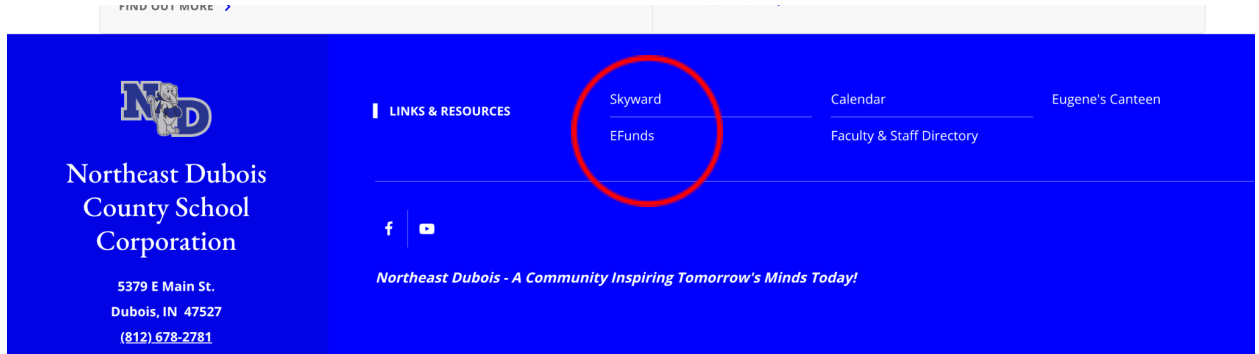
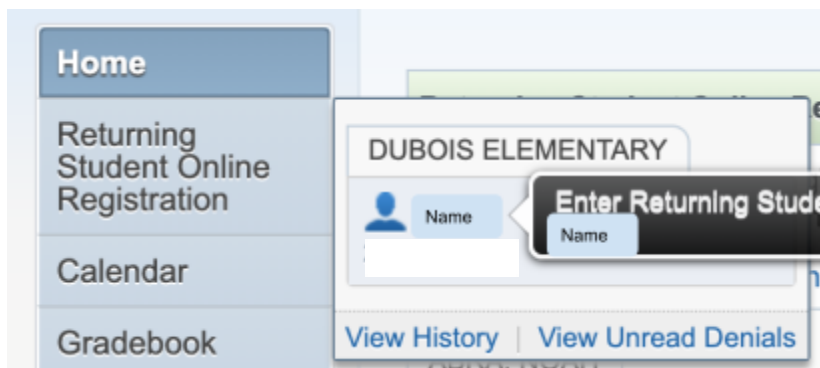


## Online Registration Skyward Directions

1. Go to the Skyward website and login to your family access account. Link is located on the school website. Please note that if you bookmarked this in the past the link has changed this school year, so please update your bookmarks.



2. Click on **Returning Student Online Registration** and click the name of the student that you would like to get registered.



3. Start by filling out each step in the online registration process some are only viewable as only the school can change them. As you fill out each section make sure you hit the complete step button at the bottom of each page. When you hit the button it will take you to the next step. You will work your way down the list in the red box on the right. This could look a little different for different grade levels for example High School does not have a babysitter and has drug testing.

A screenshot of the 'Returning Student Online Registration' form. The form is titled 'Returning Student Online Registration' and shows the school name '(DUBOIS ELEMENTARY)'. The current step is 'Step 1a. Verify Student Information: Student Information (Required)'. The form is divided into 'General Information' and a list of steps on the right. The 'General Information' section includes fields for First, Last, Middle, Suffix, Birthday, Gender, Other Name, Language, Native Language, Home Phone, Ext, School Email, and Home Email. The list of steps on the right is highlighted in red and includes: 1. Verify Student Information, a. Student Information, b. Family Address, c. Family Information, d. Emergency Information, e. Emergency Contacts, f. Health Information, 2. Verify Ethnicity/Race, 3. Policy Statement, 4. Permission Form, 5. Transportation, 6. Babysitter, 7. Technology, and 8. Religion.

4. Please note that as you are filling out the forms digitally documentation for policy etc are all located <https://www.nedubois.k12.in.us> these links are within the student enrollment tab but we wanted to make sure you see them.

5. Free/Reduced applications are also on the school website and 1 needs to be filled out per family. If you mark yes we will send a copy of the form home with your student on the first day of school to be completed and returned ASAP.

6. Book Bills and lunch accounts can be paid online using e~funds or you may drop a check off at the school. Please see E~Fund tutorial for how to setup an account convenience fees do apply.

Book Bills are also located under Fee Management in your family access. When you complete your online registration click on the fee management tab. When you click on the fee management tab it will give you a detailed description of your book bill with the grand total. You may drop checks off during the open registration in your building if you don't want to pay online. Please note the Book bills and lunch or any other fees must be separate checks if paying onsite.

