

Skyward Family Access

Online Registration Process for 2017-2018

The following step by step instructions will get you through the process of getting your student(s) ready to return in the fall.

1. Login to Skyward Parent Access with your username and password. You can find the Skyward Parent Access Link under “Parents-Community” on the Staunton School District website (www.stauntonschools.org). If you cannot remember your username and/or password please email helpdesk@stauntonschools.org
2. Click on the Online Registration link on the left hand side of the page. From there you will be able to select which one of your children you would like to start the Online Registration process for. If you have some issues you may have to turn off your pop up blocker.
3. Follow the directions carefully as you navigate through the online registration process Step-by-Step. When you have completed each step in the registration process, please check the “I have completed this step” box at the bottom of each page. You will not be able to proceed to the next step before you have completed the previous one. **NOTE: The registration process must be completed for every child. You can switch between your children by selecting them on the Online Registration button to the left.**
4. The first step on the registration form is to verify demographic data. This is where you can verify general information about your student, update contacts, etc.



Home
Online Registration
Student Info
Discipline
Fee Management
Activities
Academic History
Portfolio
Skylert
School Directory
Login History

Online Registration

DEMONSTRATION (Nippersink Middle School 2014-2015)

Step 1a. Verify Student Information: Student Information

Undo

1. Verify Student Information
a. Student Information
b. Family Address
c. Family Information
d. Emergency Contacts
2. Verify Ethnicity/Race

General Information

First: DEMONSTRATION Middle:
Last: MURPHY Suffix:
Birthday: 01/01/1969 Gender: Male
*Language: ENGLISH Race:
Native Language: ENGLISH
Home Phone: Ext:
Birth County:
Birth State:
Birth Country:

I have completed this step

(*) Indicates a required field.

Previous Step Next Step
Close and Finish Later

1. Review the information for each section.
2. If any information is incorrect or missing, change the information or click on the "Request Changes" button.
3. Type in the correct information and make sure you click the "I have completed this step" checkbox at the bottom of the screen and click Next Step

Continue through each step, checking the "Next Step" box as you complete that step.

5. The Ethnicity Verification step is next. The Verify Race/Ethnicity screen is required by the federal government, and is simply a

confirmation of the information already in Skyward. If check boxes are already populated, click “I have completed this step” and then click “Next Step” to proceed on with the registration process. If the information is incorrect, place a check mark in the appropriate box or boxes and move onto the Next Step.

The screenshot shows a web browser window with the URL <https://skyward.iscorp.com/scripts/wsisa.dll/WService=wscomnippersinkil/sfonlinereg001.w>. The page title is "Family Access Online Registration" and the user is logged in as "PARENTDEMO MURPHY". The main content area is titled "Online Registration" and shows the progress of the registration process for "DEMONSTRATION MURPHY (Nippersink Middle School 2014-2015)".

The current step is "Step 2. Verify Ethnicity/Race". The instructions are: "Please answer BOTH questions 1 and 2." The questions are:

1. Is **DEMONSTRATION MURPHY** Hispanic or Latino?
 - No, My Child is not Hispanic or Latino
 - Yes, My Child is Hispanic or Latino - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race
2. What is **DEMONSTRATION MURPHY's** race? (Please mark all that apply)
 - American Indian or Alaska Native - A person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment
 - Asian - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, e.g., Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam
 - Black or African American - A person having origins in any of the black racial groups of Africa
 - Native Hawaiian or Other Pacific Islander - A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands
 - White - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa

At the bottom right of the form, there is a checkbox labeled "I have completed this step". A callout box with a black border and white background contains the text: "Verify this information and continue on to the next step". Below the form are buttons for "Previous Step", "Next Step", and "Close and Finish Later".

In the bottom right corner of the browser window, there is a notification box that says "Screenshot taken" and "Click to view". Below this notification is a "Copy to clipboard" button.

5. The next few steps(steps 3-7) are a list of Required and Optional forms that will need to be filled out. The list of of required forms includes the Verification Form, Affidavit of Residence, and Student Medical History Forms. The Release to Leave Interscholastic Event form is optional and the Bus Registration Form is optional unless you are an eligible bus rider. If you are eligible the form will need to be filled out regardless if the student will be a bus rider or not.

6. The next step will be “Staunton CUSD#6 Webstore for Online Fee Payments”. This step will take you to our webstore which will allow you to setup an account and pay all fees online. If you go through the online process and pay all fees online you do not need to attend the Open Registration dates. Please see the school website for tutorials on how the webstore process works.

7. Once all mandatory steps are completed, click the “Complete Online Registration” button. If you are satisfied, click the Submit Online Registration button to finish.

Family Access
 SKYWARD DEMONSTRATION MURPHY

PARENTDEMO MLRPHY My Account Contact Us Exit

Home
Online Registration
 Student Info
 Discipline
 Fee Management
 Activities
 Academic History
 Portfolio
 Skylert
 School Directory
 Login History

Online Registration
 DEMONSTRATION (Nippersink Middle School 2014-2015) Print

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

Review Online Registration Steps		
Step 1)	Verify Student Information	Completed 07/01/2014 9:36am
No Requested Changes exist for Step 1.		
Step 2)	Verify Ethnicity/Race	Completed 07/01/2014 9:37am
No Requested Changes exist for Step 2.		
Step 3)	Residency Affidavit	Completed 07/01/2014 11:18am
Step 4)	Emergency Treatment Release Form	Completed 07/01/2014 9:38am
Step 5)	Student Health Information Form	Completed 07/01/2014 9:39am
Step 6)	Publicity Authorization Form	Completed 07/01/2014 9:40am
Step 7)	Student Handbook Verification	Completed 07/01/2014 9:40am
Step 8)	Technology Acceptable Use Policy	Completed 07/01/2014 9:41am
Step 9)	Make a Fee Payment	Completed 07/01/2014 9:42am
Step 10)	Make a Food Service Payment	Completed 07/01/2014 9:42am

Guardian Name: PARENTDEMO MURPHY Guardian Address: ,

1. Verify Student Information
 ✓ Completed 07/01/2014 9:36am
 ✓ a. Student Information
 ✓ b. Family Address
 ✓ c. Family Information
 ✓ d. Emergency Contacts
2. Verify Ethnicity/Race
 ✓ Completed 07/01/2014 9:37am
3. Residency Affidavit
 ✓ Completed 07/01/2014 11:18am
4. Emergency Treatment Release Form
 ✓ Completed 07/01/2014 9:38am
5. Student Health Information Form
 ✓ Completed 07/01/2014 9:39am
6. Publicity Authorization Form
 ✓ Completed 07/01/2014 9:40am
7. Student Handbook Verification
 ✓ Completed 07/01/2014 9:40am
8. Technology Acceptable Use Policy
 ✓ Completed 07/01/2014 9:41am
9. Make a Fee Payment
 ✓ Completed 07/01/2014 9:42am
10. Make a Food Service Payment
 ✓ Completed 07/01/2014 9:42am
- 11. Complete Online Registration**

Previous Step Next Step
 Submit Online Registration

Note: **You do not need to complete all steps in one sitting; the system will remember your progress.**