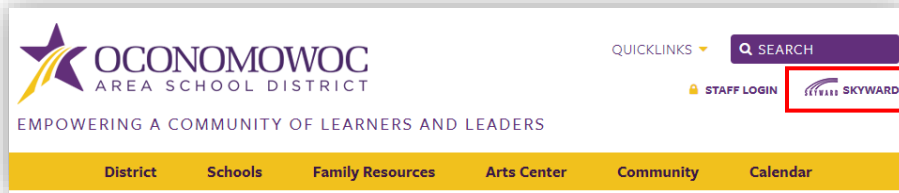
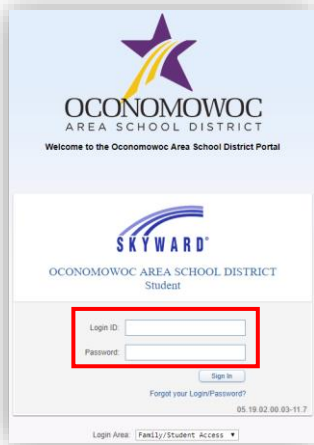


# STEP-BY-STEP ONLINE REGISTRATION INSTRUCTIONS

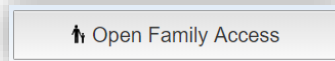
- 1) Go to [www.oasd.org](http://www.oasd.org)
- 2) Click the **Skyward Family Access icon** in the upper right corner:



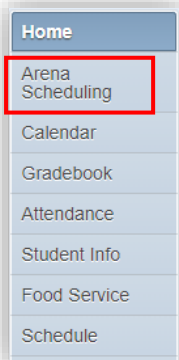
- 3) Enter your Family Access login ID and password:



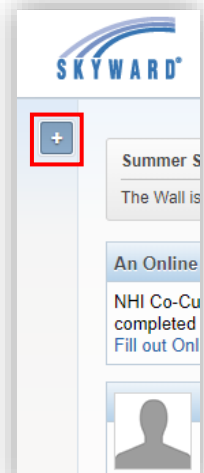
- 4) Click on the **Open Family Access button** in the upper right corner:



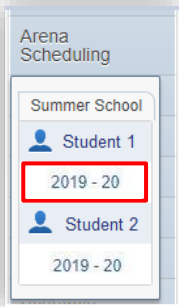
- 5) Click on the **Area Scheduling button** in the left column:



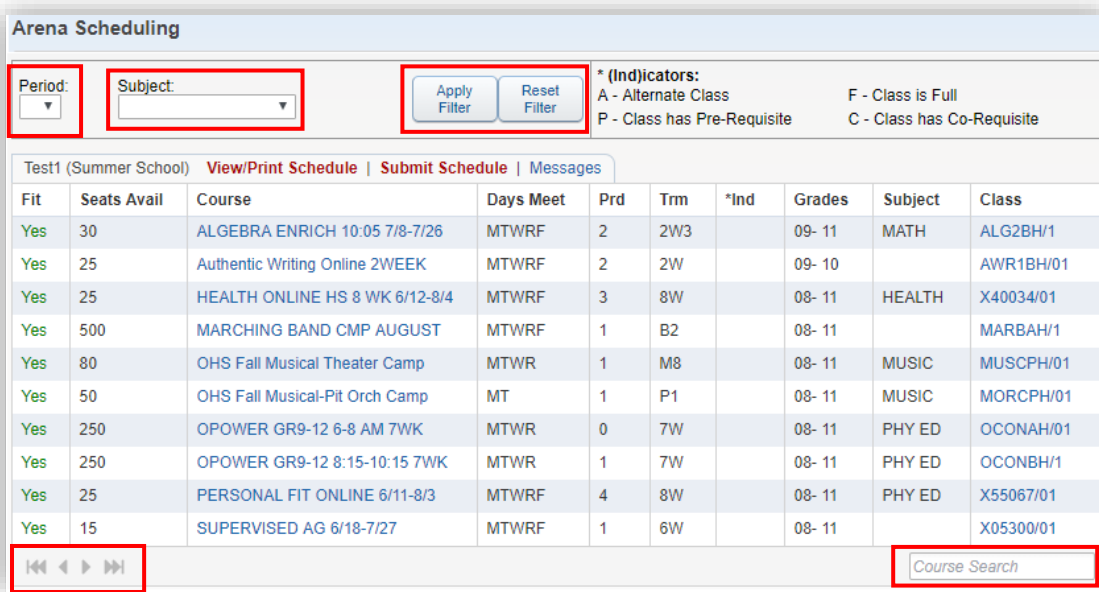
\* If **Arena Scheduling** does not appear, click the **+ Box** or open your browser window to the maximum size. This will expand the home column.



