructions outlined in the email to activate your account.

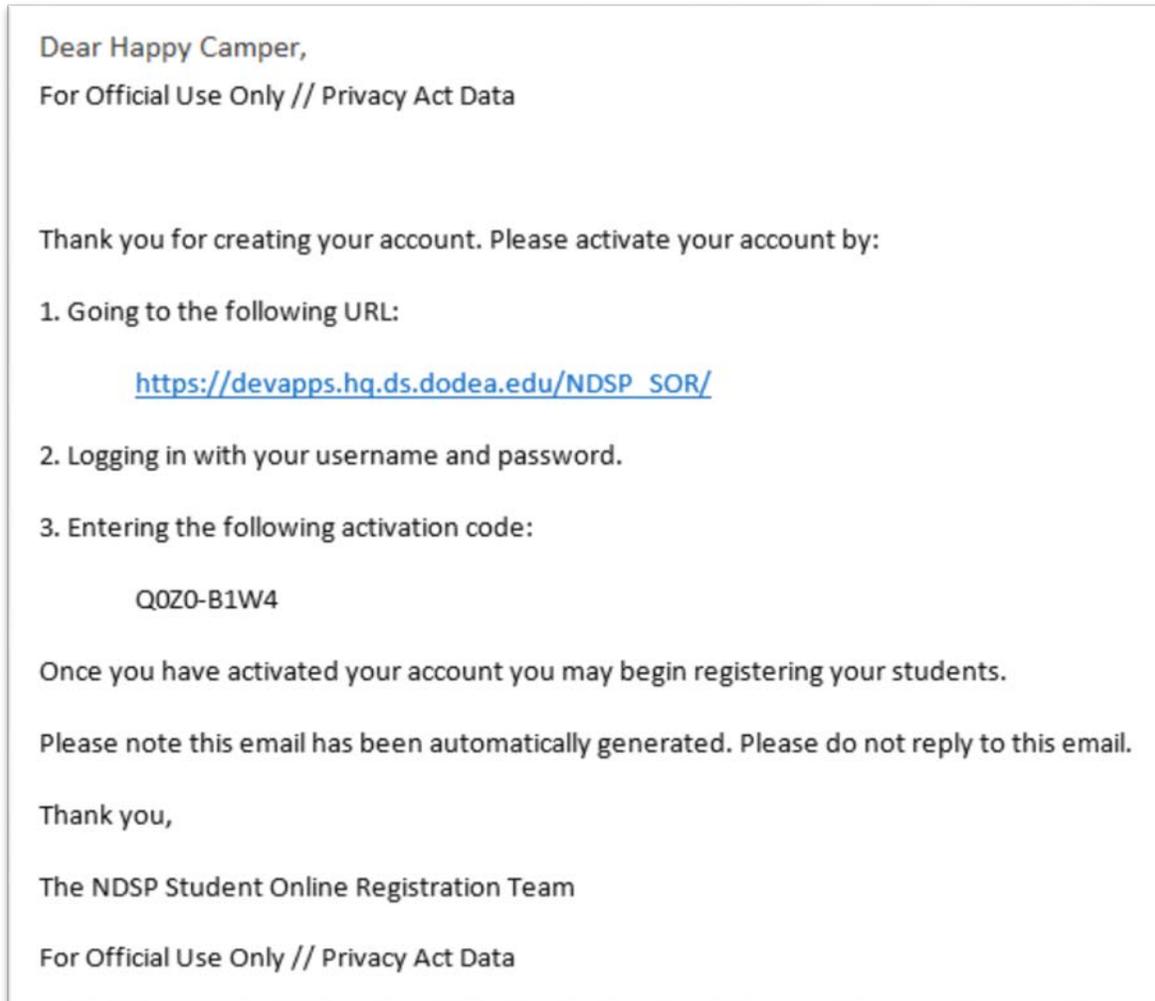


Figure 9: Account Activation Email.

1.8 ACTIVATE ACCOUNT

You will arrive at a welcome screen where you must enter the account activation code provided to you via email. Enter the code and click [Activate my Account](#).

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

Activation Code

z3t8 - s8c1 (Four characters per field)

Activate my account Cancel

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Figure 10: Enter Activation Code to Continue.

After you enter the activation code, your account is active and you are ready to register your child in SOR.

Thank you for activating your account! You may now start registering your children.

Welcome back, Happy!
What would you like to do?

Getting Started Is your information current? Update >

Figure 11: Account Created Successfully.

2 CREATE A NEW REGISTRATION

To register your child in SOR, select and click [New Registration](#). The registration process includes multiple steps. Please plan on 20-30 minutes to complete the entire registration process.

NDSP Student Online Registration
Department of Defense Education Activity

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Welcome back, Happy!

What would you like to do?

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.

Please review: [NDSP Orientation](#). You must review and acknowledge your understanding of the NDSP Orientation prior to the submission of your registration application.

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.

You have not created any registrations

Is your information current?

Address Type	Permanent
Address	123 Fireside Blvd Yosemite, CA 98765
Phone Num	0123456789
Email	catherine.johnson.ctr@hq.dodes.edu

Update »

Other Document Links

Forms to Download and/or Print

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

Frequently Asked Questions

View »

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

Figure 12: Create a New Registration in SOR.

2.1 NEW REGISTRATION: START

Begin your registration by selecting the School Year and Destination Country from the drop down lists. Note that the right side of the screen shows the completion status with a green box and check mark. Click Next to continue.

