

## YRBS Registration Process Overview:

### Elective School Version

This document walks you through the registration process for schools that are NOT directly recruited by DPI as part of the CDC/DPI State of Wisconsin sample. Such schools are considered “elective” or “non-sample” schools. All participating middle schools and most high schools are in this category.

To actually register, use the links and information on the “Conducting A YRBS” webpage.

#### **Step 1. Request for Registration**

In this demo, someone named “Test Request” is asking that a YRBS registration form be sent to the principal of fake school CAT.

[View demo](#)

**Step 2.** The principal of CAT received an email as a result of step 1. The principal could choose to forward the email or to use the link to complete the registration him or herself. In this demo, fake principal Jane Doe completes the registration form for her high school. *(Update Nov. 20: emails will come from “YRBS Registration”, not “[Requester’s Name] via YRBS Registration”.)*

[View demo](#)

The middle school process is the same. If you want to register for both surveys at a single school, you’ll be asked to select your versions of both the high school and middle school surveys.

The registration form is the same on any browser. However, if you are using IE/Edge, the process for selecting your dates looks a little different. Here’s how to select dates for registration using IE/Edge as your browser: [View demo](#)

#### **Step 3. Receive your survey links and test your survey**

The person who completed the registration form receives an email with their survey link, password, and other information. The email arrives on the date that he or she selected for survey links during the registration process.

[View demo](#) of getting links and testing the survey

The final page of the survey looks like this:

**2019 YRBS  
High School Version**

**THANK YOU!!**

*Your responses have been submitted and are secured.  
No one else using this computer will be able to see them.*

**PLEASE LEAVE THIS PAGE UP UNTIL THE ADULT IN THE ROOM TELLS YOU TO CLOSE IT.**

*The survey asked about a lot of important topics. If you need to speak to someone right away about any of those topics, you may want to speak with your school counselor.*

*If you feel like you are in a crisis, you can also text "HOPELINE" to 741741.*

*(Please note that this message is being shown to all students, no matter how they answered the survey.)*