

## 2021-2022 Skyward Registration Instructions

### What you will need:

Skyward login and password (Click on forgot login or password in Skyward Parent Portal to reset)  
RevTrak password to make a credit/debit card payment (<https://esd20.revtrak.net/> to reset)

1. Login to District website [www.esd20.org](http://www.esd20.org)
2. Click on **"QUICKLINKS"** button and select **"Skyward Family Access"** to access Skyward Parent Portal.
3. Enter your Skyward login and password.
4. Click on **"Online Registration"** and click on the student you would like to register.
5. Please read the District Message, important information regarding the registration process including **proof of residency online this year.**
6. Click the **"Next"** button on the right side of the screen.
7. **New** – All families (K-8<sup>th</sup> grade) must submit proof of residency online this year. In **Step 1**, you are required to complete the **Family Residency Verification Form** one time only (under your youngest child's registration). Click **"Complete Step 1"** button at the bottom of the box; Click the **"Next Step"** button.
8. **Proof of Residency Attachments, Step 2**, Submit online scanned copies or photos of your proof of residency documents. Please see attached instructions on **Uploading Documents**. **Once all documents are submitted** Click **"Complete Step 2"** button at the bottom of the box; Click the **"Next Step"** button.
9. **Verify Student Information, Step 3**, 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**.
10. Click **"Complete Step 3a"** button at the bottom of the box; Click the **"Next Step"** button.
11. Verify your address is complete (Contact the office if your address has changed.)
12. Click **"Complete Step 3b"** button at the bottom of the box; Click the **"Next Step"** button.
13. Verify that all parent/guardian phone numbers and email addresses are correct; make changes as necessary.
14. Click **"Complete Step 3c"** button at the bottom of the box; Click the **"Next Step"** button.
15. 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.)
16. Click **"Complete Step 3d"** button at the bottom of the box; Click the **"Next Step"** button.
17. **Permission Forms, Step 4**, answers are the same as you responded last year. Scroll to the bottom of the screen to access the "Complete Step 4" button; scroll to the right to view last year's answers and make sure all fields are filled in. Click **"Complete Step 4"** button at the bottom of the box; Click the **"Next Step"** button.
18. **Custody papers, Step 5**, 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 5" button; scroll to the right, or click View Full Screen to view the "Yes/No" response. Click **"Complete Step 5"** button at the bottom of the box; Click the **"Next Step"** button.
19. **Homeless Status, Step 6**, 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 6" button; Click "Complete Step 6" button; then click "Next Step" button.
20. **Technology Handbook & Student/Parent Agreement, Step 7**; you will be signing your name electronically to confirm you have read and understand the Technology 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. Please do not skip signature part as this assures your child will receive a Chromebook device.
21. **Verify Robocall Preferences (Skylert) Step 8**; Please make sure that you have the correct contact numbers for robocall, email, and text messaging. To receive text, you must complete the "Text Message Numbers" field (at the bottom of the screen) with your cell number and designate your preferences; Click **"Complete Step 8"** button at the bottom of the box; Click the **"Next Step"** button.
22. **Make a fee payment, Step 9**; Click on the button **"Make a Fee Payment."** 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.") Verify all the items in your cart; then proceed to Click **"CHECKOUT"** button (bottom right).

**You will be directed to log in to the Web Store. 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.**

23. Close the Web Store browser screen only; you will then return to Skyward and will Click **"Complete Step 10"** button at the bottom of the box; Click the **"Next Step"** button.
24. **Complete Online Registration, Step 10** – confirm all steps have been finished, and Click the "Submit Online Registration" button to finalize the registration process.