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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. [Scroll Here](#)
You can save now and come back later. Click the Next or Prev buttons will auto-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*
2018-2019

Destination Country*
Belgium

Cancel < Prev Save Next >

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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Figure 13: Enter School Year and Country.

2.2 NEW REGISTRATION: STUDENT INFORMATION IN SECTION I

Enter your child's student information in the fields below. Select the appropriate options from the dropdown lists. You can see the completion status for section I on the right half of the screen. Please note: the destination school field is not a required field. A school selection is not needed to determine eligibility.

Section I - Student Information

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

First Name* MI Last Name*

Sassy Camper

Birth Date*

02/14/2012 (mm/dd/yyyy)

Destination School Home School*

Happy Trails Primary School (Include City e.g., School, City) No

Entering Grade* Start Date*

1st Grade 08/01/2018

1. * Gifted Education:

a. Has your child been formally assessed for Gifted Education?

My child has NOT been formally assessed for Gifted Education.

b. Was your child found eligible?

Not applicable.

2. * English as a Second Language (ESL):

a. Does your child speak a language other than English at home?

My child speaks a language other than English at home.

b. Is English your child's Primary Language?

English is my child's Primary Language.

c. Is there an adult who speaks a language other than English at home?

There is an adult at home who speaks a language other than English.

d. Has your child received ESL services?

My child has NOT received ESL services.

Completion Status for Section I

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

- ✓ First Name* Completed
- MI Optional
- ✓ Last Name* Completed
- ✓ Birth Date* Completed
- ✓ Destination School Completed
- ✓ Home School* Completed
- ✓ Entering Grade* Completed
- ✓ Start Date* Completed
- ✓ Special Needs Questions Completed

Figure 14: Student Information in Section I.

2.3 NEW REGISTRATION: SUBMIT SECTION I

Once you have completed the required fields, click Add Student at the bottom of the page to continue with registration. If you only have one student to register, click Next. If you need to register additional students, you must complete Section I for each student, and click Add Student each time. When you are finished, click Next.

3. * Additional Services:

a. Has your child received remedial reading instruction?
My child has NOT received remedial reading instruction. ▾

b. Has your child received remedial math instruction?
My child has NOT received remedial math instruction. ▾

4. * Special Education - Individual Education Program (IEP):

a. Has your child been previously assessed for an IEP?
My child has NOT been previously assessed for an IEP. ▾

b. Your child has an active IEP?
My child does NOT have an IEP. ▾

5. * Exceptional Family Member Program (EFMP):

a. Was your child screened and enrolled in EFMP?
I am Military but, my child was not screened. ▾

6. * 504 Plan (non-special education assistance):

a. Has your child previously received 504 plan assistance?
My child has NOT previously received 504 plan assistance. ▾

b. Your child has a 504 Plan?
My child does not have a 504 Plan. ▾

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

Student Completion Status ✔ Complete ⚠ Incomplete ✖ Blank

✔

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20

Add Student Remove Current Student « Student Student »

Cancel « Prev Save Next »

Figure 15: Click Add Student and Next.

2.4 NEW REGISTRATION: SPONSOR INFORMATION IN SECTION II

Section II contains sponsor information. If you do not have all the information, you click Save at the bottom of the page and come back later. Note that the completion status for Section II is on the right side of the page, and will display green for all sections that are successfully completed.

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. [Scroll Here](#)
You can save now and come back later. Click the Next or Prev buttons will auto-save.

First Name* MI Last Name*
Happy [] Camper

Social Security Number*
[] (Hover over to view the SSN entered)

Pay Grade* Unit/Organization Assigned Duty Phone
1 Camp Site X []

Location of Unit/Country Assigned*
Belgium (BE) [v]

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](#).)
BELGIUM - Other [v]

Major City* (What Major City is 50 miles or closer to the Post Location?)
Belgium - Antwerp [v]

End of Overseas Tour* (Date Eligible for Return from Overseas/Projected Rotation Date - DEROS/PRD)
02/14/2023

Are you assigned under FMS or SAO? * (Foreign Military Sales or Security Assistance Office?) (Ask your Command if unsure.)
No, I am not assigned under Foreign Military Sales or Security Assistance Office [v]

Mailing Address (e.g. APO/FPO)
Address Line 1* Address Line 2 City
987 Smore Plaza [] Flanders

State Post Code Country
[] [] Belgium (BE) [v]

Email* Home Phone
happycamper1@gmail.com []

Completion Status for Section II

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

- ✓ First Name* Completed
- MI Optional
- ✓ Last Name* Completed
- ✓ Social Security Number* Completed
- ✓ Pay Grade* Completed
- ✓ Unit/Organization Assigned Completed
- Duty Phone Optional
- Location of Unit/Country Assigned* Completed
- ✓ Post Location* Completed
- ✓ Major City* Completed
- ✓ End of Overseas Tour* Completed
- ✓ Are you assigned under FMS or SAO? * Completed
- ✓ Address Line 1* Completed
- Address Line 2 Optional
- ✓ City Completed

Figure 16: Sponsor Information in Section II.

2.5 NEW REGISTRATION: SUBMIT SECTION II

After you have completed all the required information, including the bank information, you are ready to submit and move to section III. Click Next to continue.

Please provide the Sponsor's US Bank Name, Routing Number (RTN) and Account Number.
Refer to the [sample check](#) for the location of this information.
(Hover over the masked fields to view entered values.)

US Bank Name*

Bank Routing Number* Verify Routing Number*

Bank Account Number* Verify Account Number*

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

Figure 17: Click Next to Continue.

