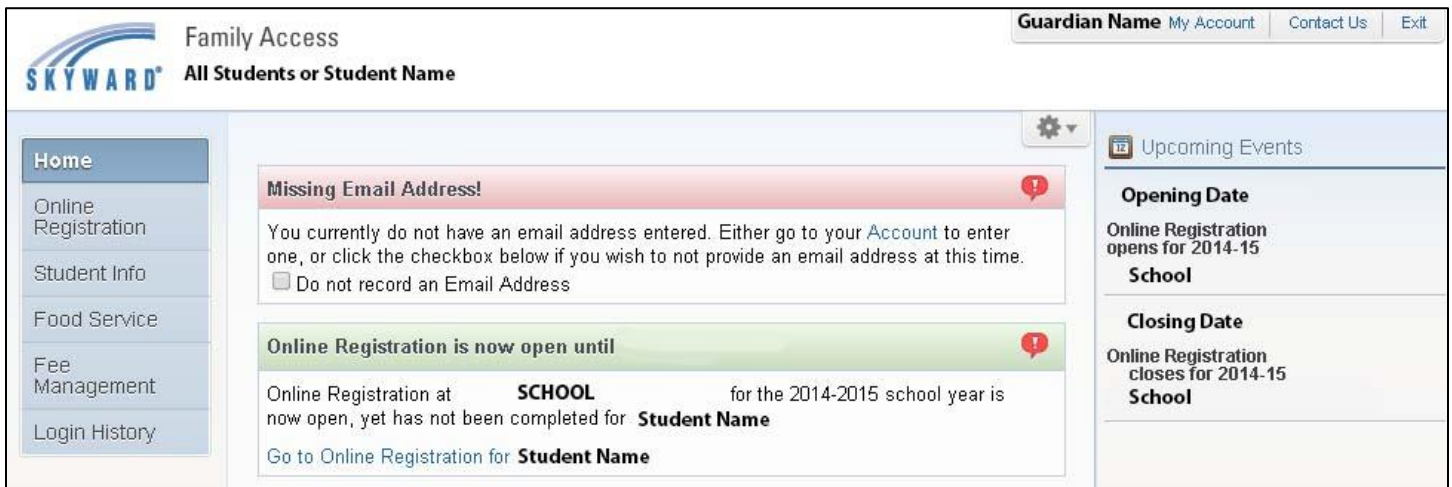


Student Information Update/Entry using Skyward Family Access Registration Steps for the 2022 - 2023 School Year

Online Registration can only be completed by using the parent/guardian login to Skyward Family Access. The student's logins for Skyward Family Access will not have access to the Online Registration area.

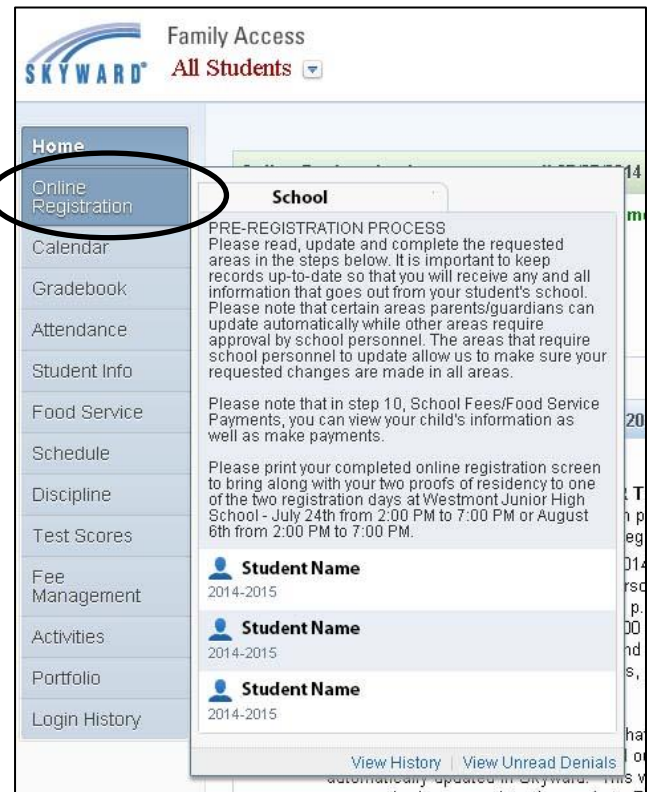
Log into Skyward Family Access here: <http://www.cusd201.org/skyward/family>

If you have not provided the District an email address yet in Skyward, you will see the additional message as in the screen below. If you have already given the District an email address you will see the Online Registration message and any additional messages sent out by your child/children's school/schools.