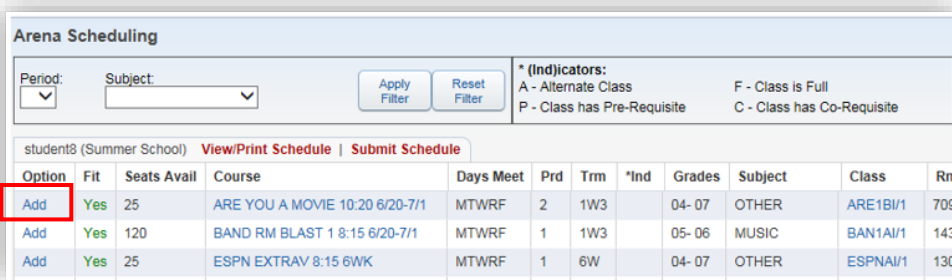
- 6) Select the first student you would like to register by clicking on the **Summer School year** under their name. You will begin the enrollment process at this step for every student you are enrolling in Summer School.



- 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.



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

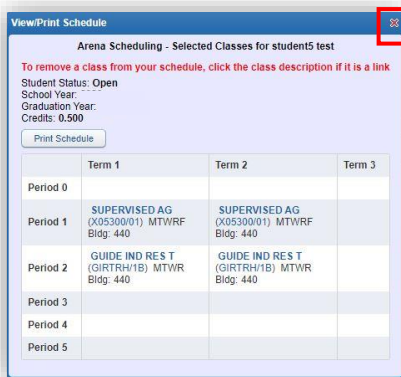


- 9) Repeat steps 7 and 8 for all of the courses you would like to enroll in.
- 10) Once you've selected your courses, click **View/Print Schedule** to see your full schedule:



student8 (Summer School) <b>View/Print Schedule</b>   <b>Submit Schedule</b>										
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

- 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:



**View/Print Schedule**

Arena Scheduling - Selected Classes for student5 test

To remove a class from your schedule, click the class description if it is a link

Student Status: Open  
School Year:  
Graduation Year:  
Credits: 0.500

Print Schedule

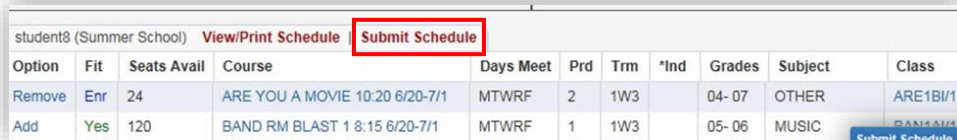
	Term 1	Term 2	Term 3
Period 0			
Period 1	SUPERVISED AG (X0530001) MTWRF Bidg: 440	SUPERVISED AG (X0530001) MTWRF Bidg: 440	
Period 2	GUIDE IND RES T (G1RTRH/1B) MTWR Bidg: 440	GUIDE IND RES T (G1RTRH/1B) MTWR Bidg: 440	
Period 3			
Period 4			
Period 5			

- 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.

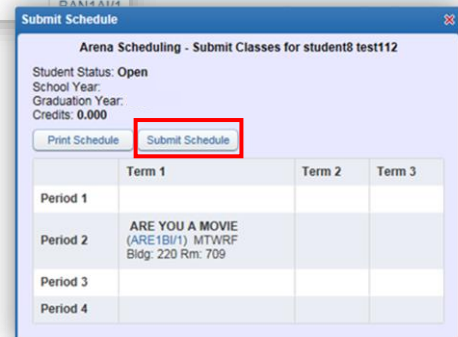


student8 (Summer School) <b>View/Print Schedule</b>   <b>Submit Schedule</b>										
Option	Fit	Seats Avail	Course	Days Meet	Prd	Trm	*Ind	Grades	Subject	Class
Remove	Enr	24	ARE YOU A MOVIE 10:20 6/20-7/1	MTWRF	2	1W3		04-07	OTHER	ARE1BI/1
Add	Yes	120	BAND RM BLAST 1 8:15 6/20-7/1	MTWRF	1	1W3		05-06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

