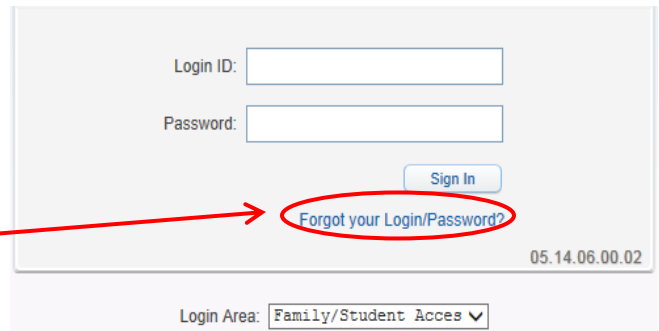


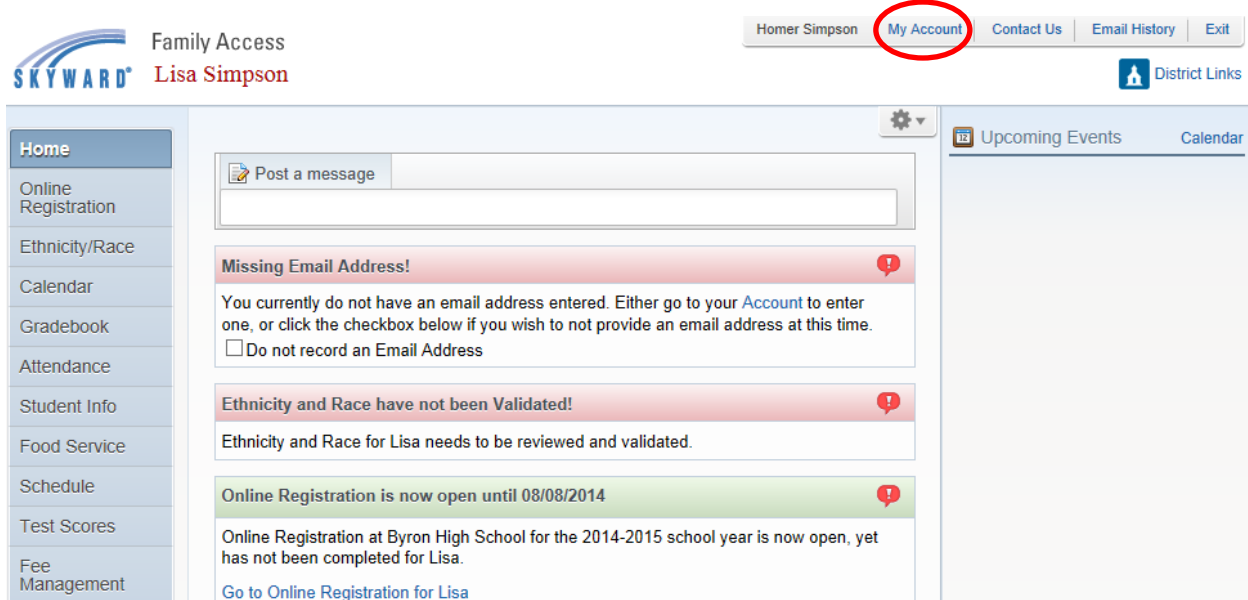
Byron Community Unit School District Skyward and On-Line Registration

Welcome to **Skyward**, a Student Information System that includes a Family Access that can be used to access your student's personal information. This document includes instructions on the registration process. The link to Skyward Family Access can be found on the District website. www.byron226.org. The link is in the **Parent-Community** section.

All parents have a unique Login ID and Password for accessing Skyward's Family Access. If you did not receive this information, contact your child's school office. If you have forgotten your login or password, use the link on the sign in page.



Family Access Dashboard



To change your password

- Click on the My Account tab in the upper right corner.
- In the Account Settings window, information can be edited with the exception of the shaded boxes.
- If changes are made, click the Save button in the upper right.
- Click on the Change Password button in the upper right corner.
- Enter the current password.
- Enter your new password and retype the new password.
- Click Save.

Family Access Login:

Password Last Changed:

Buttons: Save, **Change Password**, Profile Picture, Undo

Change Password

* Current Password:

* New Password:

* Retype New Password:

(*) Indicates a required field.

Save

REGISTRATION PROCESS:

1. Verify Student Information

- Click on the Online Registration link on the blue navigation bar
- Click on your student's name to begin and complete steps 1-11. (This process must be done for each of your children).

