



# **STEP-BY-STEP ONLINE REGISTRATION INSTRUCTIONS**

1) Go to www.oasd.org

3)

Click the Quick Links icon in the upper right then select Skyward Family Access from the list: 2)

Oconomowoc Area School District	🛱 Schools 🔗 Quick Links 🔍
DISTRICT FAMILIES COMMUNITY ARTS CENTER	
	imesBussing Information
	Calendars
AREA SCHOOL DISTRI	Canvas
	ClassLink
	Employment
Enter your Family Access login ID and password:	Menus
	Skyward Family Access
	Staff Directory



Staff-Only Skyward Access

Web Store

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



Click on the Area Scheduling button in the left column: 5)



\* If Arena Scheduling does not appear, click the + Box or open your browser window to the maximum size. This will expand the home column.







6) Select the first student you would like to register by clicking on the **Summer School year** under their name. You will begin the enrollment process at this step for every student you are enrolling in Summer School.

Are Sci	ena heduling	
Su	ummer School Student 1	
Г	2023-24	
	Student 2	
	2023-24	

- 7) The classes available for your student will appear on your screen based on your student's grade level.
  - You can search for classes by **Period, Subject, Course,** or you can **click through the course listing**.
  - If you're using the **Period** or **Subject** search tools, you need to click the **Apply Filter button** to activate the search. Then click the **Reset Filter button** to clear your search and begin a new search.

Period Test1	Subject:	Apply Filter  View/Print Schedule   Submit Sche	Reset Filter	* (Ind) A - Alto P - Cla	icators: ernate Cla iss has Pr	iss e-Requis	F ite C	- Class is Full - Class has C	o-Requisite
Fit	Seats Avail	Course	Days Meet	Prd	Trm	*Ind	Grades	Subject	Class
Yes	30	ALGEBRA ENRICH 10:05 7/8-7/26	MTWRF	2	2W3		09- 11	MATH	ALG2BH/1
Yes	25	Authentic Writing Online 2WEEK	MTWRF	2	2W		09- 10		AWR1BH/01
Yes	25	HEALTH ONLINE HS 8 WK 6/12-8/4	MTWRF	3	8W		08- 11	HEALTH	X40034/01
Yes	500	MARCHING BAND CMP AUGUST	MTWRF	1	B2		08- 11		MARBAH/1
Yes	80	OHS Fall Musical Theater Camp	MTWR	1	M8		08- 11	MUSIC	MUSCPH/01
Yes	50	OHS Fall Musical-Pit Orch Camp	MT	1	P1		08- 11	MUSIC	MORCPH/01
Yes	250	OPOWER GR9-12 6-8 AM 7WK	MTWR	0	7W		08- 11	PHY ED	OCONAH/01
Yes	250	OPOWER GR9-12 8:15-10:15 7WK	MTWR	1	7W		08- 11	PHY ED	OCONBH/1
Yes	25	PERSONAL FIT ONLINE 6/11-8/3	MTWRF	4	8W		08- 11	PHY ED	X55067/01
Yes	15	SUPERVISED AG 6/18-7/27	MTWRF	1	6W		08- 11		X05300/01

8) To select a course, click Add, next to the course listing:

Period:	S	ubject:	Apply     Filter	Reset A Filter	- Alter	ators: nate Cla	ass	1-14-	F - Class is Fu	ull On Desuisite	
											_
where the set	(Cum)	mer School)	liew/Print Schedule   Submit Sched	lule							
studenta	s (Sulli	ner ochooly		iuio							
option	Fit	Seats Avail	Course	Days Meet	Prd	Trm	*Ind	Grades	Subject	Class	R
Students Option Add	Fit Yes	Seats Avail 25	Course ARE YOU A MOVIE 10:20 6/20-7/1	Days Meet	Prd 2	Trm 1W3	*Ind	Grades 04- 07	Subject OTHER	Class ARE1BI/1	Ri 70
Add Add	Fit Yes Yes	Seats Avail 25 120	Course ARE YOU A MOVIE 10:20 6/20-7/1 BAND RM BLAST 1 8:15 6/20-7/1	Days Meet MTWRF MTWRF	Prd 2 1	Trm 1W3 1W3	*Ind	Grades 04- 07 05- 06	Subject OTHER MUSIC	Class ARE1BI/1 BAN1AI/1	R 70





