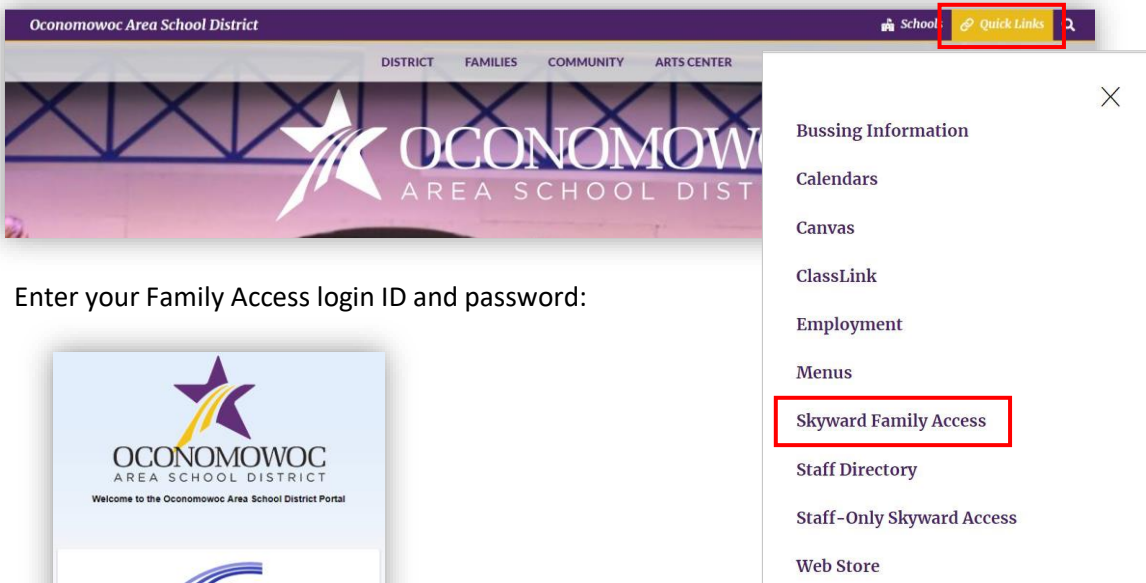
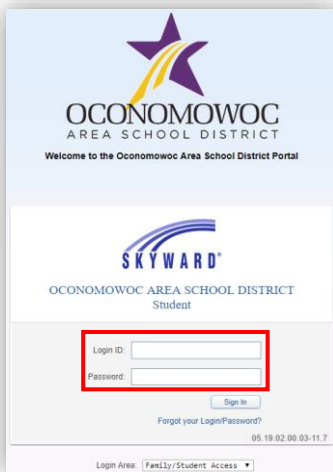


# STEP-BY-STEP ONLINE REGISTRATION INSTRUCTIONS

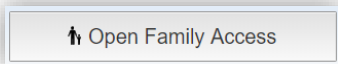
- 1) Go to [www.oasd.org](http://www.oasd.org)
- 2) Click the **Quick Links** icon then select **Skyward Family Access** from the list:



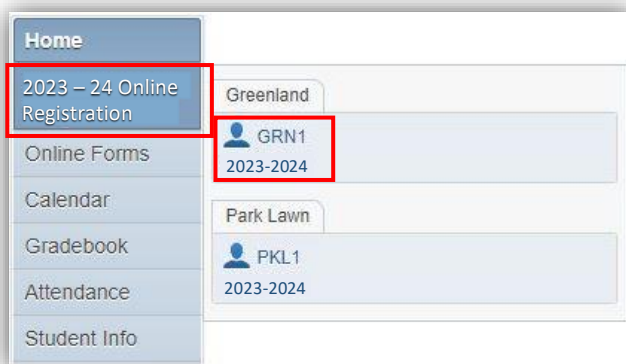
- 3) Enter your Family Access login ID and password:



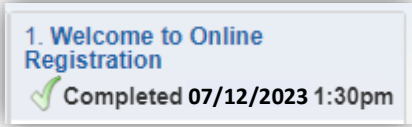
- 4) Click on the **Open Family Access** button in the upper right corner:



