Thank you for your interest in sending your child to Tech Valley High School, the premier school in the Capital District for project based, collaborative, technology-focused, and student-centered education.

This document walks you through the steps on how to register your child at Tech Valley. Note that our Pre-Registration system is also used by other, non-Tech Valley programs, so you will see messages on some screens that may not pertain to Tech Valley.

1) The first step is to go to our On-Line Pre-Registration system, located at:

https://schooltool9.neric.org/SchoolTool_QUES/OnlinePreRegistration/

Note the underline “_” between the words “SchoolTool” and “QUES”.

Always select “New User” on the screen above, then click “Continue”.

Welcome to Questar III BOCES and Tech Valley’s On-Line Pre-Registration

Click -> HERE < - to access Intake Process Directions for Questar III BOCES

Reminders:
1. Please don’t forget to click on “ADD” after you choose the center and program.
2) Next will be the “Pre-Register Children” screen. Select the number of students you wish to enroll at Tech Valley.

3) Upon selecting the number of students, the screen will automatically ask you to complete basic demographic information on the student(s) you wish to enroll.

Any field with an asterisk next to it is required.

Once the appropriate information has been entered, click “Contacts”.
4) This screen is similar to the “Pre-Register Children” screen, but in this case you are entering the number of contacts you want associated with the child. Typical contacts include (but are not limited to) mother, father, grandparents, aunts, uncles, emergency contacts, etc.

5) Upon selecting the number of contacts, the screen will automatically ask you to complete basic information on the contacts you wish to enter.

When entering contact information, don’t worry that there is no field for a Home Phone number. That will appear on a later screen where you fill out the home address. When complete, select “Relationships”. 
This screen asks you to define the relationship between the contact(s) and the student.

IMPORTANT: Please enter in what “rights” you want each contact to have. Specifically:

- Should the contact receive mail from Tech Valley regarding the student?
- Can the contact pickup the child from Tech Valley?
- Is there a “custody alert” on one of the contacts, meaning, does a contact have limited access to the student?
- Should the contact have access to the student’s attendance, grade, and schedule information in SchoolTool via our Parent Portal (Note: contact will need to have submitted an email address for Parent Portal access)?

If the answer is “Yes” to any of these questions, check the appropriate box.

Once complete, click the “Addresses” button.
7) This screen asks you to enter in your home address for each of your contacts.

Please be sure to include the area code in your Home Phone #.

Pay special attention to whether or not any contacts live at the same address. If they do, select the “Same address as another conflict” radio button, then choose the contact that lives at the same address. See example below.

Once complete, click on “Additional Info”.

8) You are almost done! From here, click on the box next to “Tech Valley”. Click ONLY that box.

When you do, the following information appears:

Fill out the information above (remember, any field with an asterisk is required), and then click on the “Contact Info” button.
9) The last step!

Enter in a password (whatever is easiest for you to remember) and write down your password and session key. Fill out the contact information so if we have questions we can follow up.

Click on the “Save” button, and you are all set. Someone will then reach out to you at some point with further information.

If you have any questions, please feel free to reach out to Tech Valley at 518-862-4960.