2.6 NEW REGISTRATION: UPLOAD DOCUMENTS IN SECTION III

There are a variety of documents that must be uploaded to complete section III. Acceptable file types include PDFs, MS Word, and MS Excel. If you do not have or need a document, you may select the N/A button. After you locate your files and the file name appears in the box, you must click Upload File. **You must click Upload File for each file.** Note the completion status for section III appears on the right hand side of the screen, and will show what items are completed. If at any point you need to leave the application, click Save at the bottom of the page to come back later and complete section III. Please note: do not upload invoices.

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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. [Scroll Here](#)
You can save now and come back later. Click the Next or Prev buttons will auto-save.

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*

\\hq.ds.dodea.edu\User_1 Browse... Upload File

Files Attached: 0

Verification of Command
Sponsorship*
 Yes N/A
(This form must be completed if your dependents are not listed on your Orders.)

\\hq.ds.dodea.edu\User_1 Browse... Upload File

Files Attached: 0

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

PCS Orders*	Not Completed
Verification of Command Sponsorship*	Completed
Birth Certificate/Passport*	Not Completed
Education Plan*	Not Completed
School Fee Schedule*	Completed
School Calendar*	Not Completed
Special Education*	Completed
504*	Completed
Gifted Education*	Completed
Other Sponsor Documents*	Not Completed

Figure 18: Select File and Click Upload File.

2.7 NEW REGISTRATION: SUBMIT SECTION III

Once you have selected and uploaded each required document, the completion status section located on the right hand side of the screen will display green boxes with a check mark as illustrated below. Click Next to continue to the next phase of registration.

Other Sponsor Documents*
 Yes N/A

Files Attached: 1

Orders [dodea_logo_image2.png](#)
Size: 5 KB Uploaded on: 07 Feb 2018 ([Remove](#))

Other Student Documents
(ie. ESL, Authorization Letters, Proof of Enrollment, etc.)

(Select One) Dependent

Files Attached: 1

Sassy Camper [dodes_logo3.png](#)
Size: 5 KB Uploaded on: 07 Feb 2018 ([Remove](#))

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*](#) Completed
- [Birth Certificate/Passport*](#) Completed
- [Education Plan*](#) Completed
- [School Fee Schedule*](#) Completed
- [School Calendar*](#) Completed
- [Special Education*](#) Completed
- [504*](#) Completed
- [Gifted Education*](#) Completed
- [Other Sponsor Documents*](#) Completed
- [Other Student Documents](#) Completed

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

Figure 19: Submit Section III to Continue.

2.8 NEW REGISTRATION: FINISH AND SUBMIT TO DODEA

You can finish your registration by reading, confirming, and submitting the record. Note that the completion status for finish will show green boxes and checkmarks for each phase that was completed. Read the information included in the blue box, click the Yes, I Agree checkbox. Make sure to download and print the forms including Verification of Command Sponsorship and Home-Based Education Plan. Click Submit to HQ DoDEA NDSP.

NDSP Student Online Registration
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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. [Scroll Here](#)
You can save now and come back later. Click the Next or Prev buttons will auto-save.

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.

1. I have reviewed the NDSP Orientation and understand its contents.
2. I certify the information provided is true and accurate.
3. I certify the dependent is command sponsored (dependent authorized at the sponsor's duty location).
4. I understand all NDSP funding must have prior authorization (e.g. tuition, tutoring, assessments, special education services, etc).
5. I understand NDSP will fund a school's one-time fees once per sponsor's tour of duty.
6. I understand the sponsor is responsible for all costs exceeding the DSSR rate for the duty location. The NDSP Family Budget Planning Tool may be completed to assist with understanding your educational costs. [Download NDSP Budget Plan Tool](#) and email to NDSP.Administration@hq.dodea.edu
7. I understand all NDSP funded boarding school travel requires orders.

Yes, I Agree

Submit to HQ DoDEA NDSP

Completion Status for Finish

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

<input checked="" type="checkbox"/> Start	Completed
<input checked="" type="checkbox"/> Section I	Completed
<input checked="" type="checkbox"/> Section II	Completed
<input checked="" type="checkbox"/> 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

Figure 20: Submit Registration to HQ DoDEA NDSP.

2.9 NEW REGISTRATION: DOWNLOADED THE OTHER DOCUMENTS

Once you click the [Submit to HQ DoDEA NDSP](#), a pop-up box will appear reminding you to download and/or print the other documents including the Verification of Command Sponsorship and Home-Based Education Plan if applicable. If you have not done so, click [No](#) and you will be returned to the previous screen where you can access the documents. Otherwise click [Yes](#) to continue.