Navigation Menu: Online Registration, Ethnicity/Race, Calendar, Gradebook, Attendance

Student Profile: Lisa, 2014-2015

Buttons: View History, View Unread Denials

the

- The registration process involves eleven steps.
- Complete the information found in each window that appears.
 - **Shaded boxes cannot be altered.**
 - **When all information has been entered click the complete button near the bottom of the page.**

Complete Step 1a Only

- You'll know each step is complete when you see a **green check mark** for that step on the menu shown at right.

District Message

1. Verify Student Information
 - a. Student Information
2. Verify Ethnicity/Race
3. Verify Skylert Information
4. Permissions
5. Transportation
6. Medical Information
7. Parent/Student Handbook / Acceptable Use
8. Laptop Terms of Use Parent
9. Add a Food Service Application
10. Make a Fee Payment
11. Complete Online Registration

Buttons: Next, Close and Finish Later

2. Verify Ethnicity/Race

- Every school district is required to report to the Department of Education each year student data by race and ethnicity categories that are set by the federal government.
- After reading the message from Dr. Hammack, click Continue
- Answer questions 1 and 2 by checking the appropriate check box.
- Again, check the complete button to move to the next step.

3. Verify Skylert Information

- Additional phone numbers and email addresses can be added for contact by the automated system.
- The type of alerts received can be selected by checking the desired boxes.
- **Shaded boxes cannot be altered.**
- Again, check the complete button to move to the next step.

4. Permissions

- Click the Edit button to change permission.
- Click the down arrow and chose either Yes or No

The screenshot shows a form with three buttons: 'Add', 'Edit', and 'Delete'. The 'Edit' button is highlighted with a red box. Below the buttons is a dropdown menu with 'YES' and 'NO' options. To the right of the dropdown, there is text: 'I am requesting exemption letter requesting such ex' and 'I have given certified copy c Byron High School personnel?'.

- Click Save (at the top of the form) when completed. You also have the option to Save and Print.
- Again, check the complete button to move to the next step.

The screenshot shows three buttons: 'Save', 'Save and Print', and 'Back'. The 'Save' button is highlighted with a red box.


5. Transportation

- Complete the necessary information for your child.
- You have the option to Save and Print.
- Again, check the complete button to move to the next step.

6. Medical Information

- Complete the necessary information for you child.
- You have the option to Save and Print.
- Again, check the complete button to move to the next step.

7. Parent/Student Handbook Acceptable Use

- The Byron School District Parent/Student handbooks and Computer Acceptable Use Policy can be viewed and printed from the blue hyperlinks .
- Click the down  arrow and chose Yes or No indicating you have reviewed the handbooks.
- Again, check the complete button to move to the next step.

8. Laptop Terms of Use Parent

- If you have a 4th-12th grade student, read the agreement and type your name in the Parent signoff box.
- If you have PreK-3rd grade student, select “Does not apply...” from the drop down box.
- You have the option to Save and Print.
- **Again, check the complete button to move to the next step.**

9. Add a Food Service Application

- If not applying, simply check the “I do not qualify...” box and click the complete button.
- If applying, click on the blue Add a Food Service Application link *(This step is optional)*
- Click next after reading the letter to the parents.
- To continue the process, mark the checkbox and click next.

Choose one of the following options:

[Add a Food Service Application](#)

---OR---

I do not qualify for benefits or do not

I have read the Instructions for Applying and would like to continue the application

- Keep reading through the application and clicking next and filling in boxes when applicable.
- At the end of the application you can review it and then click Submit Application button. If any parts have errors, they will be identified in red at this time. Return to those steps using the menu on the left and correct the errors.
- **Again, check the complete button to move to the next step.**

10. Make a Fee Payment

- Click on the blue Make a Fee Payment link.
 - NOTE: Registration can be completed without making an online payment. Simply click the Back button to return to the registration page and click the complete button.
- Click Update Payment Amount to select an item to pay. Registration fees AND lunch money can be paid at this time.

Simpson, Lisa	Total Payment SIMPSLIS000:	0.00
Food Service Payment:	0.00	Update Payment Amount Clear Items Balance: 0.00
Fee Management Payment:	0.00	Update Payment Amount Clear Items Balance: 0.00

- If adding lunch money, insert amount of payment.
- Click Update Cart

Update Food Service Payment Amount [Back](#)

Update Food Service Payment For Bart Jay Simpson

Prior Year Balance:	0.00
+ YTD Payments:	0.00
- YTD Purchases:	0.00
Current Balance:	0.00
* Payment Amount:	25.00 ×

[Update Cart](#)

Asterisk (*) denotes a required field

- Notice the Food Service Amount has been added to your Total Payment.

