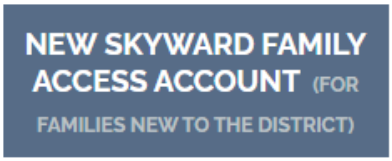
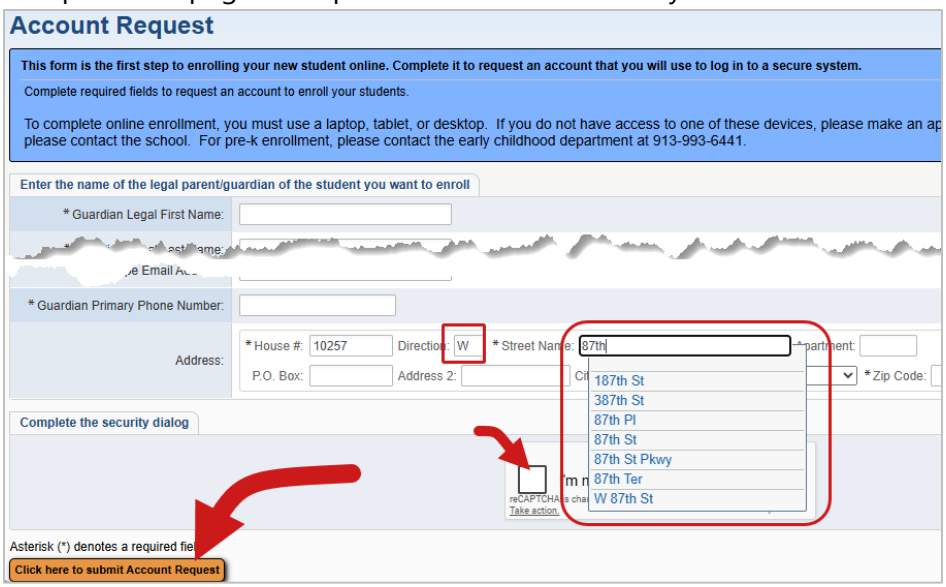
New Student Online Enrollment (NSOE)
for New Families

1. Go to www.smsd.org > Families > Enrollment. Click New Skyward Family Access Account.



2. Complete this page to request an account to enroll your student.



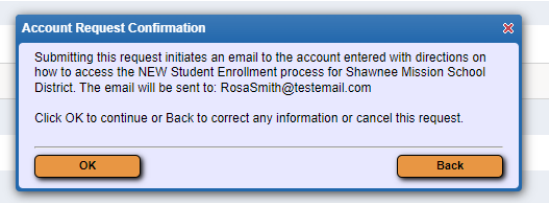
Please make sure the address is correct by

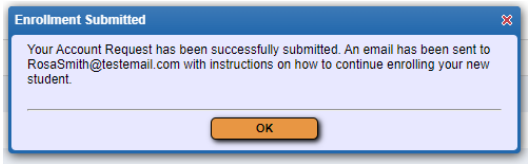
- using W (not West, no period).
- selecting the street from the dropdown list.

Click "I'm not a robot".

Then click "Click here to submit Account Request".

3. These messages inform you that you will receive an email with a login and password for your NSOE account so you can begin enrolling your student. Click OK on both of these.



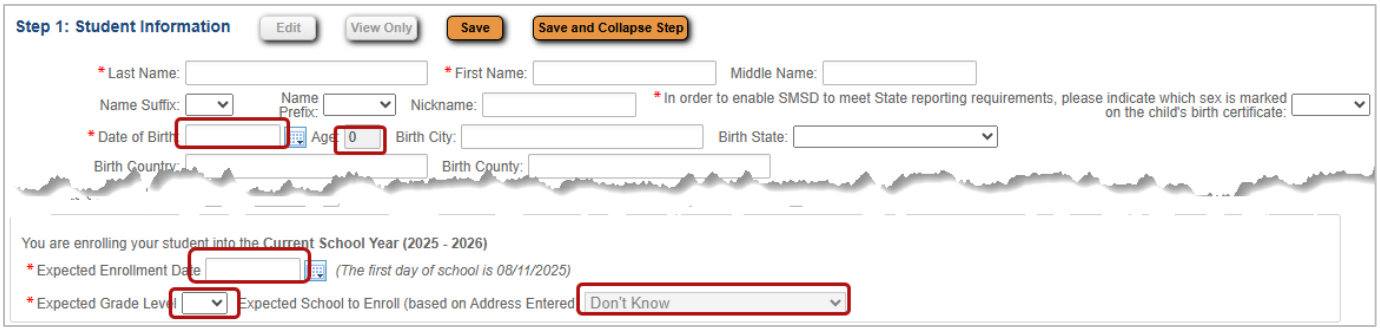


NOTE: You will need to use a laptop, tablet or desktop. This cannot be done on a smartphone.

