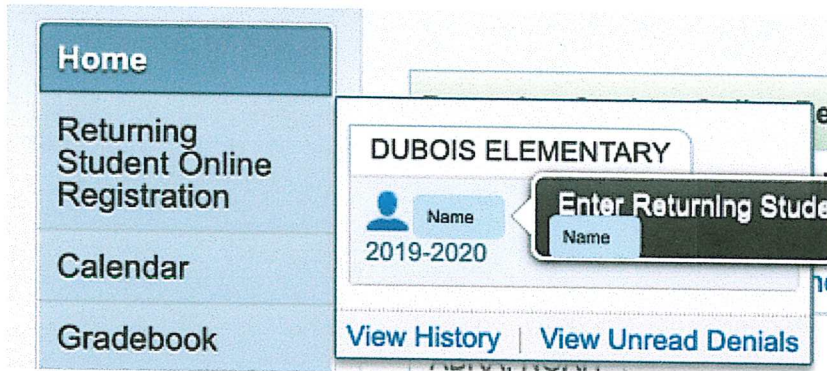


## Online Registration Skyward Directions

1. Go to the Skyward website and login to your family access account. Link is located on the school website or below (if you don't know you family access account please see the directions for setting up family access.

<https://familyaccess.nedubois.k12.in.us/scripts/wsisa.dll/WService=wsEAPlus/seplog01.w>

2. Click on **Returning Student Online Registration** and click the name of the student that you would like to get registered.



3. Start by filling out each step in the online registration process some are only viewable as only the school can change them. As you fill out each section make sure you hit the complete step button at the bottom of each page. When you hit the button it will take you to the next step. You will work your way down the list in the red box on the right. This could look a little different for different grade levels for example High School does not have a babysitter and has drug testing.

A screenshot of the 'Returning Student Online Registration' form for 'DUBOIS ELEMENTARY 2019-2020'. The form is titled 'Step 1a. Verify Student Information: Student Information (Required)'. It contains several sections of input fields under the heading 'General Information':

- \* First: [text box]
- \* Last: [text box]
- Birthdate: [calendar icon]
- Other Name: [text box]
- \* Language: [text box]
- \* Native Language: [text box]
- Home Phone: [text box] Ext: [text box]
- School Email: [text box]
- Birth County: [text box]
- Birth State: [dropdown menu]
- Birth Country: [text box]
- Middle: [text box]
- Suffix: [text box]
- Gender: [text box]
- Race: [text box]
- Home Email: [text box]

At the bottom of the form is a red oval containing a button labeled 'Complete Step 1a Only'. On the right side, there is a vertical list of steps in a red-bordered box:

1. Verify Student Information
  - a. Student Information
  - b. Family Address
  - c. Family Information
  - d. Emergency Information
  - e. Emergency Contacts
  - f. Health Information
2. Verify Ethnicity/Race
3. Policy Statement
4. Permission Form
5. Transportation
6. Babysitter
7. Technology
8. Religion
9. Food Service
10. Online Book Fee
11. Complete Returning Student Online Registration

At the bottom of this list are three buttons: 'Previous Step', 'Next Step', and 'Close and Finish Later'. A legend at the bottom left states: '(\*) Indicates a required field.'

4. Please note that as you are filling out the forms digitally documentation for policy etc are all located <https://www.nedubois.k12.in.us/content/digitaldocuments> these links are within the registration but we wanted to make sure you see them.

5. Free/Reduced applications are also on the school website and 1 needs to be filled out per family. If you mark yes we will send a copy of the form home with your student on the first day of school to be completed and returned ASAP.

6. Book Bills and lunch accounts can be paid online using e~funds or you may drop a check off at the school. Please see E~Fund tutorial for how to setup an account convenience fees do apply.

Book Bills are also located under Fee Management in your family access. When you complete your online registration click on the fee management tab. When you click on the fee management tab it will give you a detailed description of your book bill with the grand total. You may drop checks off during the open registration in your building if you don't want to pay online. Please note the Book bills and lunch or any other fees must be separate checks if paying onsite.

