<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Create a New Account in NDSP SOR</td>
</tr>
<tr>
<td>1.1</td>
<td>Welcome Screen FOUO</td>
</tr>
<tr>
<td>1.2</td>
<td>Select Create a New Account</td>
</tr>
<tr>
<td>1.3</td>
<td>New Account Creation Page</td>
</tr>
<tr>
<td>1.4</td>
<td>Step 1: Create Account</td>
</tr>
<tr>
<td>1.5</td>
<td>Step 2: Create Account</td>
</tr>
<tr>
<td>1.6</td>
<td>Step Finish: Create Account</td>
</tr>
<tr>
<td>1.7</td>
<td>Account Activation Email</td>
</tr>
<tr>
<td>1.8</td>
<td>Activate Account</td>
</tr>
<tr>
<td>2</td>
<td>Create a New Registration</td>
</tr>
<tr>
<td>2.1</td>
<td>New Registration: Start</td>
</tr>
<tr>
<td>2.2</td>
<td>New Registration: Student Information in Section I</td>
</tr>
<tr>
<td>2.3</td>
<td>New Registration: Submit Section I</td>
</tr>
<tr>
<td>2.4</td>
<td>New Registration: Sponsor Information in Section II</td>
</tr>
<tr>
<td>2.5</td>
<td>New Registration: Submit Section II</td>
</tr>
<tr>
<td>2.6</td>
<td>New Registration: Upload Documents in Section III</td>
</tr>
<tr>
<td>2.7</td>
<td>New Registration: Submit Section III</td>
</tr>
<tr>
<td>2.8</td>
<td>New Registration: Finish and Submit to DoDEA</td>
</tr>
<tr>
<td>2.9</td>
<td>New Registration: Dowloaded the Other Documents</td>
</tr>
<tr>
<td>2.10</td>
<td>New Registration: Confirmation Email</td>
</tr>
<tr>
<td>2.11</td>
<td>SOR Action Required Email Notification</td>
</tr>
<tr>
<td>3</td>
<td>View your Registration</td>
</tr>
<tr>
<td>3.1</td>
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</tr>
<tr>
<td>3.2</td>
<td>View Form: Verification of Command Sponsorship</td>
</tr>
<tr>
<td>3.3</td>
<td>View Form: Home-Based Education Plan</td>
</tr>
<tr>
<td>4</td>
<td>Edit an Incomplete Registration</td>
</tr>
<tr>
<td>4.1</td>
<td>Retrieve the Incomplete Registration</td>
</tr>
<tr>
<td>4.2</td>
<td>Select the Section</td>
</tr>
<tr>
<td>4.3</td>
<td>Complete the Section</td>
</tr>
<tr>
<td>5</td>
<td>Recall Your Registration</td>
</tr>
<tr>
<td>5.1</td>
<td>Recall a Rejected Application</td>
</tr>
<tr>
<td>5.2</td>
<td>Recall Your Registration to Add Information</td>
</tr>
<tr>
<td>6</td>
<td>Update Account Information</td>
</tr>
<tr>
<td>7</td>
<td>Recover and Change Your Password</td>
</tr>
</tbody>
</table>

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***For Official Use Only***
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).

Click on OK to continue.
1.2 **SELECT CREATE A NEW ACCOUNT**

Click the **Create a New Account** button to continue.

---

**Figure 2: Click Create a New Account.**
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.

Figure 3: 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 Form](image)

*Figure 4: 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 Form](image_url)

**Figure 5: 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**.

![Create Account form](image)

*Figure 6: 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.

*Figure 7: 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.

![Account Activation Email](image)

*Figure 8: 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.

![Figure 9: Enter Activation Code to Continue.](image)

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

![Figure 10: Account Created Successfully.](image)
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.

Figure 11: 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.

Figure 12: 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](image)

### 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
- **Entering Grade**: Completed
- **Special Needs Questions**: Completed

---

**Figure 13: 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.

![Image showing the registration form with options for additional services, special education, and 504 Plan]

*Figure 14: 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.

![Figure 15: Sponsor Information in Section II.](image)

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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.

![Bank Information Form]

*Figure 16: 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.

![Section III - Upload Documents](image)

Figure 17: 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.

Figure 18: 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.

![Submit Registration to HQ DoDEA NDSP](image)

Figure 19: 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 20: 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


Department of State Standardized Regulations: [http://aoprals.state.gov/Web920/default.asp?menu_id=95](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 21: 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](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 22: 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.

---

**Is your information current?**

<table>
<thead>
<tr>
<th>Address Type</th>
<th>Permanent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>123 Fireside Blvd, Yuma, CA 08786</td>
</tr>
<tr>
<td>Phone Num</td>
<td>0123456789</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:catherine.johnson.cde@hq.doea.edu">catherine.johnson.cde@hq.doea.edu</a></td>
</tr>
</tbody>
</table>

**Other Document Links**

- Download and/or Print
  - Verification of Command Sponsorship
  - Home Based Education Plan

**Frequently Asked Questions**

**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.

---

**Figure 23: 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.

![Viewing Your Finalized Forms for 2018-2019](image-url)

The forms on the left below have been completed by you already.

**Your Registration Forms**

- **View Your Registration Forms**
  This will open a new window with your Registration Form. You can then save it or print it using your default PDF viewer.

- **View Your Special Needs Forms**
  This will open a new window with your Registration Special Needs Forms for all of your children in a single document. You can then save it or print it using your default PDF viewer.

**Other Document Links**

If you do not have a PDF viewer, you can download [Adobe Acrobat Reader](https://get.adobe.com/reader).

- **Forms to Download and/or Print**
  - Verification of Command Sponsorship
  - Home Based Education Plan

**Figure 24: 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](image)

**Figure 25: 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.

![Home-Based Education Plan](image)

**Figure 26: 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.

---

**Figure 27: Edit Registration.**

<table>
<thead>
<tr>
<th>School Year</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018-2019</td>
<td>Wainius and Carpenter Academy, South Goa, and South Sandwich Islands</td>
</tr>
</tbody>
</table>
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 Menu](image)

**Figure 28: 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**.

![Image](image-url)

**Figure 29: 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 30: 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.
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.

![Edit Registration]

Figure 32: 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.

![Message from webpage]

Figure 33: 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.

![Welcome back, Alice! What would you like to do?](image)

**Figure 34: Click Update to Change Account Information.**

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

![My Account](image)

**Figure 35: Enter Your Information and Click Update.**

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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.

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

Figure 36: Enter Username to Generate a New Password.

Figure 37: Password Emailed Message.
Check your email for the password recovery message. The email you will receive is shown below.

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Dear Happy Camper,

A new strong password has been generated for your account. You will need to change your password upon login:

1. Go to the following URL:

   https://devapps.hq.ds.dodea.edu/NDSP_SOR/

2. Log in with your username and generated password:

   hq12ABC34

3. After you have successfully logged in, use the Update link, next to "Is your information current?" to set a new password.

Please note this email has been automatically generated. Please do not reply to this email.

Thank you,

The NDSP Student Online Registration Team

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Figure 38: 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 39: 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.

**Figure 40: Enter a Strong Password and Update.**