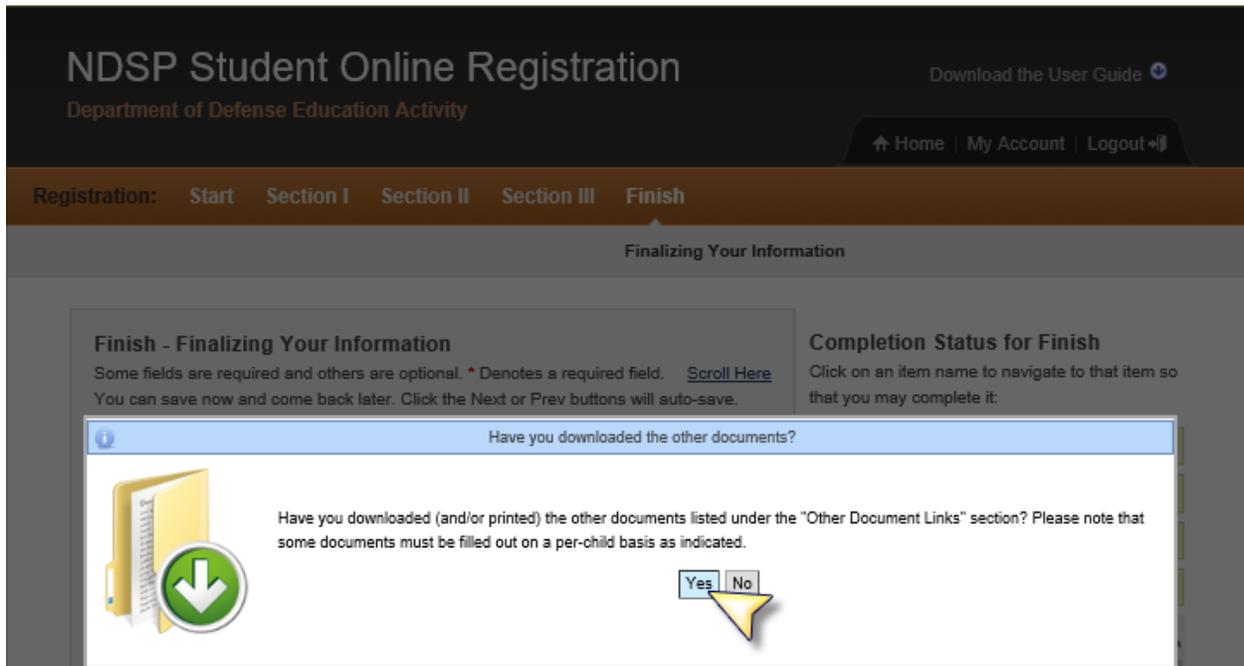


Figure 21: Download Confirmation.

2.10 NEW REGISTRATION: CONFIRMATION EMAIL

After you submit your child's registration, you will receive a confirmation email as shown below. Sometimes messages are filtered into SPAM or TRASH, so check your email filters appropriately.

Thank you for applying for registration to the Non-DoD Schools Program (NDSP). Your application package will be reviewed within the next 15 business days to determine NDSP eligibility. Should additional information be required or if deemed ineligible, you will be notified by email. You will then be required to log on to your NDSP Student Online Registration account to review the specific details.

Families must apply for the NDSP and receive the registration notification eligibility email prior to obligating funds related to enrollment into any non-DoD school. Failure to do so may result in personal out-of-pocket expenses should you not meet eligibility criteria.

The NDSP provides assistance in defraying the costs of educating your eligible dependents, limited by the Department of State (DoS) Education Allowance for NDSP allowable expenses.

Please ensure that you have read and understood the contents of the NDSP Orientation:
https://content.dodea.edu/teach_learn/partnership/ndsp/ndsp_orientation/index.html

Helpful Resources:

Non DoD School Program Website: <http://www.dodea.edu/nonDoD/index.cfm>

NDSP Orientation: https://content.dodea.edu/teach_learn/partnership/ndsp/ndsp_orientation/index.html

DoDEA Administrative Instruction 5035.01:

<<http://www.dodea.edu/Offices/PolicyandLegislation/upload/DoDEA-AI-5035-01-Financial-Assistance-to-DoD-Overseas-Loctations-Ch-1-16-Aug-2017.pdf>>

Department of State Standardized Regulations: http://aoprals.state.gov/Web920/default.asp?menu_id=95

Contact Us: NDSP.Management@hq.dodea.edu

Comm: 571-372-0591 DSN: 312-372-0591

Figure 22: Confirmation Email.

2.11 ACTION REQUIRED EMAIL NOTIFICATION

As your registration is processed, you may receive an email from the NDSP SOR team regarding your application. This email is shown below.

Subject: NDSP NOTIFICATION: Action Required for Student Online Registration - Tester , BelizeSponsor - Belize

Greetings from NDSP Program Management,

Your NDSP Student Online Registration application has been initially reviewed and you are required to log on to your account to review the details regarding the status of your application.

The URL is: <https://registration.dodea.edu/NDSP/privacy-act.cfm>

NDSP Program Management

Email: NDSP.Management@hq.dodea.edu

Phone: Civilian: 571-371-0591 (option 1)

Phone: DSN: 312-372-0591 (option 1)

Figure 23: SOR Action Required Email.

3 VIEW YOUR REGISTRATION

You are able to view your registration record at any time by logging into the NDSP SOR application. Locate the record on the bottom left of the screen, and you may recall or view the record.

✓ Your form has been submitted to HQ DoDEA NDSP successfully. Don't forget to download, print and fill out the additional forms listed below.

Welcome back, Happy!
What would you like to do?

Getting Started

i 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.

i Please review: [NDSP Orientation](#) You must review and acknowledge your understanding of the NDSP Orientation prior to the submission of your registration application.

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
2018-2019	: Happy Trails Primary School Belgium View i Need to change something or add/remove children? You still have time to: Recall this registration

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For Official Use Only

Figure 24: View Registration.

3.1 VIEW SUBMITTED REGISTRATION FORMS

You may access and view your forms on the page below. You may also download and/or print the Verification of Command Sponsorship and Home-Based Education Plan.

