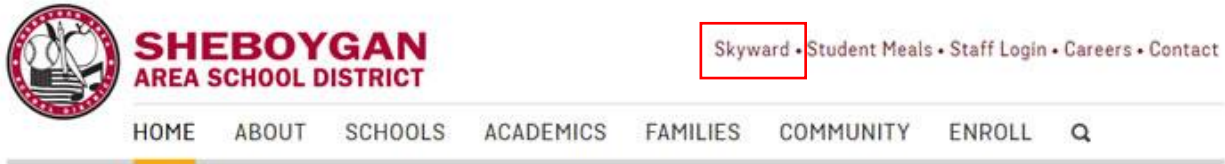


Skyward Family Access User Guide Online Registration

Log in to Skyward Family Access by clicking on the Skyward link in the upper right corner of the district homepage www.sheboygan.k12.wi.us.

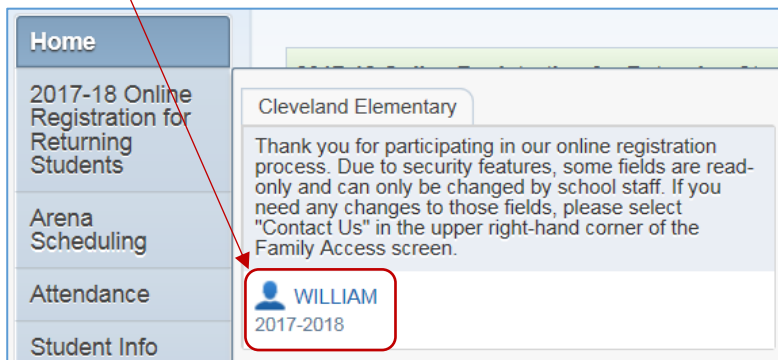
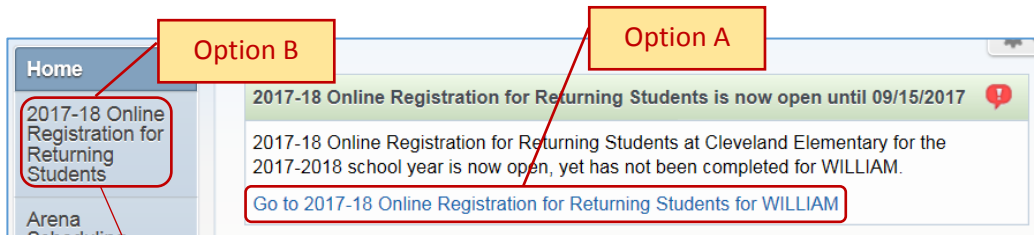


You will be prompted to log in to Skyward Family Access by entering the Login ID and Password which was provided to the guardian of each student last school year. If you didn't receive or can't remember your login and password for Skyward Family Access, please contact your child's school office. If you have already logged in to Skyward Family Access and can't remember your password, please use the ['Forgot your Login/Password'](#) link.



Once logged in, the "Option A" message is displayed for **each** of your students.

- Using "Option A," click on the blue link to begin registration.
- Using "Option B," select each child by clicking on their name.



After selecting your child's name, the following screen will display:
 (Use Google Translate to 'Select Language' if needed)

The screenshot shows the '2017-18 Online Registration for Returning Students' page for WILLIAM (Cleveland Elementary 2017-2018). The page includes a navigation menu on the left, a main content area with 'Step 9. Free & Reduced Priced Meals Instructions & Form (Optional)', and a right-hand sidebar with a list of registration steps. Callout boxes provide the following information:

- Student being registered, school and year.** Points to the student name 'WILLIAM (Cleveland Elementary 2017-2018)'.
- Informational message.** Points to the introductory text for Step 9.
- Switch between students or start the registration process.** Points to the 'Complete Step 9 Only' and 'Complete Step 9 and move to Step 10' buttons.
- These student information links are available year-round.** Points to the left-hand navigation menu.
- Registration Steps may vary by elementary, middle and high schools.** Points to the registration steps list.
- Use the "Next" button near the bottom of the list to advance to the next step.** Points to the 'Next Step' button.
- Use the "Close and Finish Later" button to end the registration process for completion at a later time.** Points to the 'Close and Finish Later' button.

The first step will be to verify Student Information. Please review and update any information contained in the white boxes. Information in the grey boxes is not able to be edited. Any changes made will be sent to the school office for review and approval.

Once you have reviewed or edited all information, click on the 'Complete Step' or "Complete Step and move to next Step" button at the bottom of the screen to continue.



A green check mark will appear in front of the step when it is completed.



Most steps are required, but some are optional. Required steps need to be completed before you can submit your completed registration.

To complete a form, review the information presented and then complete the box with your signature and date.

Online Payment Process

There is no processing fee to use your credit card to pay registration fees.

1. Select Make a Registration Fee Payment to see registration fee balances for your child(ren). In this online registration system, you can make payments for all of your children in one credit card transaction.
2. Select "Update Payment Amount" for your child(ren) to select fees to pay.

Fee Management Payment: Update Payment Amount Clear Items Balance: 15.00

Total Payment Amount for all Students:

Required fees appear at the top of the screen.

Select and add optional fees at the bottom of the screen by selecting the "Add" button.

Fees that can be added to this student's account [Display Fees]						
Description ▲	Amount	Entity	Schl Yr	Why would I add this fee?	Add Fee?	Enrolled
General: Outdoor Education	10.00	052	2018	Grade 5 students only.	<input type="checkbox"/> Add	
General: PTO Registration	5.00	052	2018	Parent/Teacher Organization Membership	<input type="checkbox"/> Add	
General: Registration-Elementa	20.00	052	2018	Grade 1-5 students only.	<input type="checkbox"/> Add	

3. Check the "Pay Fee" box for all fees to pay.

Due Date ▲	Description	Amount Charged	Amount Paid	Amount Due	Pay Fee	Payment Amount	Remaining Due
09/29/2016	Material Fee Early Childhood	15.00	0.00	15.00	<input checked="" type="checkbox"/>	15.00	0.00

If you selected an optional fee, and want to remove it, highlight the fee and select the "Delete" button.