- 13) Once you have enrolled in courses and your schedule is complete, click **Submit Schedule**. *Please note – you cannot change your courses or schedule after you click Submit Schedule. By clicking Submit Schedule, you are formally reserving your courses.*



student8 (Summer School) <b>View/Print Schedule</b>   <b>Submit Schedule</b>										
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



**Submit Schedule**

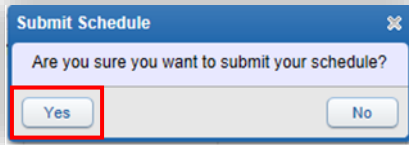
Arena Scheduling - Submit Classes for student8 test112

Student Status: Open  
School Year:  
Graduation Year:  
Credits: 0.000

Print Schedule **Submit Schedule**

	Term 1	Term 2	Term 3
Period 1			
Period 2	ARE YOU A MOVIE (ARE1BI/1) MTWRF Bidg: 220 Rm: 709		
Period 3			
Period 4			

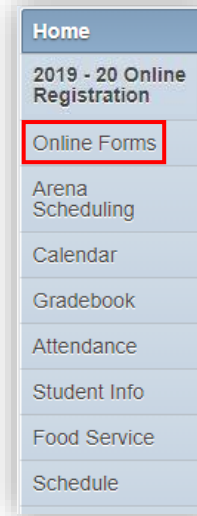
14) Click **Yes** to confirm:



15) You will not 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.



\*\* If your student enrolls in a course that requires an online OASD waiver form, click the **Online Forms** button in the left column. A listing of required forms will appear under your student's name. Click **Fill Out Form** and follow the on-screen prompts to complete the form.



16) If you would like to enroll another student in Summer School courses, please begin this process again starting at step 6.

Once you have completed Summer School enrollment for all of your students, please complete the online payment process outlined on the next page. Payment for Summer School courses is required at the time of registration. Registrations that are not paid will be deleted from the system the following day.

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

**DECLARACION DE TRADUCCION**

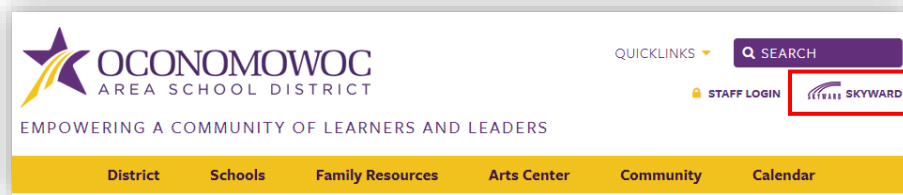
*Estamos trabajando diligentemente para traducir nuestros documentos al español. Por favor comuníquese con la escuela de su hijo para aclaración. Si todavía necesitas aclaración, por favor comuníquese con Martita Mirsberger al (262) 560-8306 ext 8343.*

**NONDISCRIMINATION**

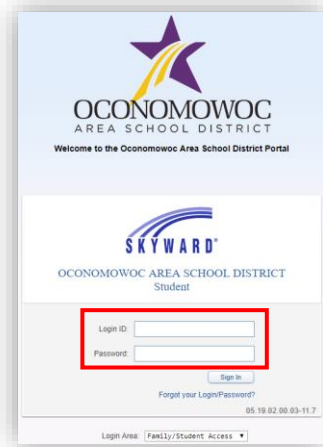
*The Oconomowoc Area School District provides assurance that no students, employee applicants are discriminated against because of sex, race, color, religion, national orig ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability.*

## STEP-BY-STEP ONLINE PAYMENT INSTRUCTIONS

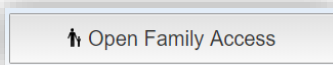
- 1) Go to [www.oasd.org](http://www.oasd.org)
- 2) Click the **Skyward Family Access icon** in the upper right corner:



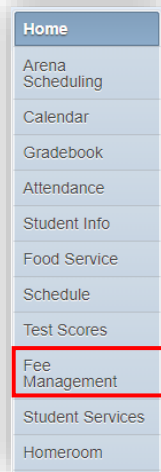
- 3) Enter your Family Access login ID and password:



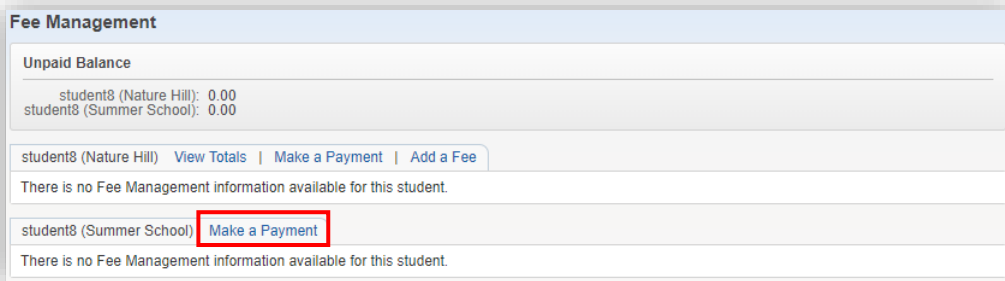
- 4) Click on the **Open Family Access button** in the upper right corner:



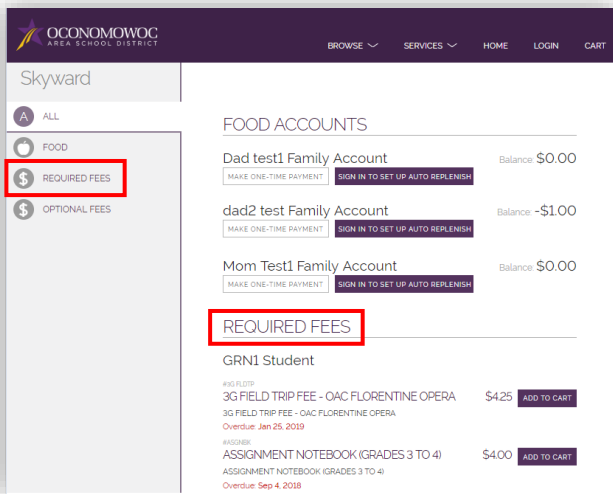
- 5) Click on the **Fee Management button** in the left column:



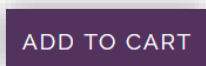
- 6) There will be a Summer School tab listed for each student that you have enrolled in Summer School. Click **Make a Payment** next to your student’s Summer School tab:



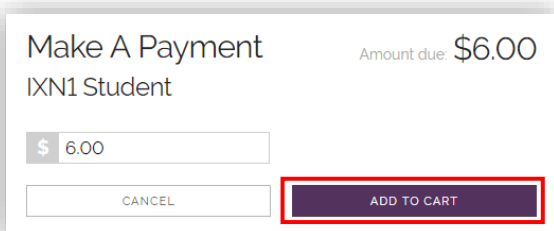
- 7) A new web page will open for the OASD Web Store, which is operated by RevTrak. Summer School fees for all of your students will appear under the **Required Fees** section. You can either scroll down the page to reach the **Required Fees** section, or click the **Required Fees** button in the left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



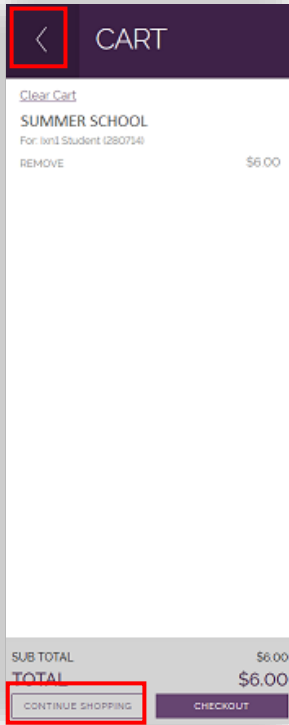
- 8) Click the **Add To Cart** button next to your student’s Summer School fees:



