

Skyward Registration Instructions

What you will need:

- ✓ **Skyward Parent Portal** login and password (Click on forgot login or password to reset)
 - ✓ **RevTrak** ("Keeneyville Web Store") password to make a credit/debit card payment (<https://esd20.revtrak.net/> to reset)
1. Login to District website www.esd20.org
 2. Click on "**Quick Links**" button and select "**Student Registration 2019-2020**" to access Skyward Parent Portal.
 3. Enter your Skyward login and password.
 4. Click on "**Online Registration**".
 5. Click on the student you would like to register.
 6. Please read the District Message; important information regarding the registration process.
 7. Click the "**Next**" button on the right side of the screen.
 8. **Review student information**; change home phone number and alternate phone numbers, and home email if necessary; if student is connected to a current active duty military parent/guardian please mark **Military connected box**.
 9. Click "**Complete Step 1a**" button at the bottom of the box; Click the "**Next Step**" button.
 10. Verify your address is complete (Contact the office if your address has changed.)
 11. Click "**Complete Step 1b**" button at the bottom of the box; Click the "**Next Step**" button.
 12. Verify that all parent/guardian phone numbers and email addresses are correct; make changes as necessary.
 13. Click "**Complete Step 1c**" button at the bottom of the box; Click the "**Next Step**" button.
 14. Verify emergency contact information is accurate; change, delete or add as necessary. (These contacts must be someone other than parent/guardian listed in Step 1c.)
 15. Click "**Complete Step 1d**" button at the bottom of the box; Click the "**Next Step**" button.
 16. **Certificate of Residence, Step 2, Affirmation of Residence, you will be signing your name electronically to confirm the address we have on file is true and correct.** Please make sure to verify the name of the parent/legal guardian in the text box and enter current date (mm/dd/yyyy). Click "**Complete Step 2**" button at the bottom of the box; Click the "**Next Step**" button.
 17. **Permission Forms, Step 3**, answers are the same as you responded last year. Scroll to the bottom of the screen to access the "Complete Step 3" button; scroll to the right to view last year's answers and make sure all fields are filled in. Click "**Complete Step 3**" button at the bottom of the box; Click the "**Next Step**" button.
 18. **Custody papers, Step 4**, answer should be "No" unless you have a custody agreement between the parents. Scroll to the bottom of the screen to access the "Complete Step 4" button; scroll to the right, or click View Full Screen to view the "Yes/No" response.
 19. Click "**Complete Step 4**" button at the bottom of the box; Click the "**Next Step**" button.
 20. **Homeless Status, Step 5**, as a parent/guardian, if you claim your student as homeless please select "yes." Scroll to the bottom of the screen to access the "**Complete Step 5**" button; Click "**Complete Step 5**" button; then click "**Next Step**" button.
 21. **Technology Access Permission, Step 6**; you will be signing your name electronically to confirm you have read this form and you will check yes or no to give your student permission. Click "Complete Step 6" button at the bottom of the box; Click the "Next Step" button.
 22. **1 to 1 Chromebook Handbook, Step 7**, you will be signing your name electronically to confirm you have read and understand the 1 to 1 Chromebook Handbook provided in the link. Parent and student will sign electronically the Technology AUP, Parent/Guardian agreement, and confirming Chromebook hardware that will be received. Click "Complete Step 7" button at the bottom of the box; Click the "Next Step" button.
 23. **Make a fee payment, Step 8**; Click on the button "**Make a Fee Payment.**"
 24. Once in the Web Store page, Click on **Purchase Fees**; required and optional fees will appear. Please select the required fees and click on "**ADD SELECTED TO CART**" button; (You can "add additional items you want to pay for from the OPTIONAL area at the bottom of the screen; simply click on the amounts, then click on "ADD SELECTED TO CART.")
 25. Verify all the items in your cart; then proceed to Click "**CHECKOUT**" button (bottom right).

You will be directed to log in to the Keeneyville Web Store ("RevTrak") <https://esd20.revtrak.net/SFA-Payments>. If you have used the Keeneyville Web Store before enter your email address and password. If you have forgotten your password, you can click on forgot password or create new account if you are a new user.

Complete your payment then print your receipt to keep for your records (and Income Tax Reporting!)

26. Close the Web Store browser; you will then return to Skyward and will Click "**Complete Step 8**" button at the bottom of the box; Click the "**Next Step**" button.
27. **Complete Online Registration, Step 9** – confirm all steps have been finished, and Click the "Submit Online Registration" button to finalize the registration process.