Amount Due	Pay Fee	Payment Amount	Remaining Due
15.00	<input type="checkbox"/>	0.00	15.00
5.00	<input type="checkbox"/>	0.00	5.00

Delete

4. After selecting all fees to pay, select "Update Cart."

Total Payment Amount for Selected Charges: Update Cart

Verify the total payment for the fees you selected - "**Fee Management Payment**"

Fee Management Payment: Update Payment Amount Clear Items Balance: 15.00

The "Balance" is the total dollar amount due since your last session (it may be different than the "Fee Management Payment" total). You are paying the "Fee Management Payment" total.

5. Select "Pay with Vendor" to enter your payment information.
6. Select "Continue as Guest" or use your MySchoolBucks Login to use your payment methods and complete your payment transaction.

Options:

- Select "Update Payment Amount" to return to the fee selection screen.
- Select "Empty Cart" or "Clear Items" to uncheck selected fees.

Pay with Vendor Empty Cart

Pending Cart
MICHAEL
Material Fee 15.00
Total: 15.00

When you have finished all steps, select the last step “Complete 2017-18 Online Registration for Returning Students.”

13. Complete 2017-18 Online Registration for Returning Students

This summary displays the status of all of the steps: *completed*, *skipped* and *not completed*.

2017-18 Online Registration for Returning Students Print

WILLIAM (Cleveland Elementary 2017-2018)

Step 13. Complete 2017-18 Online Registration for Returning Students (Required)
 By completing 2017-18 Online Registration for Returning Students, you are confirming that the Steps below have been finished.
 Are you sure you want to complete 2017-18 Online Registration for Returning Students for WILLIAM?

<p>Review 2017-18 Online Registration for Returning Students Steps</p> <p>Step 1) Verify Student Information Completed 07/25/2017 3:37pm</p> <p><i>Requested Changes Pending Approval by the District:</i></p> <table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;">Area</th> <th style="text-align: left;">Field</th> <th style="text-align: left;">Requested For</th> <th style="text-align: left;">Requested Value</th> </tr> </thead> <tbody> <tr> <td>Alert Info</td> <td>Dentist</td> <td>WILLIAM</td> <td>HOLCOSTE000</td> </tr> <tr> <td>Health Info</td> <td>Allergy Notes</td> <td>WILLIAM</td> <td>Seasonal allergies.</td> </tr> </tbody> </table> <p><small>* If a Requested Change is denied by the district, 2017-18 Online Registration for Returning Students for this student will be marked as INCOMPLETE.</small></p> <p>Step 2) Health Forms skipped</p> <p>Step 3) Verify Ethnicity/Race Completed 07/25/2017 3:39pm</p> <p><i>No Requested Changes exist for Step 3.</i></p> <p>Step 4) Rights & Responsibilities Handbook not completed</p> <p>Step 5) Code of Classroom Conduct (English/Hmong/Spanish) not completed</p> <p>Step 6) Elementary School Internet Use Agreement Form (English/Hmong/Spanish) not completed</p> <p>Step 7) Walking Field Trip not completed</p> <p><i>A required field has not been filled in and saved.</i></p> <p>Step 8) School Bus Video Monitoring not completed</p> <p>Step 9) Free & Reduced Priced Meals Instructions & Form skipped</p> <p>Step 10) Student Accident Insurance Enrollment Information skipped</p> <p>Step 11) Make a Registration Fee Payment skipped</p> <p>Step 12) Make a Meal Payment skipped</p> <p>Guardian Name: _____ Guardian Address: _____</p> <div style="text-align: center; margin-top: 10px;"> <div style="border: 1px solid gray; padding: 5px; display: inline-block;"> Submit 2017-18 Online Registration for Returning Students </div> </div>	Area	Field	Requested For	Requested Value	Alert Info	Dentist	WILLIAM	HOLCOSTE000	Health Info	Allergy Notes	WILLIAM	Seasonal allergies.	<p>Welcome to Online Registration for Returning Students</p> <ol style="list-style-type: none"> 1. Verify Student Information ✔ Completed 07/25/2017 3:37pm <ul style="list-style-type: none"> ✔ a. Student Information ✔ b. Family Address ✔ c. Family Information ✔ d. Emergency Information ✔ e. Emergency Contacts ✔ f. Health Information 2. Health Forms 3. Verify Ethnicity/Race ✔ Completed 07/25/2017 3:39pm 4. Rights & Responsibilities Handbook 5. Code of Classroom Conduct (English/Hmong/Spanish) 6. Elementary School Internet Use Agreement Form (English/Hmong/Spanish) 7. Walking Field Trip 8. School Bus Video Monitoring 9. Free & Reduced Priced Meals Instructions & Form 10. Student Accident Insurance Enrollment Information 11. Make a Registration Fee Payment 12. Make a Meal Payment <li style="background-color: #4f81bd; color: white; padding: 5px;">13. Complete 2017-18 Online Registration for Returning Students
Area	Field	Requested For	Requested Value										
Alert Info	Dentist	WILLIAM	HOLCOSTE000										
Health Info	Allergy Notes	WILLIAM	Seasonal allergies.										

If you have steps that are not completed, click on that step in the right column to go back and finish.

If you have completed all necessary steps, the “Submit 2017-18 Online Registration for Returning Students” button will be activated. Select the button to complete the registration process.