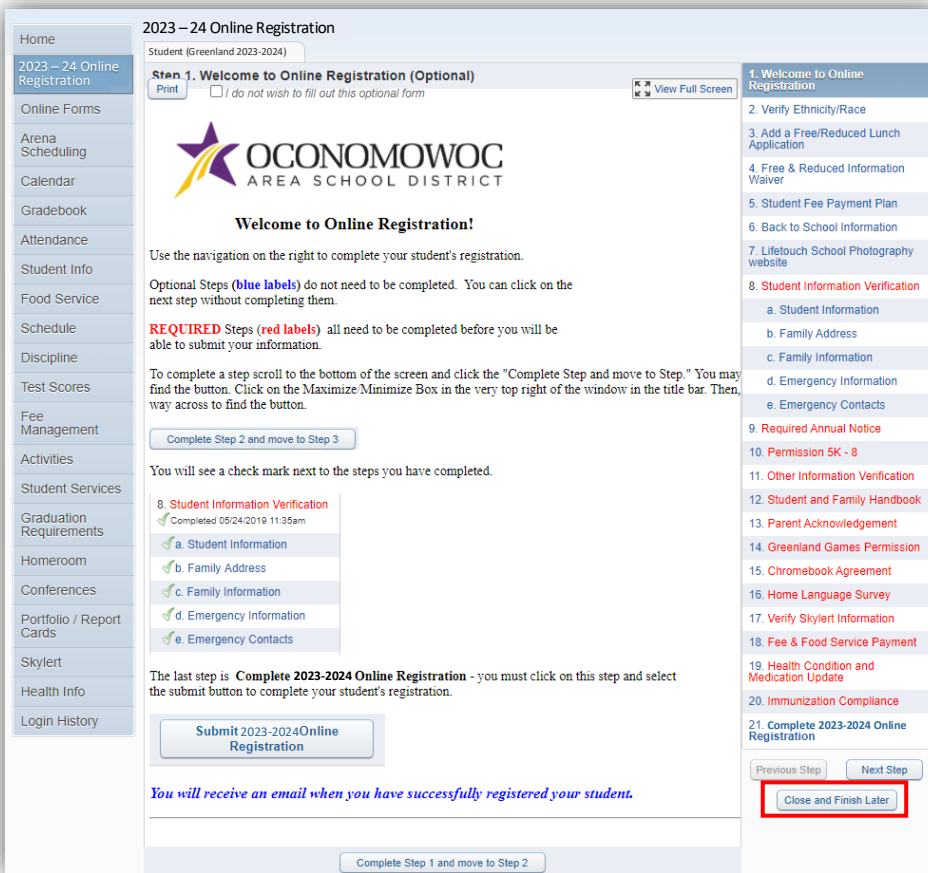
- 5) Click the **2023-24 Online Registration** button at the top of the left column, then select the first student you will register and click their name to begin.



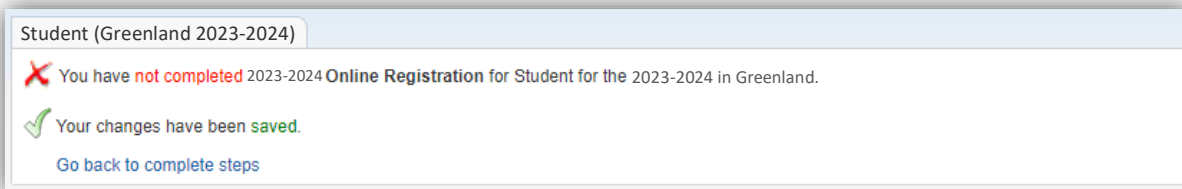
6) Once you've entered Online Registration, you must complete all required steps, which are **shown in red**. A check mark will appear next to the step once it's complete, along with the time and date stamp:



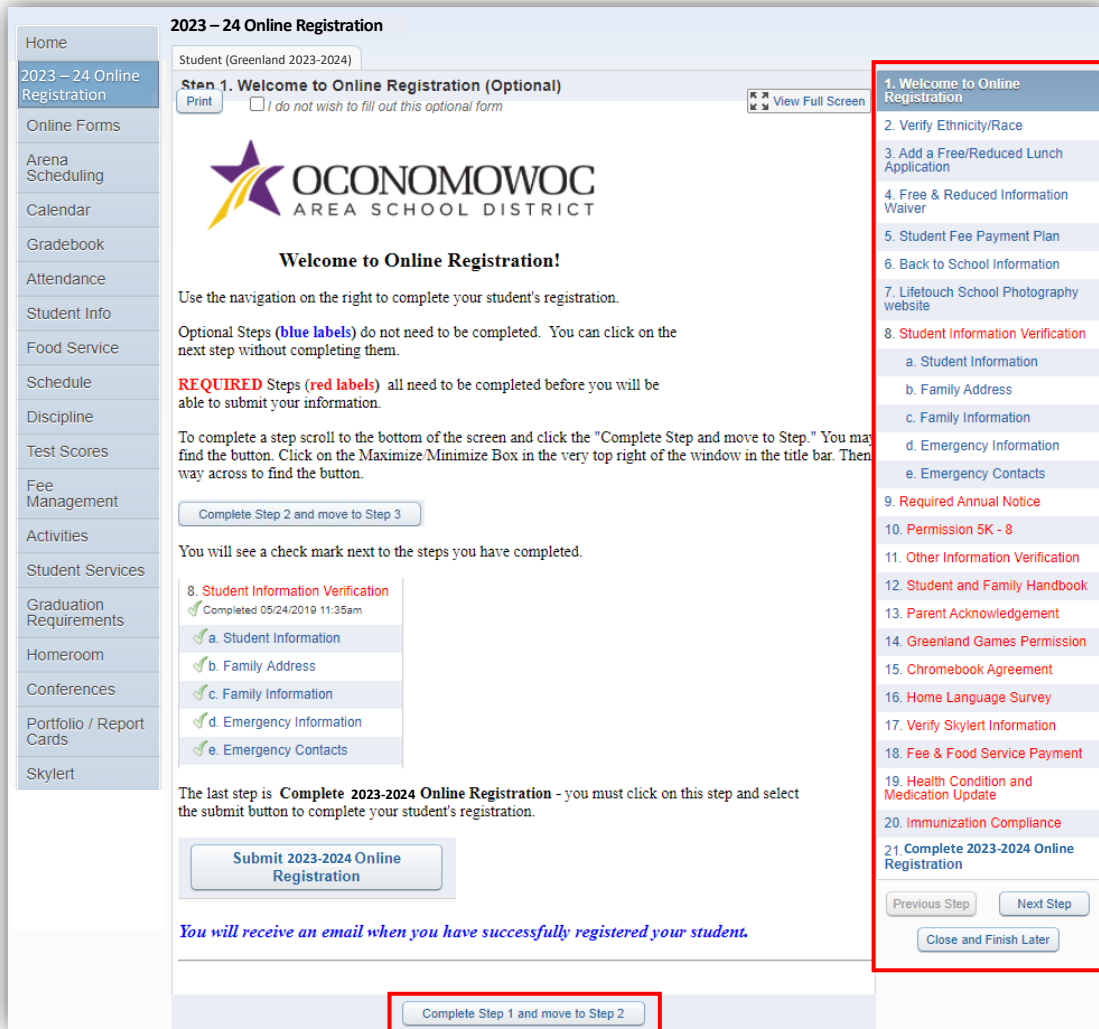
7) If you need to stop during the registration process, click the **“Close and Finish Later”** button on the bottom right:



8) You will see a confirmation message that your registration is saved but not complete:



- 9) All of your steps are listed in the right column. Please complete all of the information within each step and click the **“Complete Step and Move To”** button at the bottom to move to the next step. There will be boxes to click, information that must be typed, and information that must be reviewed within many steps:



**2023 – 24 Online Registration**

Student (Greenland 2023-2024)

**Step 1. Welcome to Online Registration (Optional)**

Print  I do not wish to fill out this optional form View Full Screen

**Welcome to Online Registration!**

Use the navigation on the right to complete your student's registration.

