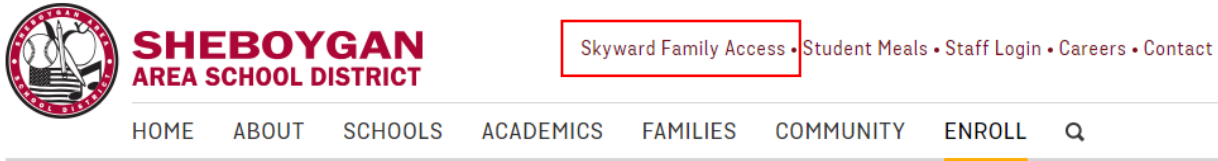
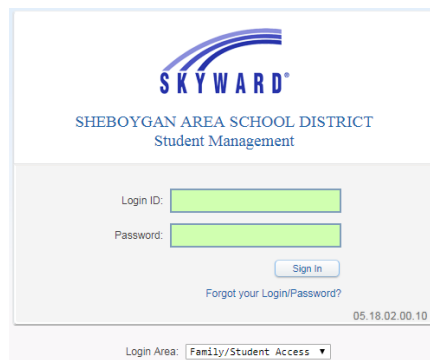


# Skyward Family Access User Guide Online Registration

Log in to Skyward Family Access by clicking on the Skyward Family Access link in the upper right corner of the district homepage at [www.sheboygan.k12.wi.us](http://www.sheboygan.k12.wi.us).



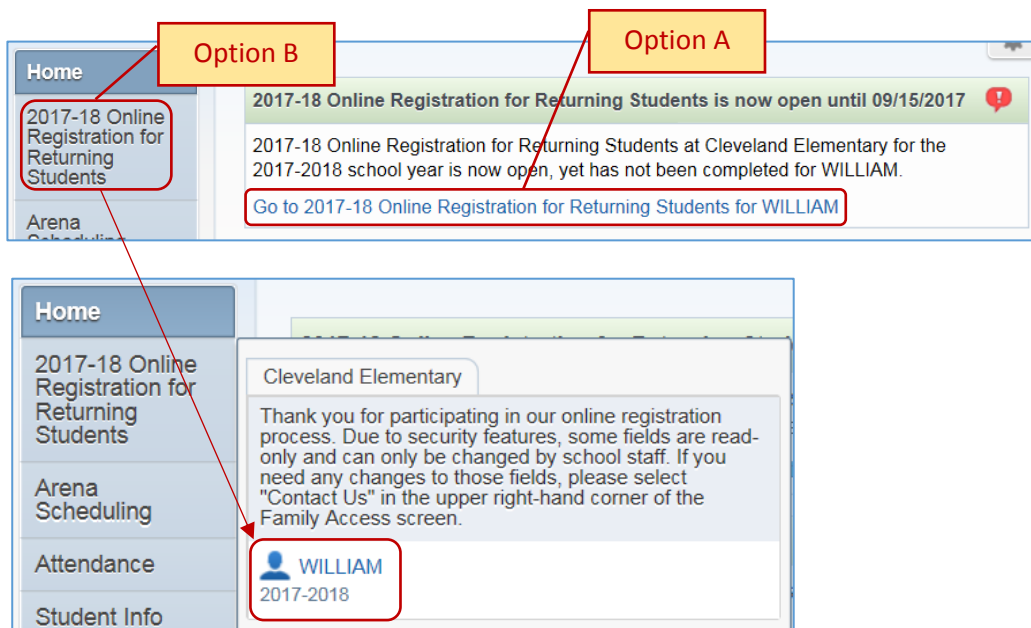
You will be prompted to log in to Skyward Family Access by entering your Login ID and Password. If you can't remember your Login ID or password, please reset using the 'Forgot your Login/Password' link in Skyward.



**PLEASE NOTE:** screenshots are from the 2017-18 school year. When logged in, you will be registering your child for the 2018-19 school year.

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.



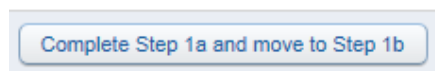
After selecting your child's name, the following screen will display:  
 (Use Google Translate to 'Select Language' if needed)

The screenshot shows the '2017-18 Online Registration for Returning Students' page for WILLIAM (Cleveland Elementary 2017-2018). The page is titled 'Step 9. Free & Reduced Priced Meals Instructions & Form (Optional)'. A 'Select Language' dropdown menu is visible in the top right corner. The main content area includes a 'Free & Reduced Priced Meals Instructions & Form' section with buttons for 'Complete Step 9 Only' and 'Complete Step 9 and move to Step 10'. A sidebar on the left contains navigation links such as 'Home', '2017-18 Online Registration for Returning Students', 'Arena Scheduling', 'Attendance', 'Student Info', 'Schedule', 'Discipline', 'Fee Management', 'Student Services', 'Academic History', 'Portfolio', 'Health Info', and 'Login History'. A right-hand sidebar lists 13 registration steps, with step 9 highlighted. Callout boxes provide the following information:

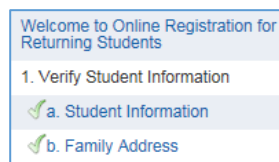
- Student being registered, school and year.** (Points to the student name 'WILLIAM (Cleveland Elementary 2017-2018)')
- Informational message.** (Points to the step title 'Step 9. Free & Reduced Priced Meals Instructions & Form (Optional)')
- Switch between students or start the registration process.** (Points to the 'Complete Step 9 Only' button)
- These student information links are available year-round.** (Points to the left sidebar navigation menu)
- Registration Steps may vary by elementary, middle and high schools.** (Points to the right sidebar list of steps)
- 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 at the bottom of the right sidebar)

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 "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 and can be skipped. 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 in the right column 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.