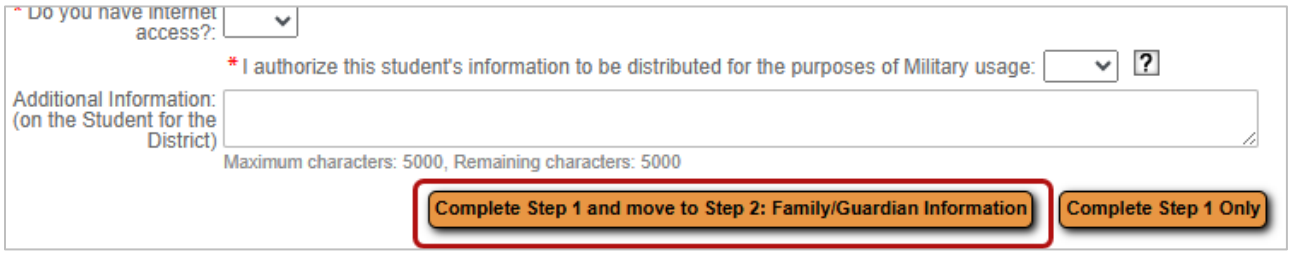
4. Enter your Login ID and password found in the email you received from your account request.



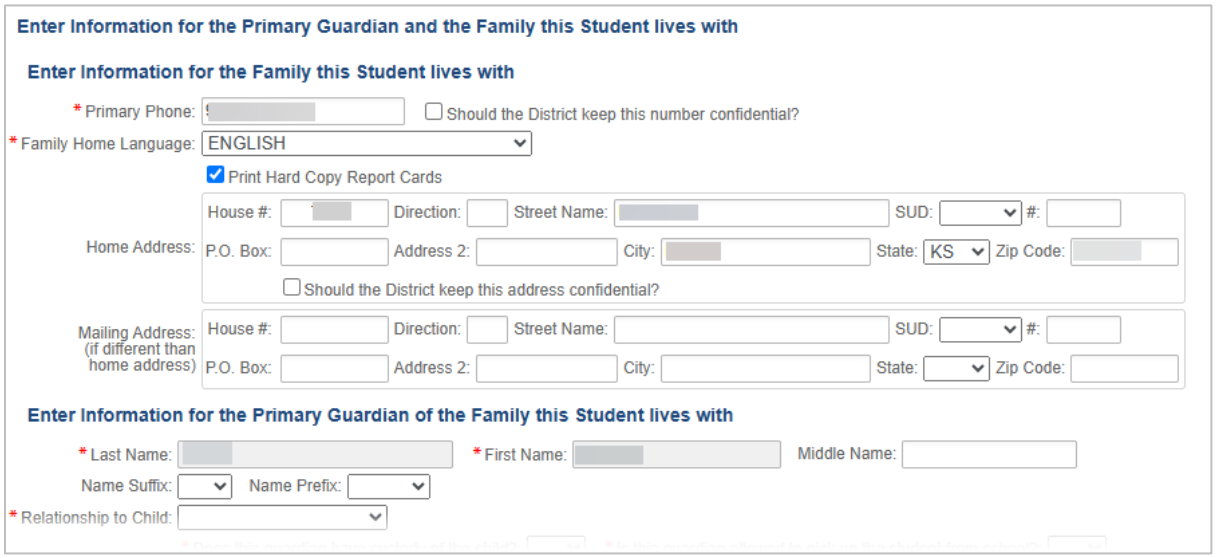
5. This Student Information screen will display. Fields with a red * are required.
    - When you enter the birthdate, please verify the age and grade level. Click OK.
    - The Expected School to Enroll is based on the address entered when setting up your account.
    - If you are enrolling for PreK, no Expected School name will populate.



6. When done, click "Complete Step 1 and move to Step 2…" at the bottom.



7. Complete the Family Information section for Family 1.
   NOTE: Family 1 is where the student primarily lives and is the address that is within the school boundaries. Fields with a red * are required information.