Optional Steps (blue labels) do not need to be completed. You can click on the next step without completing them.

**REQUIRED** Steps (red labels) all need to be completed before you will be able to submit your information.

To complete a step scroll to the bottom of the screen and click the "Complete Step and move to Step." You may find the button. Click on the Maximize/Minimize Box in the very top right of the window in the title bar. Then way across to find the button.

Complete Step 2 and move to Step 3

You will see a check mark next to the steps you have completed.

**8. Student Information Verification**  
Completed 05/24/2019 11:35am

- ✓ a. Student Information
- ✓ b. Family Address
- ✓ c. Family Information
- ✓ d. Emergency Information
- ✓ e. Emergency Contacts

The last step is **Complete 2023-2024 Online Registration** - you must click on this step and select the submit button to complete your student's registration.

Submit 2023-2024 Online Registration

*You will receive an email when you have successfully registered your student.*

Complete Step 1 and move to Step 2

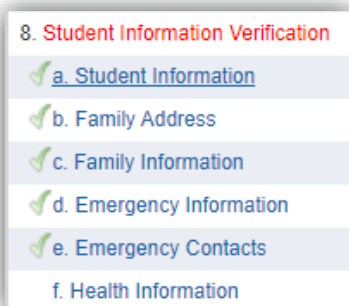
**1. Welcome to Online Registration**

- 2. Verify Ethnicity/Race
- 3. Add a Free/Reduced Lunch Application
- 4. Free & Reduced Information Waiver
- 5. Student Fee Payment Plan
- 6. Back to School Information
- 7. Lifetouch School Photography website
- 8. Student Information Verification
  - a. Student Information
  - b. Family Address
  - c. Family Information
  - d. Emergency Information
  - e. Emergency Contacts
- 9. Required Annual Notice
- 10. Permission 5K - 8
- 11. Other Information Verification
- 12. Student and Family Handbook
- 13. Parent Acknowledgement
- 14. Greenland Games Permission
- 15. Chromebook Agreement
- 16. Home Language Survey
- 17. Verify Skylert Information
- 18. Fee & Food Service Payment
- 19. Health Condition and Medication Update
- 20. Immunization Compliance
- 21. Complete 2023-2024 Online Registration

Previous Step Next Step

Close and Finish Later

- 10) The Student Information Verification step includes several sub-steps that must all be completed before the full Information Verification step is complete. You'll see check marks next to each sub-step once it's completed:



**8. Student Information Verification**

- ✓ a. Student Information
- ✓ b. Family Address
- ✓ c. Family Information
- ✓ d. Emergency Information
- ✓ e. Emergency Contacts
- f. Health Information

- 11) Optional steps will appear in blue in the right column, and you do not need to complete these steps if they do not apply to your child. Simply click the **“Complete Step and Move To”** button at the bottom to move to the next step.
- 12) Once you have completed all of the steps, you must click the **“Submit 2023-24 Online Registration”** button at the bottom of the last page to formally submit your registration. If you are missing a step or would like to edit a step, simply click back to the step in the right column. You must complete all of the required steps before a clickable “Submit” button will appear:

**2023-2024 Online Registration**

Student (Greenland 2023-2024) Print

**Step 20. Complete 2023-2024 Online Registration (Required)**

By completing **2023-24 Online Registration**, you are confirming that the Steps below have been finished. Are you sure you want to complete **2023-24 Online Registration** for Student?