The screenshot shows the Skyward Family Access dashboard. At the top, it says "Family Access" and "All Students or Student Name". On the left is a navigation menu with "Home", "Online Registration", "Student Info", "Food Service", "Fee Management", and "Login History". The main content area has two messages: a red "Missing Email Address!" warning stating "You currently do not have an email address entered. Either go to your Account to enter one, or click the checkbox below if you wish to not provide an email address at this time." with a checkbox for "Do not record an Email Address"; and a green "Online Registration is now open until" message stating "Online Registration at SCHOOL for the 2014-2015 school year is now open, yet has not been completed for Student Name" with a link "Go to Online Registration for Student Name". On the right, there is an "Upcoming Events" section with "Opening Date" (Online Registration opens for 2014-15 School) and "Closing Date" (Online Registration closes for 2014-15 School).

Click on the Online Registration button that will open an information box. At the bottom of the box it will list the names of your children. Click on the name of the first child to begin the online registration steps. If you have more than one student enrolled in CUSD 201 schools you will see all of your children's names listed at the bottom of the box. Please complete the registration steps for each student you want to enroll.



This screenshot shows the same dashboard as above, but with the "Online Registration" button in the left navigation menu circled in black. An information box is open over the "School" section. The box contains the following text: "PRE-REGISTRATION PROCESS. Please read, update and complete the requested areas in the steps below. It is important to keep records up-to-date so that you will receive any and all information that goes out from your student's school. Please note that certain areas parents/guardians can update automatically while other areas require approval by school personnel. The areas that require school personnel to update allow us to make sure your requested changes are made in all areas." Below this, there are three sections for "Student Name" for the 2014-2015 school year. At the bottom of the box are links for "View History" and "View Unread Denials".

The system will start you on a message screen that lists any NEW areas along with Reminders of items to complete.

To begin the process click on step 1A – Student Information -

Family Access
Guardian Name My Account Contact Us Exit
Student Name

Home
Online Registration
Student Info
Food Service
Fee Management
Portfolio
Login History

Online Registration
Student Name (school and school year)

Step 1a. Verify Student Information: Student Information (Required) Undo

Please verify that your student's information is correct in the system. Only information in the white boxes can be updated through this process. Any other changes please contact your child's school office.

General Information

First: First Name Middle: Middle Name
Last: Last Name Suffix:
Birthdate: mm/dd/yyyy Gender: Gender
Gender Identity: Gender Identity Other Name: Nick Name
Native Language: Language
 Military Connected ?
School Email: School Email Address
Birth County: County
Birth State: State
Birth Country: Country

Complete Step 1a and move to Step 1b

District Message

1. Verify Student Information
2. Verify/Update Ethnicity and Race
3. Pesticide Application Notice
4. AUP Information and Form
5. Social Networking Notice
6. Media Release
7. Dismissal Directions
8. Parent Directory
9. Parent/Guardian Student Handbook Info and Form
10. Military Children Form
11. Proof of Residency
12. School Fees/Food Service
13. Complete Online Registration

Previous Step Next Step
Close and Finish Later

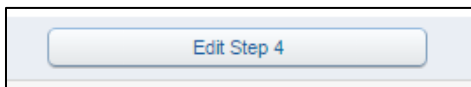
In each step, please enter/update the information requested. After you complete each step please click the 'Complete Step X and move to Step Y' button – in the example below it show complete Step 1A and move to Step 1B.



If you try to click the 'Complete Step X and move to Step Y' button before completing all of the items that are required in that step you get will a message letting you know.



Once all required items in a step are completed and you click on the 'Complete Step X and move to Step Y' button the wording of the button will change to 'Edit Step Number'. You can click on the 'Edit Step Number' button to make changes as you want to that item.



