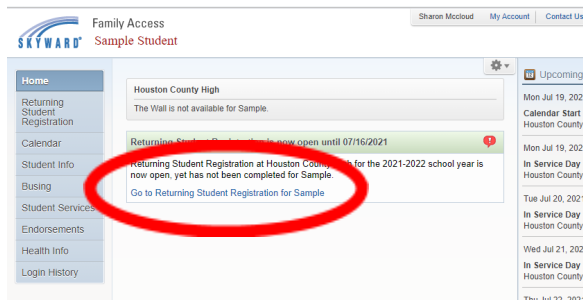


Online Registration - Open June 1

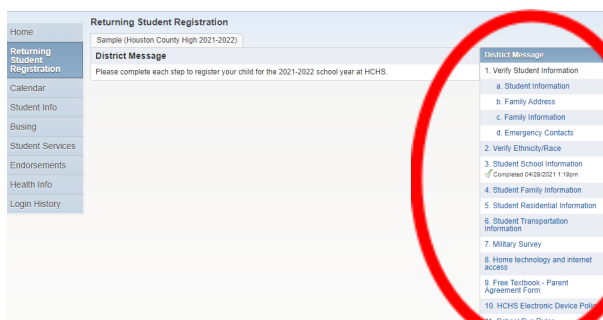
1. A parent or guardian must login through their parent/guardian account in Skyward. (This **cannot** be done on a cell phone. It will cause issues with the process and you will miss some important steps.)
 - a. To access the login for Skyward, you can go to the Houston County School District website, www.houston.k12.tn.us. Click on “Forms & Links” then click on “Skyward” under the forms list.



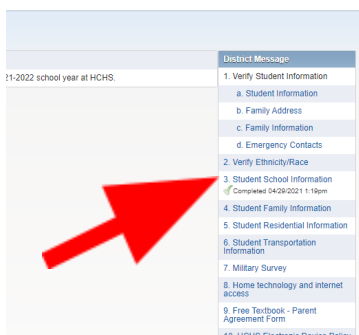
- b. If you do not remember your login information, contact Mrs. McCloud by email at mccclouds1@houstonk12tn.net from a personal, verifiable email account with a copy of a photo ID.. Parent login information will not be given to students nor any non-legal custodian/guardian.
2. Once the parent/guardian has logged into Skyward, click on the box on the right hand side that says “Open Family Access”. If you have more than one student, click on the high school student’s name. If you have more than one high school and/or middle school student, you must do this for each one of the students.
 3. Once you have accessed the student’s account, you should see in the middle a statement (highlighted in blue) “Go to Returning Student Registration for [student’s name]”. Click on returning student registration.



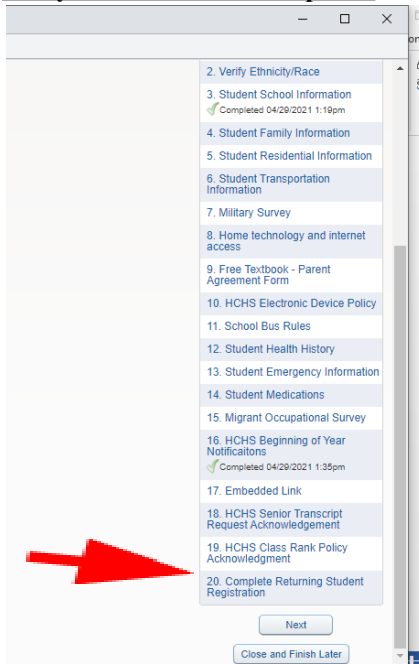
4. Now, to the right is the list of the different sections to be completed.



5. Make sure that your screen is maximized. After you complete each section, make sure you click on the “Submit” button. (You may have to scroll down to the bottom of the page in order to find the “Submit” button. **Failure to click on the submit button will result in that section being considered incomplete.** When a section has been completed, a check mark will appear next to the name of that section in the right column.



6. **Every section must be completed.**



7. The last step should be a review of the sections and notify you which ones are completed and which ones are not. Make sure they all are completed.
8. Remember, you are entering the **student's** information, not your own, at least until it asks for the parent information.
9. If you make any changes (for example, cell phone number, address, etc.) it may require the school to accept the change. That should get done in a timely manner. If a student's name is misspelled, please notify Mrs. McCloud immediately so that the proper corrections can be made.