**Online Payment Entry - Single Point of Entry Interface** ◀ Back

Online Payment Entry for User:

Online Payment Vendor: MySchoolBucks

I would like to make an online payment for: *(Please click the Update Payment Amount button to select an item to pay)*

Total Payment 5.00

Fee Management Payment:    Balance: \$

Total Payment 0.00

Fee Management Payment:    Balance: \$

Total Payment Amount for all Students:

**Pending Cart**

Fitness Cent 5.00

**Total:** **5.00**

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
<b>General:</b> Outdoor Education	10.00	052	2018	Grade 5 students only.	<input type="button" value="Add"/>	
<b>General:</b> PTO Registration	5.00	052	2018	Parent/Teacher Organization Membership	<input type="button" value="Add"/>	
<b>General:</b> Registration-Elementa	20.00	052	2018	Grade 1-5 students only.	<input type="button" value="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

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

Total Payment Amount for Selected Charges:

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

Fee Management Payment:

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.

**Online Payment Entry - Single Point of Entry Interface** ◀ Back

Online Payment Entry for User:

Online Payment Vendor:

I would like to make an online payment for: (Please click the Update Payment Amount button to select an item to pay)

<input type="text" value=""/>	Total Payment	<input type="text" value="5.00"/>
Fee Management Payment: <input type="text" value="5.00"/>	<input type="button" value="Update Payment Amount"/>	<input type="button" value="Clear Items"/> Balance: <input type="text" value=""/>

<b>Pending Cart</b>	
Fitness Cent	5.00
<b>Total:</b>	<b>5.00</b>

<input type="text" value=""/>	Total Payment	<input type="text" value="0.00"/>
Fee Management Payment: <input type="text" value="0.00"/>	<input type="button" value="Update Payment Amount"/>	<input type="button" value="Clear Items"/> Balance: <input type="text" value=""/>

Total Payment Amount for all Students:

Options:

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

6. Select “Continue as Guest” or use your MySchoolBucks Login (for meal payments) to utilize your saved payment methods and complete your payment transaction.

Language

**MY SCHOOL BUCKS**

**Login to continue**

Password

Remember Me

[Forgot your username or password?](#)

[Don't have an account? Sign up today!](#)

A user profile will allow us to remember your personal information so you don't have to enter it every time. However, if you'd like to continue without an account, please click the button below.

When you have finished all steps, select the last step “Complete 2018-19 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)

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**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><b>Review 2017-18 Online Registration for Returning Students Steps</b></p> <p>Step 1) <b>Verify Student Information</b> <span style="float: right;">Completed 07/25/2017 3:37pm</span></p> <p><i>Requested Changes Pending Approval by the District:</i></p> <table border="0" style="width: 100%;"> <thead> <tr> <th>Area</th> <th>Field</th> <th>Requested For</th> <th>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) <b>Health Forms</b> <span style="float: right;">skipped</span></p> <p>Step 3) <b>Verify Ethnicity/Race</b> <span style="float: right;">Completed 07/25/2017 3:39pm</span></p> <p><i>No Requested Changes exist for Step 3.</i></p> <p>Step 4) <b>Rights &amp; Responsibilities Handbook</b> <span style="float: right;">not completed</span></p> <p>Step 5) <b>Code of Classroom Conduct (English/Hmong/Spanish)</b> <span style="float: right;">not completed</span></p> <p>Step 6) <b>Elementary School Internet Use Agreement Form (English/Hmong/Spanish)</b> <span style="float: right;">not completed</span></p> <p>Step 7) <b>Walking Field Trip</b> <span style="float: right;">not completed</span></p> <p><i>A required field has not been filled in and saved.</i></p> <p>Step 8) <b>School Bus Video Monitoring</b> <span style="float: right;">not completed</span></p> <p>Step 9) <b>Free &amp; Reduced Priced Meals Instructions &amp; Form</b> <span style="float: right;">skipped</span></p> <p>Step 10) <b>Student Accident Insurance Enrollment Information</b> <span style="float: right;">skipped</span></p> <p>Step 11) <b>Make a Registration Fee Payment</b> <span style="float: right;">skipped</span></p> <p>Step 12) <b>Make a Meal Payment</b> <span style="float: right;">skipped</span></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"> <li>1. Verify Student Information  <span style="color: green;">✔</span> Completed 07/25/2017 3:37pm                     <ul style="list-style-type: none"> <li><span style="color: green;">✔</span> a. Student Information</li> <li><span style="color: green;">✔</span> b. Family Address</li> <li><span style="color: green;">✔</span> c. Family Information</li> <li><span style="color: green;">✔</span> d. Emergency Information</li> <li><span style="color: green;">✔</span> e. Emergency Contacts</li> <li><span style="color: green;">✔</span> f. Health Information</li> </ul> </li> <li>2. Health Forms</li> <li>3. Verify Ethnicity/Race  <span style="color: green;">✔</span> Completed 07/25/2017 3:39pm</li> <li>4. Rights &amp; Responsibilities Handbook</li> <li>5. Code of Classroom Conduct (English/Hmong/Spanish)</li> <li>6. Elementary School Internet Use Agreement Form (English/Hmong/Spanish)</li> <li>7. Walking Field Trip</li> <li>8. School Bus Video Monitoring</li> <li>9. Free &amp; Reduced Priced Meals Instructions &amp; Form</li> <li>10. Student Accident Insurance Enrollment Information</li> <li>11. Make a Registration Fee Payment</li> <li>12. Make a Meal Payment</li> <li style="background-color: #4a86e8; color: white; padding: 5px;">13. Complete 2017-18 Online Registration for Returning Students</li> </ol>
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 2018-19 Online Registration for Returning Students” button will be activated. **You must select this button to complete the registration process.** A confirmation email will be sent to users with an email address on file.