The screenshot displays the NDSP Student Online Registration portal. At the top, the header includes the title "NDSP Student Online Registration" and the Department of Defense Education Activity logo. A navigation bar contains links for "Home", "My Account", and "Logout". The main content area features a banner with the text "Viewing Your Finalized Forms for 2018-2019" and a sub-message: "The forms on the left below have been completed by you already." Below the banner, the page is divided into two columns. The left column, titled "Your Registration Forms", includes a "Home" link and two main sections: "View Your Registration Forms" and "View Your Special Needs Forms". Each section provides instructions on how to view and save/print the forms. Below these sections, there is an "Attachments" section with a "Show Attachments" button. The right column, titled "Other Document Links", includes a note about PDF viewers and a list of "Forms to Download and/or Print", which includes "Verification of Command Sponsorship" and "Home Based Education Plan". The footer contains copyright information for DoDEA and various utility links like "Report A Bug", "Contact Us", "NDSP", "Privacy Act", and "Return to top". A prominent "For Official Use Only" watermark is visible at the bottom of the page.

Figure 25: View Registration Forms.

3.2 VIEW FORM: VERIFICATION OF COMMAND SPONSORSHIP

An example of the Verification of Command Sponsorship is provided for your reference below.

VERIFICATION OF COMMAND SPONSORSHIP FOR SY ___ / ___
(TO BE USED BY SPONSORS WHOSE DEPENDENT/S IS/ARE AUTHORIZED TRANSPORTATION AT U.S. GOVERNMENT EXPENSE BUT IS/ARE NOT LISTED ON THE SPONSOR'S PRIMARY ORDERS.)

In accordance with DoD Directive 1342.13, tuition-free schooling is authorized for command sponsored dependents. Request command sponsorship be certified as shown below. Failure to provide this certification along with the commander's endorsement would result in the denial of enrollment in a Non-DoD tuition-fee school at Government expense. A copy of the sponsor's PCS order is to be attached. All members of a family may be listed on the same form. (Please print clearly.)

PART I - SPONSOR'S CERTIFICATION (Select a, b, or c below, as applicable.)

I, _____, assigned to _____, certify that:
(Sponsor's Name printed in capital letters) (Unit)

(a) (MILITARY SPONSOR) I am serving an accompanied tour of _____ months and the student(s) listed below is/are my minor dependents(s). My dependent(s) is/are authorized transportation at Government expense to/or from my duty station.
Signature: _____ Date: _____

(b) (CIVILIAN SPONSOR) I am a full time DoD civilian employee, assigned overseas, paid with appropriated funds, and the student(s) listed below is/are my minor dependents(s) and I am receiving Living Quarters Allowance at the "with dependents rate".
Signature: _____ Date: _____

(c) (NON APPROPRIATED FUND SPONSOR (NAF)) I am a full-time NAF employee, assigned overseas and I am receiving Living Quarters Allowance at the "with dependents rate" and my dependent(s) listed below is/are authorized transportation at Government (NAF) expense to and/or from CONUS.
Signature: _____ Date: _____

Figure 26: Verification of Command Sponsorship.

3.3 VIEW FORM: HOME-BASED EDUCATION PLAN

An example of the Home-Based Education Plan is provided for your reference below.

SY20 ___ /20 ___
Non-DoD Schools Program (NDSP)
Home Study Education Plan

SY Beginning Date: ___ / ___ / ___ SY Ending Date: ___ / ___ / ___

Student Name: _____ Grade: ___

Please indicate your approach to your home-based curriculum:
 I am using an all-in-one curriculum for all subjects (e.g., ABEKA or K12 International or Sonlight)
 I am using a blended approach to cover all subjects (e.g., Virtual school & Math-U-See & Easy Grammar)

I have researched my curricular choices and certify that my choices are in compliance with home-based education requirements in the state of _____.

(This education plan serves as documentation of compliance with the home study requirements of your selected state and for NDSP.) The following resource may assist with your research: <https://hsida.org/>

Subject	Specific Course (e.g., Algebra I) and Grade Level (if different from student's grade level)	Curriculum/Program used
Reading		
Language Arts/English		
Math		
Science		

Figure 27: Home-Based Education Plan.

4 EDIT AN INCOMPLETE REGISTRATION

At any point during the registration process, you can save your progress and return to complete it later.

4.1 RETRIEVE THE INCOMPLETE REGISTRATION

Retrieve an incomplete registration by logging in and selecting the Edit button for the record you wish to complete. The records available to edit will be listed underneath the *Edit Registration* submenu.

Welcome back, Alice!
What would you like to do?

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.

Please review: [NDSP Orientation](#) You must review and acknowledge your understanding of the NDSP Orientation prior to the submission of your registration application.

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
2018-2019	Walrus and Carpenter Academy South Ga. and South Sandwich Islands

[Edit](#) +

Is your information current?

[Update »](#)

Address Type	Permanent
Address	987 Queen of Hearts Lane Mad Hatter, Wonderland
Phone Num	3691215180
Email	[REDACTED]

Other Document Links

Forms to Download and/or Print

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

Frequently Asked Questions

[View »](#)

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

Figure 28: Edit Registration.

4.2 SELECT THE SECTION

You will be redirected to the Registration Start menu, but you may go to any section of the registration by clicking the navigation menu as shown below.

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. [Scroll Here](#)
You can save now and come back later. Click the Next or Prev buttons will auto-save.

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*
2018-2019

Destination Country*
South Ga. and South Sandwich Islands

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

Figure 29: Click Section I to Complete that Section.

4.3 COMPLETE THE SECTION

Once you have completed the section, the completion status area will display green. You can save your progress by clicking Save, or continue to the next step by clicking Next.

5. * **Exceptional Family Member Program (EFMP):**
a. Was your child screened and enrolled in EFMP?
My child was screened and enrolled in EFMP.

6. * **504 Plan (non-special education assistance):**
a. Has your child previously received 504 plan assistance?
My child previously received 504 plan assistance.
b. Your child has a 504 Plan?
My child has a 504 Plan.