- 9) Repeat steps 7 and 8 for all of the courses you would like to enroll in.
- 10) Once you've selected your courses, click View/Print Schedule to see your full schedule:

student8	(Summ	ner School)	View/Print Schedule	Submit Schedule							
Option	Fit	Seats Avai	il Course		Days Meet	Prd	Trm	*Ind	Grades	Subject	Class
Remove	Enr	24	ARE YOU A MOVIE	10:20 6/20-7/1	MTWRF	2	1W3		04-07	OTHER	ARE1BI/1
Add	Yes	120	BAND RM BLAST 1	8:15 6/20-7/1	MTWRF	1	1W3		05-06	MUSIC	BAN1AI/1

11) If you would like to add or remove courses, click the red **X** in the right corner to return to the Arena Scheduling page:



14

Yes

12) To remove a course, click **Remove**, next to the course listing. To add a course, click **Add** next to the course listing, as mentioned in step 8.

student8	(Summ	ner School) V	iew/Print Schedule   Submit Schedul	e						
Option	Fit	Seats Avail	Course	Days Meet	Prd	Trm	*Ind	Grades	Subject	Class
Remove	Enr	24	ARE YOU A MOVIE 10:20 6/20-7/1	MTWRF	2	1W3		04- 07	OTHER	ARE1BI/1
Add	Yes	120	BAND RM BLAST 1 8:15 6/20-7/1	MTWRF	1	1W3		05-06	MUSIC	BAN1AI/1

No

13) Once you have enrolled in courses and your schedule is complete, click **Submit Schedule**, and the courses will be reserved

studenta	Summ	er School) V	iew/Print Schedule Submit Schedu	ile							School Year or	Unen		
ption	Fit	Seats Avail	Course	Days Meet	Prd	Trm	*Ind	Grades	Subject	Class	Graduation Yea Credits: 0.000	2024		
emove	Enr	24	ARE YOU A MOVIE 10:20 6/20-7/1	MTWRF	2	1W3		04- 07	OTHER	ARE1BI/1	Print Schedule	Submit Schedule		
dd	Yes	120	BAND RM BLAST 1 8:15 6/20-7/1	MTWRF	1	1W3		05-06	MUSIC	BAN1AI/1		Term 1	Term 2	Term 3
											Period 1			
lick	Yes	to confi	rm:								Period 2	ARE YOU A MOVIE (ARE1BI/1) MTWRF Bldg: 220 Rm: 709		
											Period 3			
											r chioù o			

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15) You <u>will not</u> receive a confirmation email for your Summer School registration. To confirm or review your student's schedule, click the **Schedule** button in the left column in Family Access and the Summer School schedule will be listed there.

ŀ	lome
C	Online Forms
AS	Arena Scheduling
C	alendar
0	Gradebook
A	Attendance
5	student Info
F	ood Service
Ş	Schedule

- 16) If you would like to enroll another student in Summer School courses, please begin this process again starting at step 6.
- 17) After you have completed Summer School registration, a 2024 Summer School Waiver form will be added to your **Online** Forms page in Family Access. Families are required to complete the 2024 Summer School Waiver form before the first day of Summer School.

Home			
Online Forms		** Click <b>Fill Out Form</b> and follow the ste	eps in the
Arena Scheduling	Summer School	column on the right to complete the wai	ver form.
Calendar	L Student		
Gradebook	2024 Summer School Waiver Open Fill Out Form Please complete the Summer School Waiver form. This waiver form must be completed for each child attending		
Attendance	Summer School before the first day of classes on June 17, 2024.	2024 Summer School Waiver	
Student Info		Student (Summer School)	<b>`</b>
		District Message	District Message
Food Service		Please complete the Summer School Waiver form. This waiver form must be completed for each child attending Summer School before the first day of classes on June 17, 2024.	1. 2024 Liability Summer School Waiver
Schedule			2. 2024 Concussion Summer School Waiver
			3. Complete 2024 Summer School Waiver
			Next
			Close and Finish Later

Once you have completed Summer School enrollment for all of your students, please complete the online payment process outlined on the next pages. Payment for Summer School courses is required at the time of registration. Summer School courses will be deleted if the course fees have not been paid within 24-hours of the registration.

If you have questions, need assistance, or need to make changes to your student's Summer School schedule after it has been submitted, please email Summer@oasd.org or call (262) 560-2115.