**Review 2023-2024 Online Registration Steps**

Step 1)	<b>Welcome to Online Registration</b>	Completed 05/10/2022 1:30pm
Step 2)	<b>Verify Ethnicity/Race</b>	Completed 05/10/2022 1:31pm
<i>No Requested Changes exist for Step 2.</i>		
Step 3)	<b>Add a Free/Reduced Lunch Application</b>	skipped
Step 4)	<b>Free &amp; Reduced Information Waiver</b>	Completed 05/10/2022 1:51pm
Step 5)	<b>Student Fee Payment Plan</b>	Completed 05/11/2022 9:19am
Step 6)	<b>Back to School Information</b>	Completed 05/10/2022 1:56pm
Step 7)	<b>Lifetouch School Photography website</b>	Completed 05/10/2022 1:56pm
Step 8)	<b>Student Information Verification</b>	Completed 05/10/2022 1:58pm
<i>No Requested Changes exist for Step 8.</i>		
Step 9)	<b>Required Annual Notice</b>	not completed
<i>A required field has not been filled in and saved.</i>		
Step 10)	<b>Permission 5K - 8</b>	Completed 05/10/2022 2:00pm
Step 11)	<b>Other Information Verification</b>	Completed 05/10/2022 2:01pm
Step 12)	<b>Student and Family Handbook</b>	Completed 05/10/2022 2:02pm
Step 13)	<b>Parent Acknowledgement</b>	Completed 05/10/2022 2:02pm
Step 14)	<b>Home Language Survey</b>	Completed 05/10/2022 2:03pm
Step 15)	<b>Verify Skylert Information</b>	Completed 05/10/2022 2:04pm
Step 16)	<b>Fee &amp; Food Service Payment</b>	Completed 05/11/2022 9:24am
Step 17)	<b>Health Condition and Medication Update</b>	Completed 05/10/2022 2:06pm
Step 18)	<b>Immunization Compliance</b>	Completed 05/10/2022 2:09pm
Step 19)	<b>In District Permission Form</b>	Completed 05/10/2022 2:10pm

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**Guardian Name:** Test Mom    **Guardian Address:** 123 Main St APT A  
555 Easy Street  
Oconomowoc, WI 53066

**Submit 2023-2024 Online Registration**

- 13) If you successfully completed registration, you will receive a confirmation email from the Oconomowoc Area School District. You will also see a confirmation message within online Family Access:

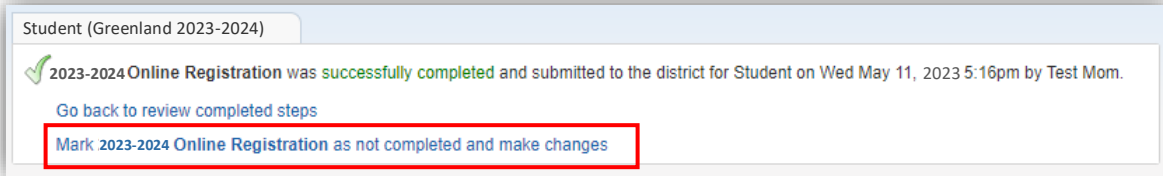
Student (Greenland 2023-2024)

✔ 2023-2024 Online Registration was **successfully completed** and submitted to the district for Student on Wed May 11, 2023 5:16pm by Test Mom.

[Go back to review completed steps](#)

[Mark 2023-2024 Online Registration as not completed and make changes](#)

- 14) If you need to make changes to your Online Registration after you have submitted, you can click the **“Mark 2023-24 Online Registration as not completed and make changes”** link, but please be aware:
- You must make your changes and again click the “Submit 2023-24 Online Registration” button, explained on the previous page. Your revisions will not be submitted until you click this button.
  - You will only be able to make changes during the Online Registration period, which ends on August 2, 2023. The Online Registration portal will be locked after August 2.



- 15) Please repeat this process for each of your students attending the OASD for the 2023-24 school year.
- 16) Once you have completed Online Registration for all of your students, please complete the online payment process outlined on the next page.

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**Declaracion de Traducción:** *Estamos trabajando diligentemente para traducir nuestros documentos al español. Por favor comuníquese con la escuela de su hijo para aclaración. Si todavía necesitas aclaración, por favor comuníquese con Translate@oasd.org.*

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**Nondiscrimination:** *The Oconomowoc Area School District provides assurance that no student is discriminated against because of the student's sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability.*

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