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

Student Completion Status Complete Incomplete Blank

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20

Add Student Remove Current Student < Student Student >

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

- First Name* Completed
- MI Optional
- Last Name* Completed
- Birth Date* Completed
- Destination School Completed
- Home School* Completed
- Entering Grade* Completed
- Start Date* Completed
- Special Needs Questions Completed

Cancel < Prev **Save** Next >

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Figure 30: Save or Click Next to Continue.

5 RECALL YOUR REGISTRATION

You may be required to recall your registration if your application is rejected and/or you need to change information on the record.

5.1 RECALL A REJECTED APPLICATION

Your application may be rejected if information is missing or based on other determinations and regulations. You will receive an email prompting you to log in to the SOR Portal

Subject: NDSP NOTIFICATION: Action Required for Student Online Registration - Tester , Belize Sponsor - Belize

Greetings from NDSP Program Management,

Your NDSP Student Online Registration application has been initially reviewed and you are required to log on to your account to review the details regarding the status of your application.

The URL is: <https://registration.dodea.edu/NDSP/privacy-act.cfm>

NDSP Program Management
Email: NDSP.Management@hq.dodea.edu
Phone: Civilian: 571-371-0591 (option 1)
Phone: DSN: 312-372-0591 (option 1)

Figure 31: SOR Action Required Email Notification.

After you log in, you can see a Registration Status table with comments from NDSP Management. Click the Edit button as shown to make the required changes and resubmit.

The screenshot shows the NDSP portal interface. On the left, there are two main sections: 'New Registration' with a green plus icon and a description, and 'Edit Registration' with a pencil icon and a description. Below these is a table with columns for 'School Year' and 'Location'. The table contains one row: '2018-2019' and 'Georgia'. To the right of this row is an 'Edit' button with a blue arrow icon. On the right side of the page, there are 'Other Document Links' (including 'Verification of Command Sponsorship' and 'Home Based Education Plan') and 'Frequently Asked Questions' with a 'View »' link. At the bottom right, there is a 'Registration Status' section with a table. This table has columns for 'School Year' and 'NDSP Management Comments'. The table contains one row: '2018-2019' and 'Please include updated Verification of Command documents'. Below this row, it says 'By: xiomara.queen, Date: 10-Apr-2018 07:04:294'. A red box highlights the 'Registration Status' table.

School Year	Location
2018-2019	Georgia

School Year	NDSP Management Comments
2018-2019	Please include updated Verification of Command documents By: xiomara.queen, Date: 10-Apr-2018 07:04:294

Figure 32: Registration Status.

5.2 RECALL YOUR REGISTRATION TO ADD INFORMATION

You may need to recall your registration if you forgot to upload required documents, or need to make updates to your SOR record. Once you log in to SOR, look at the Edit Registration area. Find the record you wish to change and click [Recall this Registration](#).

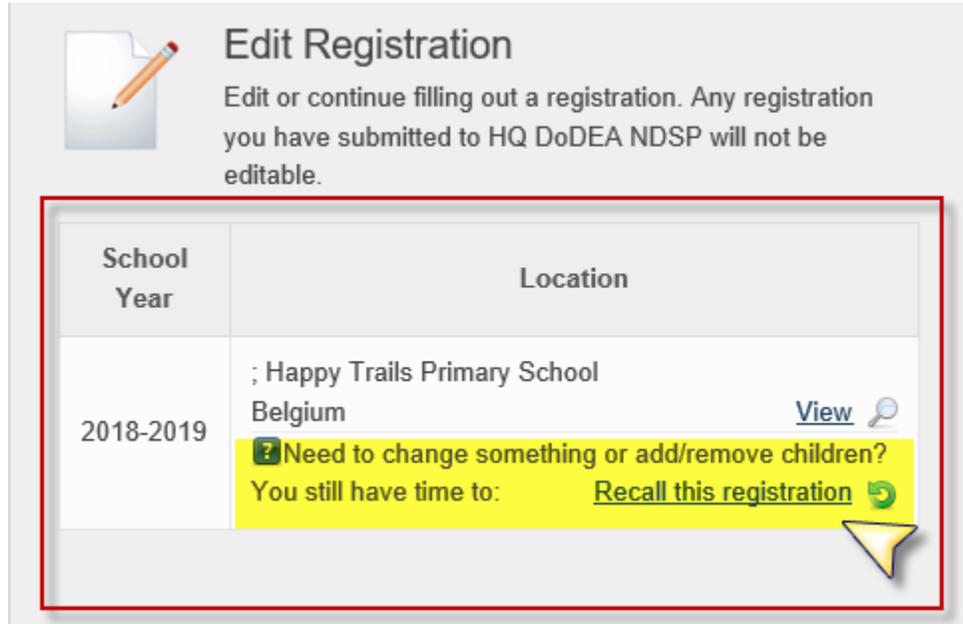


Figure 33: Recall this Registration.

After you click [Recall this Registration](#), a pop-up message will appear to remind you to resubmit the registration as if you were completing it for the first time. Click [OK](#) to continue.