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



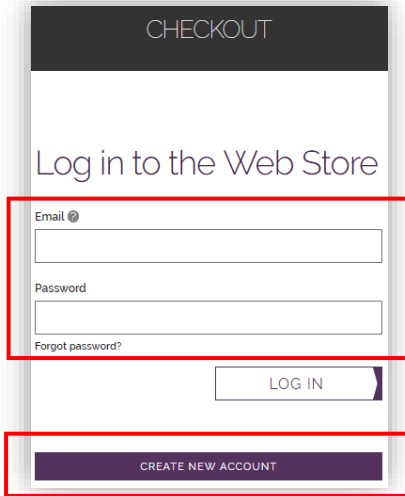
10) If you have additional Summer School fees that need to be added to your cart, click the **Continue Shopping button** or click the **arrow** to return to the previous screen. Complete steps 8, 9 and 10 until all of your student Summer School fees are in your cart:



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



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

Email

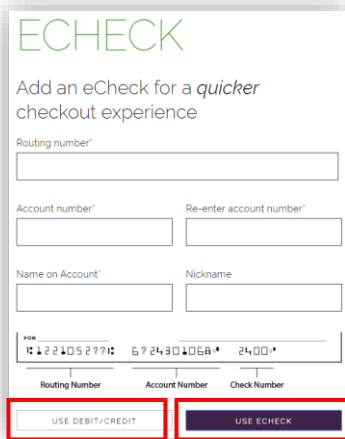
Password

[Forgot password?](#)

LOG IN

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 *quicker* checkout experience

Routing number\*

Account number\*  Re-enter account number\*

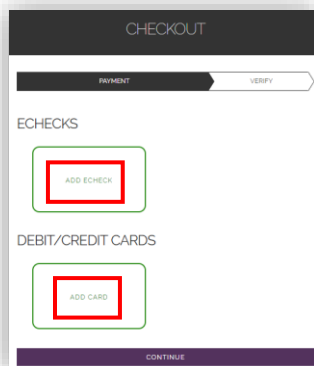
Name on Account\*  Nickname

\*\*\*\*

Routing Number Account Number Check Number

USE DEBIT/CREDIT USE ECHECK

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



CHECKOUT

PAYMENT VERIFY

ECHECKS

ADD ECHECK

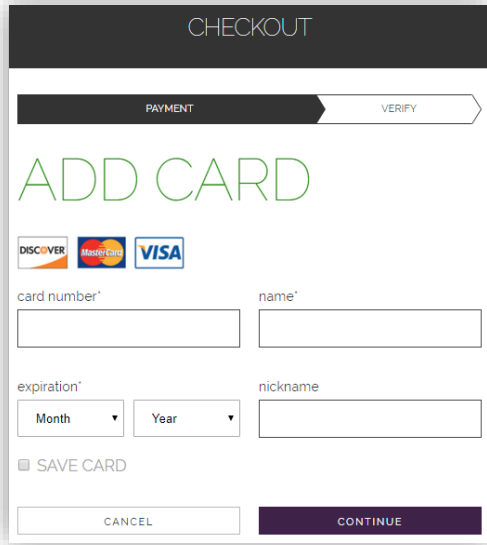
DEBIT/CREDIT CARDS

ADD CARD

CONTINUE



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



CHECKOUT

PAYMENT VERIFY

## ADD CARD

DISCOVER MasterCard VISA

card number\* name\*

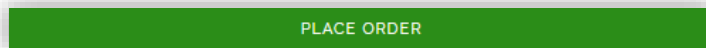
expiration\* nickname

Month Year

SAVE CARD

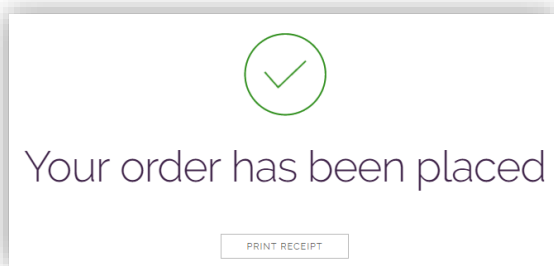
CANCEL CONTINUE

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:



PLACE ORDER

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



✓

Your order has been placed

PRINT RECEIPT

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

#### 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 Martita Mirsberger al (262) 560-8306 ext 8343.

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