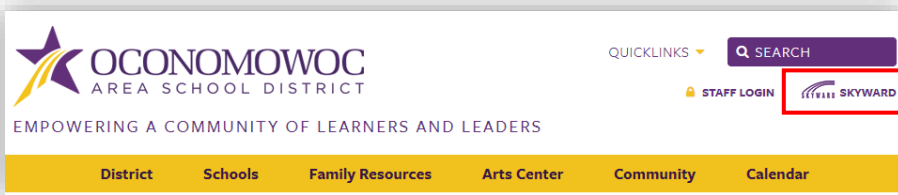
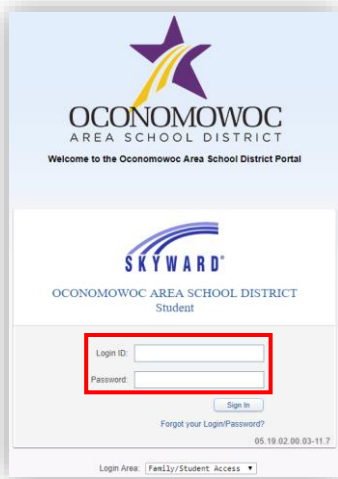


STEP-BY-STEP ONLINE REGISTRATION INSTRUCTIONS

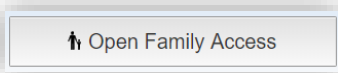
- 1) Go to www.oasd.org
- 2) Click the **Skyward Family Access icon** in the upper right corner:



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



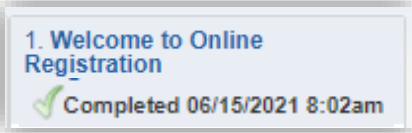
- 4) Click on the **Open Family Access button** in the upper right corner:



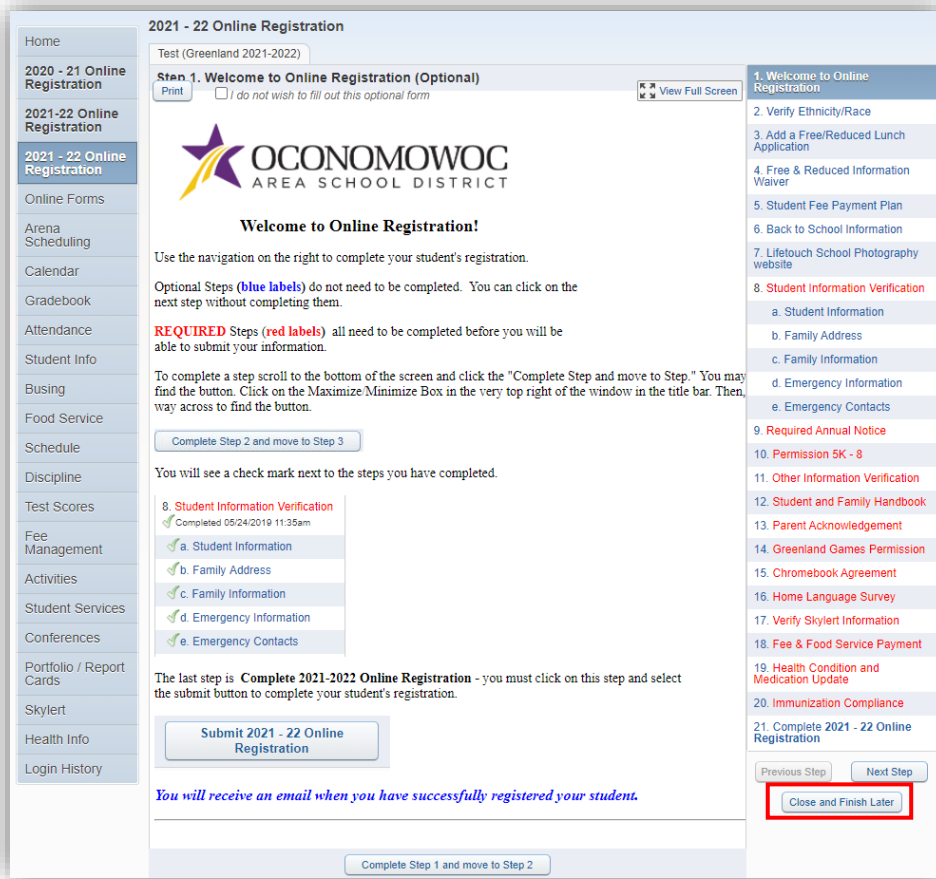
- 5) Click the **2021-22 Online Registration button** at the top of the left column, then select the first student you will register and click their name to begin.



