

High School Authorization Form

The navigation bar features four tabs: "HS Authorizations - Pending" (active), "HS Authorizations - Submitted", "HS Authorizations - Enrolled", and "HS CTE Tasks". Below the tabs is a link "Start New Authorization Form" with a red arrow icon and a "Logoff" link.

There are 3 tabs you can access:

- 1- **HS Authorizations - Pending:** This is populated by a student filling out the admissions form. The demographic information will be populated – The CTE will need to add the SSID, grade, testing and scheduling information along with a transcript.

- a. If there are multiple users in the group you may need to “Accept” the task, otherwise you will not see the applicable result options.

The example below is only assigned to one user, in this case, you do not need to accept the task.

This screenshot shows the "Participants" section with a table listing users. The "Initiator" is "Complete High School Authorization" with a timestamp of "4/14/2024 8:21 AM". The user "STACY JOHNSON" is listed, administered by "DESIREE LINDQUIST". Below the table are buttons for "Convert to PDF", "Submit Authorization" (with a green checkmark), "Cancel task" (with a red minus sign), and "Save without submitting" (with a blue gear icon).

This is an example of a task that is assigned to multiple users, which requires you to accept. Once accepted, you are the only user that can complete that specific task – If you are not able to find one that you have previously accepted you may need to locate it from the “HS CTE Tasks” tab.

This screenshot shows the "Participants" section with a table listing users. The "Initiator" is "Complete High School Authorization". The users "MINDY BERRETT" and "LISA GRINT" are listed. Below the table are buttons for "Convert to PDF", "Accept Task" (with a green checkmark), "Cancel task" (with a red minus sign), and "Save without submitting" (with a blue gear icon).

If you do not see any of the options to “Accept” or “Submit Authorization” it is likely that it is not on your step. Viewing the routing slip is helpful for identifying where it is in the process. Here is an example of a form sitting with Admissions so you will not see those result options: Example below you can see Lisa submitted the authorization and it is now sitting with Admissions.

| Complete High School Authorization | | 1/9/2024 10:35 PM | |
|------------------------------------|--|-------------------|--------------|
| MINDY BERRETT | | 1/10/2024 | Not Required |
| LISA GRINT | | 1/10/2024 | Completed |

Submit Authorization

| Enrollment Review | | 1/10/2024 1:24 PM | |
|-------------------|---|-------------------|--------|
| CARRIE SHAW | - | - | Active |
| KRISTIN YOUNGBERG | - | - | Active |
| ELISABETH HANSEN | - | - | Active |
| NATHALY PIMENTA | - | - | Active |
| GENTRI CABEZAS | - | - | Active |
| ELAINE LARSEN | - | - | Active |
| BAYLEE SHUPE | - | - | Active |
| RYAN DOYLE | - | - | Active |
| TAYLOR CHUGG | - | - | Active |
| TAMI JOHNSON | - | - | Active |
| MARIA CABALLERO | - | - | Active |
| YANELLY NAJERA | - | - | Active |
| REBECCA MITCHELL | - | - | Active |
| EMILY GODDARD | - | - | Active |
| VANETA STEPHENS | - | - | Active |
| TANYA HERNANDEZ | - | - | Active |

Convert to PDF

Cancel task

- 2- **HS Authorizations - Submitted:** This is populated by any HS Authorization that is filled out and submitted to OWTC. (New enrollment, re-enrollment, schedule change) Once a student has enrolled, they will not show on this tab. This will be a good way to identify which students haven't enrolled yet.

Other functions on this tab are:

- You can also start a new authorization on this tab. (see 2A below)
- You can open a student's form, and on the top check to see where they are in the enrollment process

- 3- **HS Authorizations - Enrolled:** Once a student has enrolled, they will show up on this tab.

- 4- **HS CTE Tasks** – If you are ever unable to find an active High School Authorization you can check here. This will show you any items that are currently waiting on you to complete a task (Complete High School Authorization)

2A - To submit an authorization for a prior student that is re-enrolling, changing their schedule, or program, you access the form on the **HS Authorizations – Submitted** tab. Click on the secondary tab that says Start New Authorization Form and fill out the form.

| HS Authorizations - Pending | HS Authorizations - Submitted | HS Authorizations - Enrolled |
|---|-------------------------------|------------------------------|
| Start New Authorization Form Logoff | | |

Edit feature:

If you have submitted an authorization, but need to change the information on it, you can open the authorization, and click the Edit box located just under the Submitter information box on the right of the form. You can make your changes and then click the Save without Submitting button at the bottom.

This option is only available on High School Authorizations that have already been submitted and are sitting with the OTech Admissions office. Authorizations found under the "HS Authorizations – Submitted" tab.

| SUBMITTER INFORMATION | |
|-----------------------|-----------------------------|
| High School Name: | Venture Academy - Ogden |
| CTE Coordinator: | SHAWNNA NORTON |
| Email: | snorton@venturelearning.org |
| School District: | District |
| Submit Date: | 10/5/2021 |

Edit Form

Enrollment Status:

Once you have submitted an authorization for a new student, you can check or their status on the top of their admissions form under the tab HS Authorizations – Submitted. Click on the students name and on the top of the form you will see:

| | | | |
|-----------------------|--|--------------------------------|-----------------------------------|
| First Name | <input type="text" value="Lilly"/> | Enrollment Review Results | <input type="text"/> |
| Last Name | <input type="text" value="Jenkins"/> | Program Checklist Status | <input type="text"/> |
| Program | <input type="text" value="Automotive Service Technology"/> | College Orientation Completed? | <input type="button" value="No"/> |
| Student has Enrolled? | <input type="button" value="No"/> | Program Orientation Completed? | <input type="button" value="No"/> |

Schedule testing appointment for student: <https://otech.as.me/pre-enrollment-testing>

If you would like to keep a copy of the authorization, you can click this button at the bottom of the form before submitting. You may not need this since you'll have access to the enrolled students in BP Logix.

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To exit BP Logix select Logoff

HS Authorizations - Pending


HS Authorizations - Submitted

HS Authorizations - Enrolled

[Start New Authorization Form](#) | [Logoff](#)

Login Information:

Link: <https://otech.bpllogix.net/login.aspx?skipintegrated=1&skipsaml=1>



The Process Director license will expire on 5/10/2022

Login | BP Logix Test Server [Non Production]

User ID

Password

☐ Remember me next time

[I forgot my password](#)