If, at any time you want to stop and complete the process later, click the Close and Finish Later button. The next time you log in to Skyward Family Access and re-start the Online Registration process the system will start you at the District Message screen. Along the right side where the steps are listed, you will see a green check mark for all of the completed steps. Click on the step you want to continue the online registration process along the right side.

If you have never made a payment through Skyward Family Access/REVTRAK before, you will need to create an account. To create an account, a valid email address is required because payment receipts and password assistance will be sent to this email. You will only have to create an account once. Use your newly created account information to make any additional payments you want in Skyward Family Access/REVTRAK.

To make a payment, click the Make a Payment link that will bring you to the REVTRAK/CUSD Web Store. In the store, you will have three options FOOD ACCOUNT, REQUIRED FEES and OPTIONAL FEES. To pay your school fees go to the REQUIRED FEES section and click the ADD TO CART button to make a payment on your selected items. If there are any optional items you would like to add, such as a sport or yearbook, find the item in the list and click the ADD TO CART button for each item. Once all items have been added to your cart, click the Checkout button to proceed. You will be asked to enter in your login information, verify your payment information and complete your payment.

When all of the steps have been completed, the final step is to Complete Online Registration. Each step will show with a message of completed, not completed or skipped (for any optional steps that were not completed).

Family Access Guardian Name My Account Contact Us Exit

Online Registration

Student Name (School) Print

Step 11. Complete Online Registration
By completing Online Registration, you are confirming that the Steps below have been finished.
Are you sure you want to complete Online Registration for **Name**?

Step	Task	Status	Date Time
Step 1)	Verify/Update of Student Information	Completed	Date Time
<i>No Requested Changes exist for Step 1.</i>			
Step 2)	Verify/Update Ethnicity and Race	Completed	Date Time
<i>No Requested Changes exist for Step 2.</i>			
Step 3)	AUP Information Link	Completed	Date Time
Step 4)	AUP Form	Completed	Date Time
Step 5)	Media Release	Completed	Date Time
Step 6)	Dismissal Directions	Completed	Date Time
Step 7)	Parent Directory	Completed	Date Time
Step 8)	Military Children Form	Completed	Date Time
Step 9)	Food Service Application	skipped	Date Time
Step 10)	School Fees/Food Service Payments	Completed	Date Time

Guardian Name: **Guardian Name** Guardian Address: **Guardian Address**

- 1. Verify/Update of Student Information
 - ✓ Completed **Date Time**
 - ✓ a. Student Information
 - ✓ b. Family Address
 - ✓ c. Family Information
 - ✓ d. Emergency Contacts
- 2. Verify/Update Ethnicity and Race
 - ✓ Completed **Date Time**
- 3. AUP Information Link
 - ✓ Completed **Date Time**
- 4. AUP Form
 - ✓ Completed **Date Time**
- 5. Media Release
 - ✓ Completed **Date Time**
- 6. Dismissal Directions
 - ✓ Completed **Date Time**
- 7. Parent Directory
 - ✓ Completed **Date Time**
- 8. Military Children Form
 - ✓ Completed **Date Time**
- 9. Food Service Application
- 10. School Fees/Food Service Payments
 - ✓ Completed **Date Time**
- 11. Complete Online Registration

Submit Online Registration

If any steps show as “not completed”, the Submit Online Registration button will not be available. Once all steps are marked as completed or skipped (for any uncompleted optional steps) click the Submit Online Registration button to submit your registration.

Upon completion of the online registration process, you will be brought to the following screen:



The screenshot displays the Skyward Family Access interface. At the top left is the Skyward logo and the text "Family Access" and "Student Name". At the top right, there are links for "Guardian Name", "My Account", "Contact Us", and "Exit". A left-hand navigation menu includes "Home", "Online Registration", "Calendar", "Gradebook", and "Attendance". The main content area features a search bar labeled "Student Name (School)". Below the search bar, a confirmation message is displayed: "Online Registration was successfully completed and submitted to the district for Name on Date Time by Guardian Name". Two links are provided below the message: "Go back to review completed steps" and "Mark Online Registration as not completed and make changes".

If you have more than one student enrolled in the District click on the Online Registration button and click on the name of the next student you would like to process. Once you have completed the online registration for all of your students click the Exit link in the upper right corner of the screen to log out of Skyward Family Access.