- For registration fees, select the check-box next to the each fee.

Fees due for student Bart Jay Simpson

Due Date	Description	Amount Due	Pay Charge	Pay Amount	Remaining Balance
07/02/2014	High School Registration	75.00	<input checked="" type="checkbox"/>	75.00	0.00
07/03/2014	Class Dues 12.50/yr	12.50	<input checked="" type="checkbox"/>	12.50	0.00
07/03/2014	Computer Deposit	75.00	<input checked="" type="checkbox"/>	75.00	0.00

2 records displayed

Total Payment Amount for Selected Charges: 162.50 Update Cart

Fees that can be added to this student's account [Display Fees]

Description	Amount	Add Fee?	Why would I add this fee?	Ent	Schl Yr
General: Pocket Calendar	6.00	<input type="button" value="Add"/>		300	2015
General: Wall Calendar	7.00	<input type="button" value="Add"/>		300	2015

- There are also other fees that can be added to the student's account.
- Click Update Cart when completed.
- You may now do the same for other members of the family.

- When you have finished checking your payments, click Pay with Vendor near the top.

Online Payment Entry for User: Simpson, Homer Jay

Online Payment Vendor: RevTrack Pay with Vendor

- You will be taken to your shopping cart on the Web Store
- Click Go to Checkout.

Your Shopping Cart

Thank you for shopping with us! Here are the items you have chosen for purchase. (Your shopping cart, Step 1).

To continue shopping click here: [\[Continue Shopping\]](#)

Items:	Price	* Qty	Total	Remove
Skyward Family Access Class Dues 12.50/yr For: Bart Simpson (9990001)	\$12.50	1	\$12.50	<input type="button" value="X"/>
Skyward Family Access Skyward Food Service Payment For: Bart Simpson (9990001)	\$10.00	1	\$10.00	<input type="button" value="X"/>
Skyward Family Access High School Registration For: Bart Simpson (9990001)	\$75.00	1	\$75.00	<input type="button" value="X"/>
			Total: \$97.50	

- You will need to follow the instructions to set up your account if you are new to the Web Store.
- If you already have an account,
 - Enter your email address and password.
 - Click continue to sign in using our secure server.
- Complete the Billing Info and click continue

« RETURN TO CART

BILLING INFO:

* First Name:

* Last Name:

* Address 1:

Address 2:

* City:

* State: * Country:

* Zip Code:

* Telephone:

- Verify the form of payment. Click the Verify Info button, then the Complete Order button.
- **Again, check the complete button to move to the next step.**

11. Complete Online Registration

- The last step indicates which step or steps are not complete. Registration cannot be completed until all forms are complete.

Lisa (Byron High School 2015-2016) Print

Step 11. Complete Online Registration (Required)
 By completing Online Registration, you are confirming that the Steps below have been finished. Are you sure you want to complete Online Registration for Lisa?

Review Online Registration Steps		
Step 1)	Verify Student Information <i>No Requested Changes exist for Step 1.</i>	not completed
Step 2)	Verify Ethnicity/Race <i>No Requested Changes exist for Step 2.</i>	not completed
Step 3)	Verify Skylert Information	not completed
Step 4)	Permissions	not completed
Step 5)	Transportation <i>A required field has not been filled in and saved.</i>	not completed
Step 6)	Medical Information <i>A required field has not been filled in and saved.</i>	not completed
Step 7)	Parent/Student Handbook / Acceptable Use <i>A required field has not been filled in and saved.</i>	not completed
Step 8)	laptop Terms of Use Parent	not completed
Step 9)	Add a Food Service Application	skipped
Step 10)	Make a Fee Payment	not completed

Guardian Name: Homer J. Simpson Guardian Address: 5555 Evergreen Terrace
 Byron, IL 61010

- **When completed you can then click on Submit Online Registration.**
- **If the button is shaded, information not been completed and you must return to that section(s) to finish. Often this simply means clicking the "Complete Step (X) Only" button on the page for that step(s).**

If you have another child to register, click on the Online Registration link in the blue navigation bar.

Choose the next student to register.

Online Registration	Byron High School
Ethnicity/Race	Welcome to Byron C.U.S.D. #226's Online Registration. Click on your student's name to begin and complete steps 1-12 for your child. Registration for the 2015-16 school year runs from July 1st through August 3rd.
Calendar	Bart 2015-2016
Gradebook	Lisa 2015-2016
Attendance	
Student Info	