**DECLARACION DE TRADUCCION:** 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. **NONDISCRIMINATION:** The Oconomowoc Area School District provides assurance that no students, employees or applicants are discriminated against because of 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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# **STEP-BY-STEP ONLINE PAYMENT INSTRUCTIONS**

- 1) Go to www.oasd.org
- 2) Click the Quick Links icon in the upper right then select Skyward Family Access from the list:





		X
Y	<b>Bussing Information</b>	
	Calendars	
	Canvas	
	ClassLink	
	Employment	
	Menus	
	Skyward Family Access	
	Staff Directory	
	Staff-Only Skyward Access	
	Web Store	

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



5) Click on the Fee Management button in the left column:



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6) There will be a Summer School tab listed for each student that you have enrolled in Summer School. Click **Make a Payment** next to your student's Summer School tab:

npuru Durunov	
student8 (Nature Hill): 0.00 tudent8 (Summer School): 0.00	
udent8 (Nature Hill) View Totals   Make a Payment   Add a Fee	
here is no Fee Management information available for this student.	
udent8 (Summer School) Make a Payment	

7) A new web page will open for the OASD Web Store, which is operated by RevTrak. Summer School fees for all of your students will appear under the Required Fees section. You can either scroll down the page to reach the Required Fees section, or click the Required Fees button in the left column:

AREA SCHOOL DISTRICT	BROWSE V SERVICES V HOME LOGIN CART
Skyward	
ALL     FOOD     FOOD     FOURED FEES     OPTIONAL FEES	FOOD ACCOUNTS       Dad test1 Family Account     Balance \$0.00       MaxE ONE-TIME RAYNERY     Balance \$0.00       MARE ONE-TIME RAYNERY     Balance \$0.00
	REQUIRED FEES GRN1 Student ACREFF 30 FIELD TRIP FEE - OAC FLORENTINE OPERA S0 FIELD TRIP FEE - OAC FLORENTINE OPERA Overdue: Jan 25. 2019 ACCOMP ASSIGNMENT NOTEBOOK (GRADES 3 TO 4) ACCOMP

8) Click the Add To Cart button next to your student's Summer School fees:



9) Click **Add To Cart** again in the pop-up box:



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10) If you have additional Summer School fees that need to be added to your cart, click the **Continue Shopping button** or click the **arrow** to return to the previous screen. Complete steps 8, 9 and 10 until all of your student Summer School fees are in your cart:

< CAR	т
Clear Cart SUMMER SCHOOL For: bin1 Student (280734) REMOVE	\$6.00
SUB TOTAL TOTAL	56.00 \$6.00 Checkout

11) Once all of your Summer School fees are in your cart, click the **Checkout button**:

< CAR	т
Clear Cart SUMMER SCHOOL For: Inn1 Student (280714) REMOVE	\$6.00
SUB TOTAL TOTAL CONTINUE SHOPPING	56.00 \$6.00 Checkout

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12) If you are a returning customer, enter your **Web Store login and password**. If you are a new customer, click the **Create New Account button**:

CHECKOUT		
Log in to the Web Store	<u>×</u>	
Email @	]	
Password	]	
Forgot password?	1	
	•	
CREATE NEW ACCOUNT		

13) Select your preferred payment option by clicking the Use Debit/Credit button or Use ECheck button:

ECHECK				
Add an eCheck for a <i>quicker</i> checkout experience				
Routing number'				
Account number' Re-enter account number'				
Name on Account' Nickname				
*** 1:1221052771: 6724301068* 2400*				
Routing Number Account Number Check Number				

14) Click the Add ECheck button or the Add Card button:

CHECKOUT		
PAYMENT	VERIFY	
ECHECKS		
ADD ECHECK		
DEBIT/CREDIT CARDS		
ADD CARD		
CONTINUE		

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15) Complete the required fields for credit/debit or eCheck payment, then click the **Continue button**:

CHECKOUT		
PAYMENT	VERIFY	
ADD CA	RD	
card number'	name'	
expiration'	nickname	
Month   Year  Year		
CANCEL	CONTINUE	

16) The next screen will show a summary of your order. Click the **Place Order button** at the bottom of the screen to submit your payment:



17) You will receive a confirmation and opportunity to print your receipt on the final screen:



#### If you have forgotten your password or have trouble logging in, please call RevTrak at (888) 847-7420.

#### DECLARACION DE TRADUCCION

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