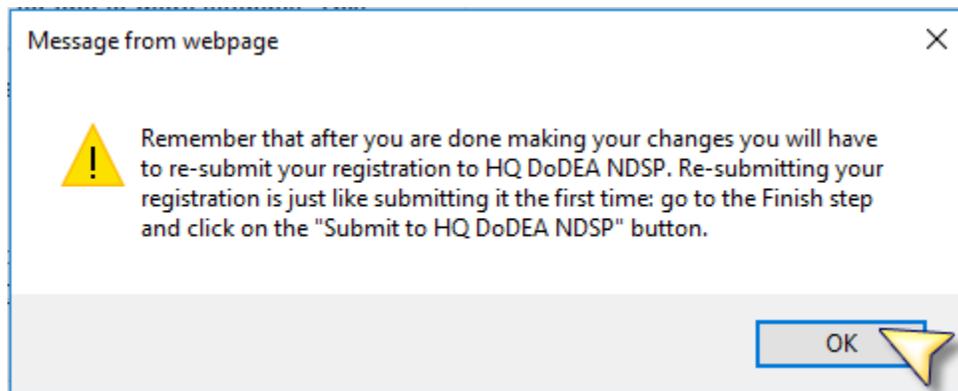


Figure 34: Recall Registration Message from Webpage.

6 UPDATE ACCOUNT INFORMATION

If you would like to change your address, phone number, email, password, and/or other account information, click the Update button on the login home screen.

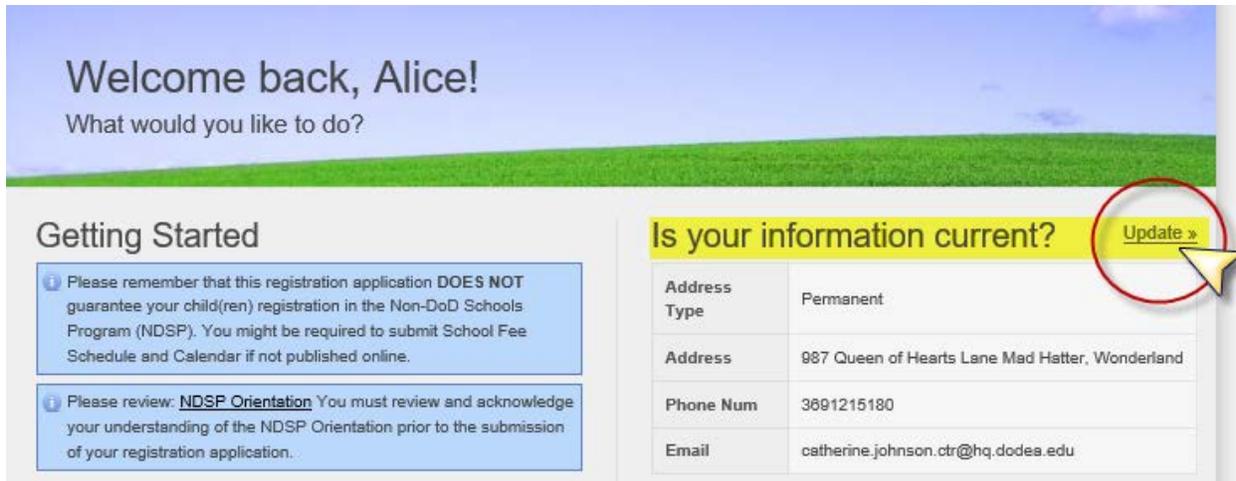


Figure 35: Click Update to Change Account Information.

Enter your information in the boxes and click Update My Account.

The screenshot shows the "My Account" update form. It includes fields for Firstname (Alice), MI (I), Lastname (Wonderland), Current Address (987 Queen of Hearts Lane Mad Hatter, Wonderland), My address is (Permanent), Phone Number (123-456-7890), Email (alice_wonderland@email.wonderland.com), and Confirm Email (alice_wonderland@email.wonderland.com). There are "Cancel" and "Update My Account" buttons. A sidebar on the right shows the "Completion Status" for various fields:

Field	Status
Firstname*	Completed
MI	Completed
Lastname*	Completed
Current Address*	Completed
My address is*	Completed
Phone Number*	Completed
Email*	Completed
Confirm Email*	Completed
Password	Not changed
Confirm Password	Not changed

At the bottom of the sidebar, it states: "You will not be able to save your information and create your account until all fields are completed."

Figure 36: Enter Your Information and Click Update.

7 RECOVER AND CHANGE YOUR PASSWORD

If you have forgotten your password, you can have a new one generated and emailed to you. Go to the NDSP SOR homepage, and enter your username into the box. Click [Generate a New Password](#) to continue.

The screenshot shows the NDSP Student Online Registration page. On the left, there is a sidebar with a logo that says "KNOW BEFORE YOU GO NON DOD SCHOOLS PROGRAM" and a blue badge that says "NDSP A DEPARTMENT OF DEFENSE EDUCATION ACTIVITY PROGRAM". The main content area is titled "NDSP Student Online Registration" with the version "Version 9.0, Last Updated on April 9, 2018". Below the title, there are three sections: "FOR:" with options for "Initial Family Registration", "New Duty Location", and "Adding a New Dependent", and a "Create a new account" button; "Log in here to continue your current registration process" 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 containing "happycamper1" and a "Generate a new password" button. A yellow arrow points to the "Generate a new password" button.

Figure 37: Enter Username to Generate a New Password.

You will see a message at the top of the next screen confirming that the password was emailed.

The screenshot shows a confirmation message in a green box. It contains a checkmark icon and the text: "Your new, generated password has been emailed to the email address you entered when you created or updated your account. Please check your email in about 10 minutes for your new password. If you cannot find the email, it may be in your Junk email folder."

Figure 38: Password Emailed Message.

Check your email for the password recovery message. The email you will receive is shown below.

