

2017-18 Online Registration

Log into Skyward Family Access and click on **Open Family Access**

The screenshot shows the Skyward website interface for Oconomowoc Area School District. At the top right, there are links for 'Mom Test1', 'Account', and 'Exit'. Below the header, there are several navigation panels. On the left, a 'Jump to Other Dashboards' panel includes links for '*Calendar', 'Family', and 'Parent Dashboards'. In the center, a 'Guardian's Students' panel displays a table with columns for 'Student', 'Date of Birth', and 'School'. The table lists two students: 'test1, Student9' (DOB: 09/01/2005, School: District -NC) and 'Test2, Student' (DOB: 09/01/1999, School: District -NC). On the right, a large button labeled 'Open Family Access' with a person icon is highlighted with a red arrow. Below it is a 'Students' Schedules' panel.

On your wall you will see the message shown below for **each** of your students. Select (a) Go to Online Registration or you can also click on the (b) Online Registration tab and select your students.

The screenshot shows a notification message and a navigation menu. The notification message is green and contains the text: '2017 - 18 Online Registration is now open until 08/11/2017' and '2017 - 18 Online Registration at Meadow View for the 2017-2018 school year is now open, yet has not been completed for Student.' Below the message, a button labeled '(a) Go to 2017 - 18 Online Registration for Student' is highlighted with a blue box. To the right, a navigation menu for '2017 - 18 Online Registration' is shown, with a tab labeled '(b) 2017 - 18 Online Registration' highlighted with a blue box. The menu also includes 'Home', 'Online Forms', and 'Student 2017-2018'.

If you need to stop during the registration process, all your changes will be saved and you will be able to start where you left off.

You must **complete** all **Required Steps** (steps shown in red)
You will see a check mark by steps you have completed.

The screenshot shows a notification for '9. Required Annual Notices' with a green checkmark and the text 'Completed 08/26/2016 8:45pm'.

To complete a step you will need to fill in required fields and choose the **Complete this step button** on the bottom of the screen (you may have to scroll down to view this button).

The screenshot shows a button labeled 'Complete Step 8a and move to Step 8b'.

For Student Verification you will need to complete ALL of the sub sections (a – e):

The screenshot shows a notification for '8. Student Information Verification' with a green checkmark and the text 'Completed 07/08/2015 7:43am'. Below the notification, there are five sub-sections, each with a green checkmark: 'a. Student Information', 'b. Family Address', 'c. Family Information', 'd. Emergency Information', and 'e. Emergency Contacts'.

Optional steps **do not** need to be completed if they are not applicable to your student. You can just click on the next step without completing.

The last step will be to submit your registration. Review the steps you have completed, and if it looks correct, click on Submit 2017-18 Online Registration. It will also show you if you have missed a **Required Step**. If you are missing a **required step** you will need to click back to that step and complete it. (The number of steps you need to complete will vary based on elementary, intermediate or high school student you are registering.)

2017 - 18 Online Registration

Student (Meadow View 2017-2018) Print

Step 12. Complete 2017 - 18 Online Registration (Required)
By completing 2017 - 18 Online Registration, you are confirming that the Steps below have been finished. Are you sure you want to complete 2017 - 18 Online Registration for Student?

Review 2017 - 18 Online Registration Steps

Step 1) Welcome to Online Registration	skipped
Step 2) Verify Ethnicity/Race	skipped
<i>No Requested Changes exist for Step 2.</i>	
Step 3) Student Fee Payment Plan / Free & Reduced Information Waiver	skipped
Step 4) Back to School Information	skipped
Step 5) Lifetouch School Photography website	skipped
Step 6) Student Information Verification	Completed 05/01/2017 12:36pm
<i>No Requested Changes exist for Step 6.</i>	
Step 7) Required Annual Notices	Completed 06/19/2017 8:27pm
Step 8) Permission 5K - 8	Completed 06/21/2017 10:23am
Step 9) Other Information Verification	Completed 06/19/2017 8:32pm
Step 10) Parent Acknowledgement	Completed 06/19/2017 8:32pm
Step 11) Fee & Food Service Payment	Completed 06/21/2017 10:24am

Guardian Name: Mom Test1 Guardian Address:

Submit 2017 - 18 Online Registration

1. Welcome to Online Registration
2. Verify Ethnicity/Race
3. Student Fee Payment Plan / Free & Reduced Information Waiver
4. Back to School Information
5. Lifetouch School Photography website
6. **Student Information Verification**
✓ Completed 05/01/2017 12:36pm
 - ✓ a. Student Information
 - ✓ b. Family Address
 - ✓ c. Family Information
 - ✓ d. Emergency Information
 - ✓ e. Emergency Contacts
7. **Required Annual Notices**
✓ Completed 06/19/2017 8:27pm
8. **Permission 5K - 8**
✓ Completed 06/21/2017 10:23am
9. **Other Information Verification**
✓ Completed 06/19/2017 8:32pm
10. **Parent Acknowledgement**
✓ Completed 06/19/2017 8:32pm
11. **Fee & Food Service Payment**
✓ Completed 06/21/2017 10:24am
12. Complete 2017 - 18 Online Registration

Previous Step
Next Step

Close and Finish Later

You will receive an email after you have successfully submitted your student's registration.

do.not.reply@oasd.org Miller, Julie
Student Meadow View has been successfully registered for the 2017-2018 School Year.

Action Items

extra test,

Online Registration has been completed for this child. Please review the Steps below and contact the district if there are any errors.

- =====
- Step 1) Welcome to Online Registration
 - Step 2) Verify Ethnicity/Race
No Requested Changes exist for Step 2.
 - Step 3) Student Fee Payment Plan / Free & Reduced Information Waiver
 - Step 4) Back to School Information
 - Step 5) Lifetouch School Photography website
 - Step 6) Student Information Verification
No Requested Changes exist for Step 6
 - Step 7) Required Annual Notices
 - Step 8) Permission 5K - 8
 - Step 9) Other Information Verification
 - Step 10) Parent Acknowledgement
 - Step 11) Fee & Food Service Payment

District: OCONOMOWOC AREA SCHOOL DISTRICT District Web Site: www.oasd.k12.wi.us
State: WI
District Code: 4060

Student

Once submitted your student's registration status will be shown on your Skyward wall. You can review the completed steps at any time during the registration process, however if you need to make changes you will need to click on the "[Mark 2017-18 Online Registration as not completed and make changes](#)" link. If you do reopen the registration you will need to resubmit the registration again.

Student (Meadow View 2017-2018)

✔ 2017 - 18 Online Registration was successfully completed and submitted to the district for Student on Wed Jun 21, 2017 10:24am by Mom Test1.

[Go back to review completed steps](#)

[Mark 2017 - 18 Online Registration as not completed and make changes](#)

To retrieve a forgotten Skyward Family Access login and password;

Go to the Family Access Login Screen and click on "Forgot your Login/Password?" You will be asked to enter your email address that is registered on Skyward and your new login and password will be emailed to you.

If you have not yet registered for Skyward Family Access;

Go to the Oconomowoc Area School District website (<http://www.oasd.k12.wi.us/page.cfm?p=3295>) click on Family Resources/Family Access and choose Family Access Register Online. You will enter your student/parent information and your login and password will be emailed to you within 48 hours.