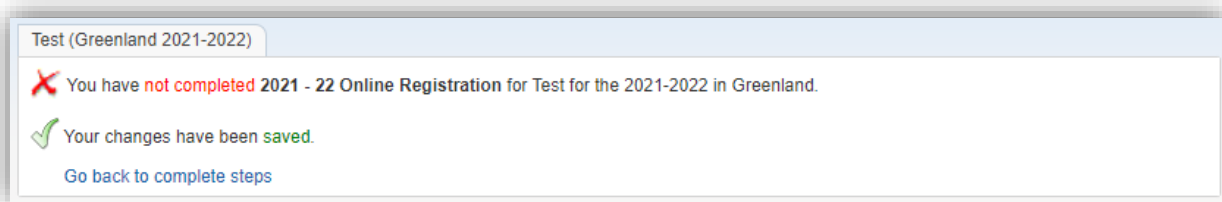
6) Once you've entered Online Registration, you must complete all required steps, which are **shown in red**. A check mark will appear next to the step once it's complete, along with the time and date stamp:



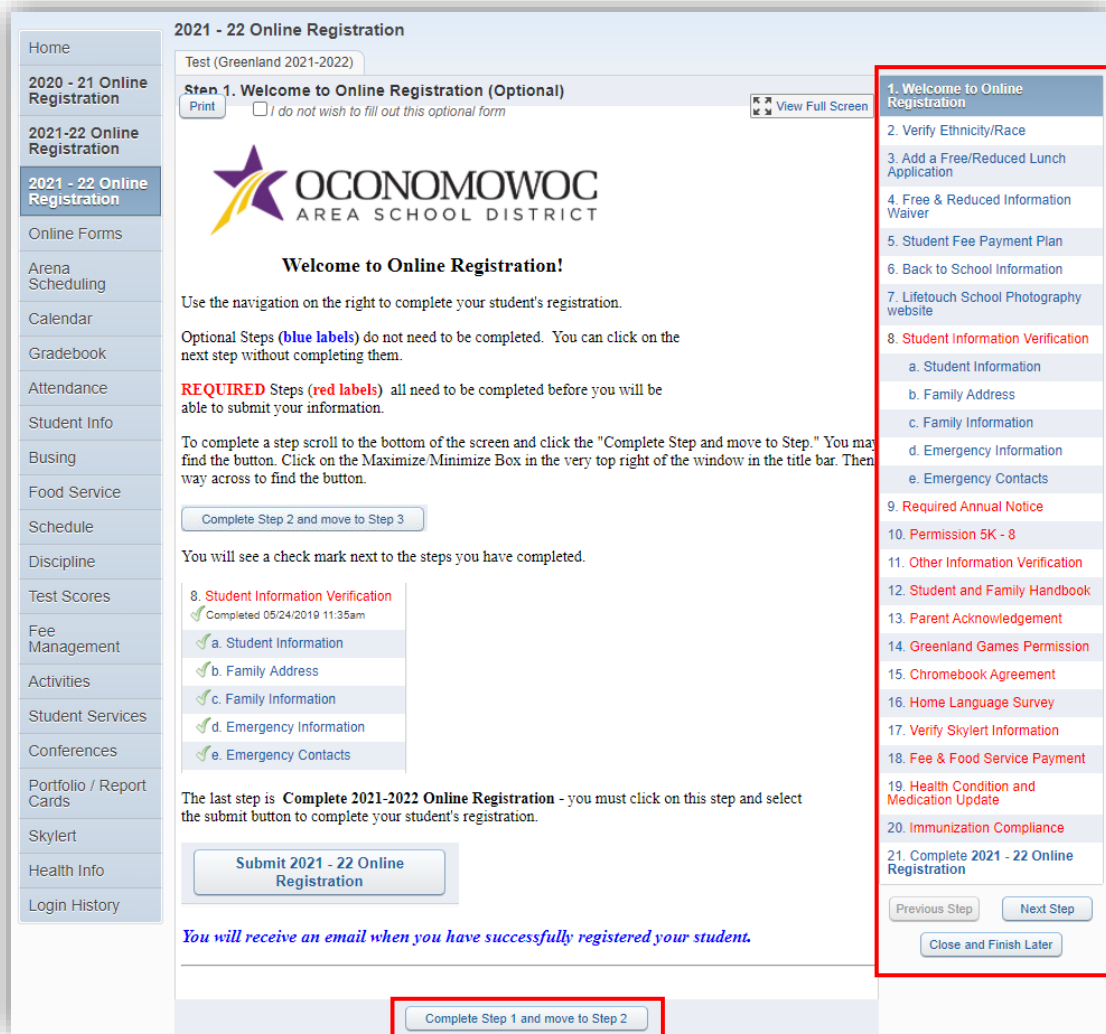
7) If you need to stop during the registration process, click the **“Close and Finish Later”** button on the bottom right:



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

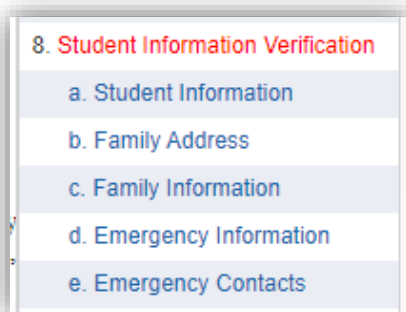


9) All of your steps are listed in the right column. Please complete all of the information within each step and click the **“Complete Step and Move To”** button at the bottom to move to the next step. There will be boxes to click, information that must be typed, and information that must be reviewed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



The screenshot displays the '2021 - 22 Online Registration' interface. On the left is a navigation menu with options like 'Home', '2020 - 21 Online Registration', and '2021 - 22 Online Registration'. The main content area includes the Oconomowoc Area School District logo and a 'Welcome to Online Registration!' message. It provides instructions on how to use the navigation on the right and how to complete steps. A progress bar shows '8. Student Information Verification' as the current step, with sub-steps a through e marked as completed. A 'Submit 2021 - 22 Online Registration' button is visible. On the right, a vertical list of 21 steps is shown, with steps 1 through 7 highlighted in blue and steps 8 through 21 in red. At the bottom, a button labeled 'Complete Step 1 and move to Step 2' is highlighted with a red box.

10) The Student Information Verification step includes five 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:



This image shows a close-up of the '8. Student Information Verification' step. It lists five sub-steps, each with a checkmark indicating completion:

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

- 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 student. Simply click the **“Complete Step and Move To”** button at the bottom to move to the next step.
- 12) Once you have completed each step, you must click the **“Submit 2021-22 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:

2021 - 22 Online Registration

Test (Silver Lake 2021-2022) Print

Step 22. Complete 2021 - 22 Online Registration (Required)

By completing 2021 - 22 Online Registration, you are confirming that the Steps below have been finished. Are you sure you want to complete 2021 - 22 Online Registration for Test?

Review 2021 - 22 Online Registration Steps		
Step 1)	Welcome to Online Registration	Completed 06/15/2021 8:02am
Step 2)	Verify Ethnicity/Race	Completed 06/15/2021 8:02am
<i>No Requested Changes exist for Step 2.</i>		
Step 3)	OHS Alternate Household Form	Completed 06/15/2021 8:03am
Step 4)	Free & Reduced Information Waiver	Completed 06/15/2021 8:04am
Step 5)	Student Fee Payment Plan	Completed 06/15/2021 8:04am
Step 6)	Back to School Information	Completed 06/15/2021 8:04am
Step 7)	Lifetouch School Photography website	Completed 06/15/2021 8:04am
Step 8)	Parking Pass Information	Completed 06/15/2021 8:04am
Step 9)	Athletic & Club Information	Completed 06/15/2021 8:04am
Step 10)	Student Information Verification	Completed 06/15/2021 8:06am
<i>No Requested Changes exist for Step 10.</i>		
Step 11)	Required Annual Notice	Completed 06/15/2021 8:06am
Step 12)	Other Information Verification	Completed 06/15/2021 8:08am
Step 13)	Student and Family Handbook	Completed 06/15/2021 8:08am
Step 14)	Parent Acknowledgement	Completed 06/15/2021 8:08am
Step 15)	Chromebook Agreement	Completed 06/15/2021 8:08am
Step 16)	Home Language Survey	Completed 06/15/2021 8:09am
Step 17)	Verify Skylert Information	Completed 06/15/2021 8:10am
Step 18)	Fee & Food Service Payment	Completed 06/15/2021 8:10am
Step 19)	Health Condition and Medication Update	Completed 06/15/2021 8:10am
Step 20)	Immunization Compliance	Completed 06/15/2021 8:10am

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

Submit 2021 - 22 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 (Nature Hill 2021-2022)

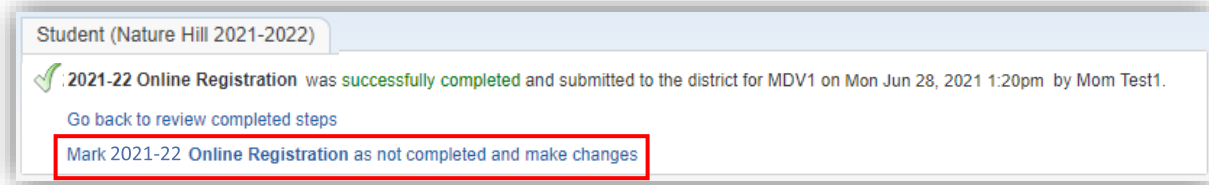
✓ **2021-22 Online Registration** was **successfully completed** and submitted to the district for MDV1 on Mon Jun 28, 2021 1:20pm by Mom Test1.

[Go back to review completed steps](#)

[Mark 2021-22 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 2021-22 Online Registration as not completed and make changes”** link, but please be aware:

- You must make your changes and again click the “Submit 2021-22 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 4, 2021. The Online Registration portal will be locked after August 4.



15) Please repeat this process for each of your students enrolled in the OASD for 2021-22 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.

Declaracion de Traducccion: *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 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.*