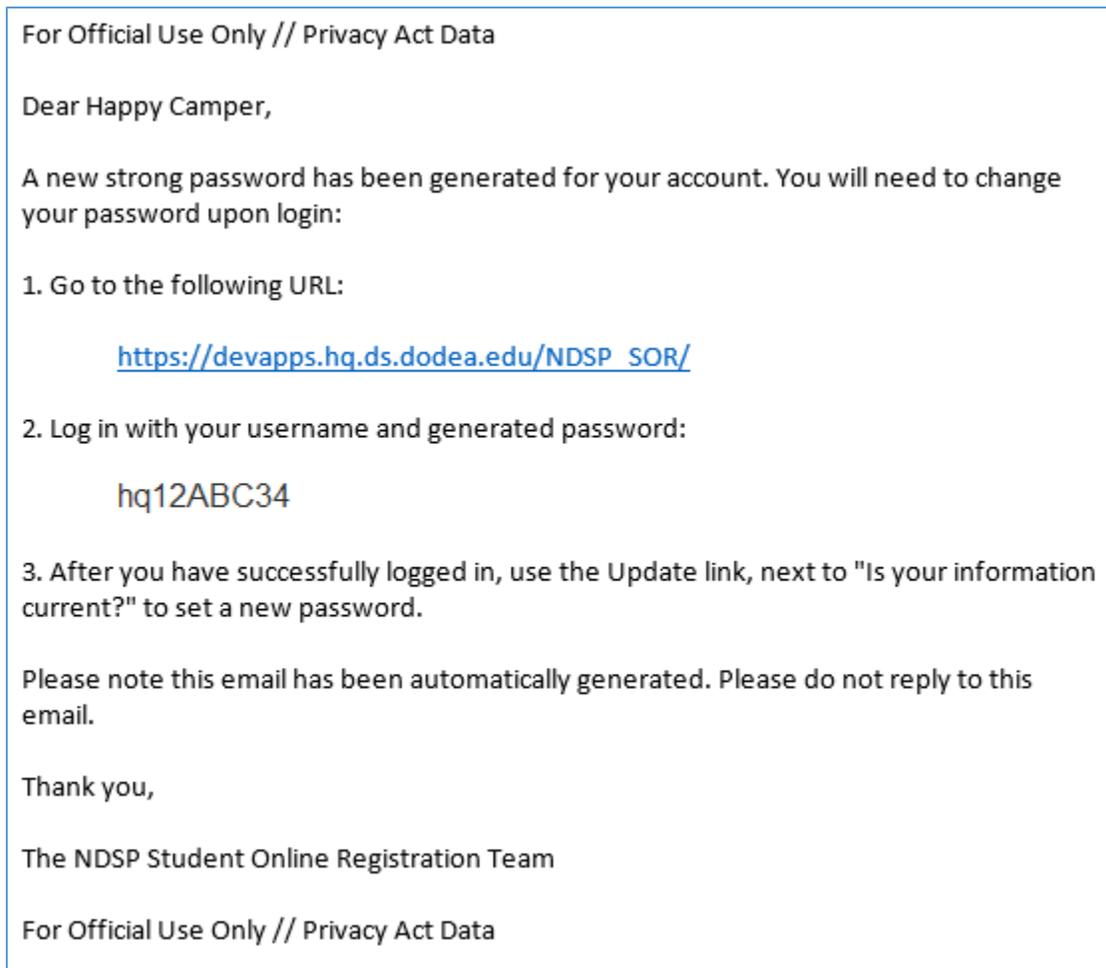


Figure 39: New Password Email.

Use the URL to log in to SOR. Enter your username and generate password from the email. You will be directed to the homepage. You can change your password by selecting the Update Link in the upper right.

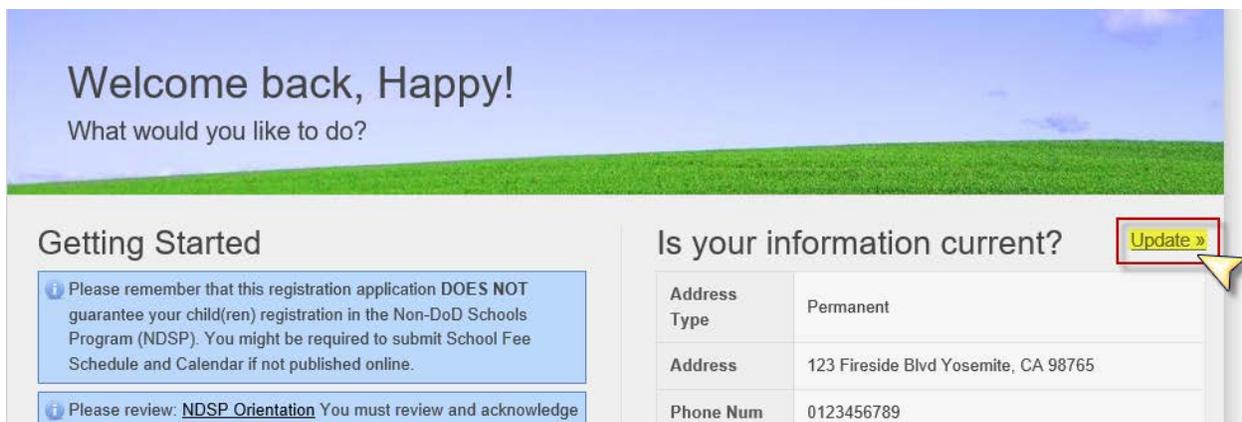


Figure 40: Select Update to Change Password.

You will arrive at the My Account page. Enter a new password using the password criteria. Click [Update My Account](#) to save changes.

i 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

Figure 41: Enter a Strong Password and Update.