CalSCHLS 5 STEP REGISTRATION INSTRUCTIONS

Click on the "Registration Portal," and then "Go to the Survey Registration Portal."



STEP 2: Create an account

- **Multiple District Coordinators?** At this time, the system allows for one contact per district.
- **Directly Funded?** this option is for directly funded charter schools.
- **Multiple Districts?** Register for one district, then contact your CalSCHLS TA. They will help you get access for the rest of your districts.

CalSCHLS CalSCHLS Registration Portal		Developed by WestEd for the California Department of Education
Welcome Sign in	Registration for District Coordinator	
	FIRST NAME	+ LAST NAME
	E EMAIL	PHONE NUMBER
PASSWORD	A MAILING ADDRESS	BB CITY
LOCIN	ZIP CODE	DIRECTLY FUNDED CHARTER O Yes O No
LUGIN	SELECT COUNTY	SELECT DISTRICT
Forgot Password?	PASSWORD	CONFIRM PASSWORD
	SI	GN UP

STEP 1: *Visit our website here:*

https://www.calschls.org/

STEP 3: Account Approval – Once your CalSCHLS Technical Advisor approves your account you will have access to complete your registration. You should receive an email with a link to the portal.

Dear

Thank you for signing up for CalSCHLS.

Your account has been approved. You can sign in and proceed with your survey registration on the CalSCHLS Registration Portal at https://wested.ugam-apps.com/wed/.

If you have any questions, please email us at calschls@wested.org or call at 888.841.7536.

Sincerely, The CalSCHLS Team

STEP 4: Choose Surveys - After signing in you may choose who you would like to survey(a) and the survey configuration you will administer to what schools (b). Be sure to save your configuration, you will then receive a confirmation email (c).

	CalS	CHLS	Home	Survey	Enrollments				
	Survey	Selection	*						1
A	Select Co	bunty		S	elect District		•		L 1
	ELEN		MIDDLE SCHOOL SURVEY	HIGH SCH SURVE		STAFF SURVEY	PARENT SURVEY	NEXT	
		CalSCH	LS odule Selection	Home	Survey	Enrollments			
		~ (AJ	Elementary Survey						710
	В	~ 🗶	Middle School Surv	rey					hese
		~	High School Survey					base of the	
		~	Staff Survey					ITTICIO SCHOO	
	_	<u>~ ^ A</u>	Parent Survey					atin ols	only
	_						SAVE		
	CalSC	HLS	Home Su	vey Enrol	Iments			•	
С	Ø	Thank you, yo Your technica School enrollr	u've completed y I Advisor will be o ments are needeo	our survey c checking you I for your sch	onfiguration. Ir survey config nool reports.	uration and ema	iling you with more	information about your	surveys.
		You can provi	de student enroll	ments next o	or sign-in again	later to fill out th	e information.		
	I	I AM READY TO	D ENTER ENROLLMEN	BAC	СК				1

STEP 5: Enter Enrollments - In the Enrollment tab, add the enrollment numbers for those schools and grade levels you intend to survey.

CalSCHLS	Home	Survey	Enrollments		
Enrollment Details					
Selementary Surv	vey				
Middle School S	Survey				
V High School Su	rvey				
		\wedge		SAVE	
Be senrol be co	sure to ments notifie mplete	save Your d you d this	your TA Will have step!		

Congratulations! Your registration is complete! Your Technical Advisor will be in contact to send your survey links and supporting documents soon. As always you may contact us with any questions by email <u>calschls@wested.org or by</u> <u>calling 888.841.7536.</u>



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