Do not add Family members who are not legal Guardians here. You will add those later as Emergency Contacts. The exception would be if that Family member needs to have access to your student's personal and educational information in Skyward.

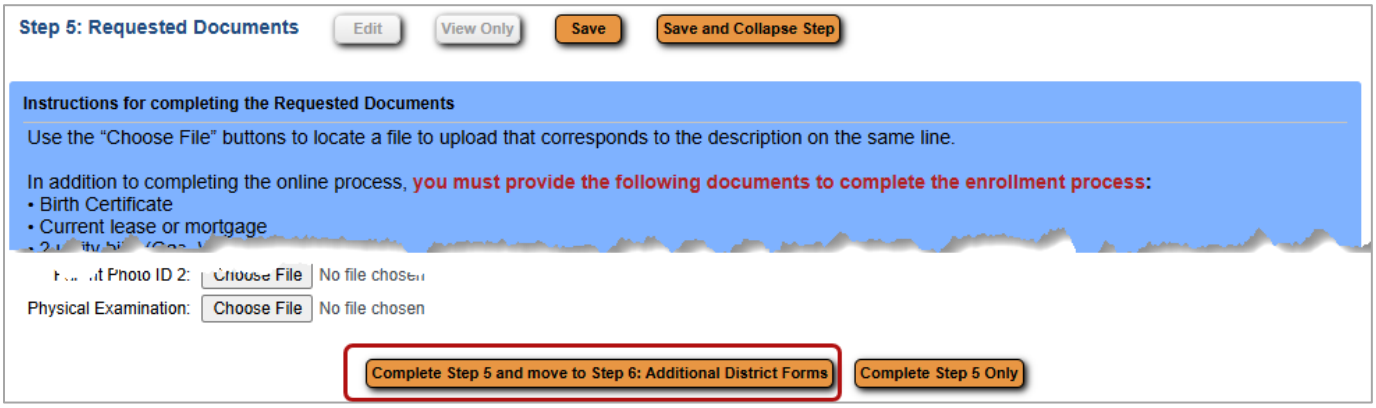
- To add an additional Family with legal guardians living at a different address, click **Yes, I want to Add a Legal Guardian who lives at a Different Address**
- If there are no other families, then click **No, Complete Step 2 and move to Step 3: Medical/Dental Information**

8. The Medical/Dental Information screen will display next. Complete the medical /dental information then click "Complete Step 3 and move to Step 4…".

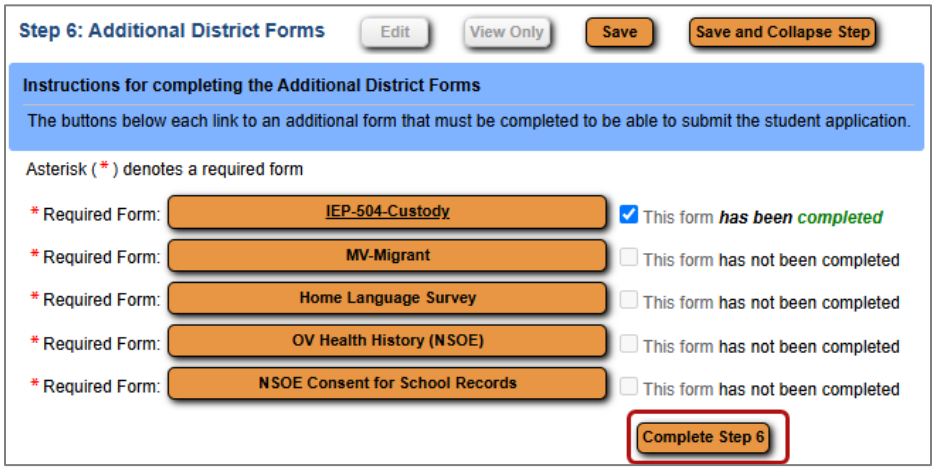


9. The Emergency Contact Information screen will display next.
NOTE: Emergency Contacts are backup contacts who could be available if the parent or guardian cannot be reached. Please make sure you enter at least one Emergency Contact.
   - To add an Emergency Contact, click **Yes, I want to Add another Emergency Contact Record**
   - When done adding Emergency Contacts, click **No, Complete Step 4 and move to Step 5: Requested Documents**

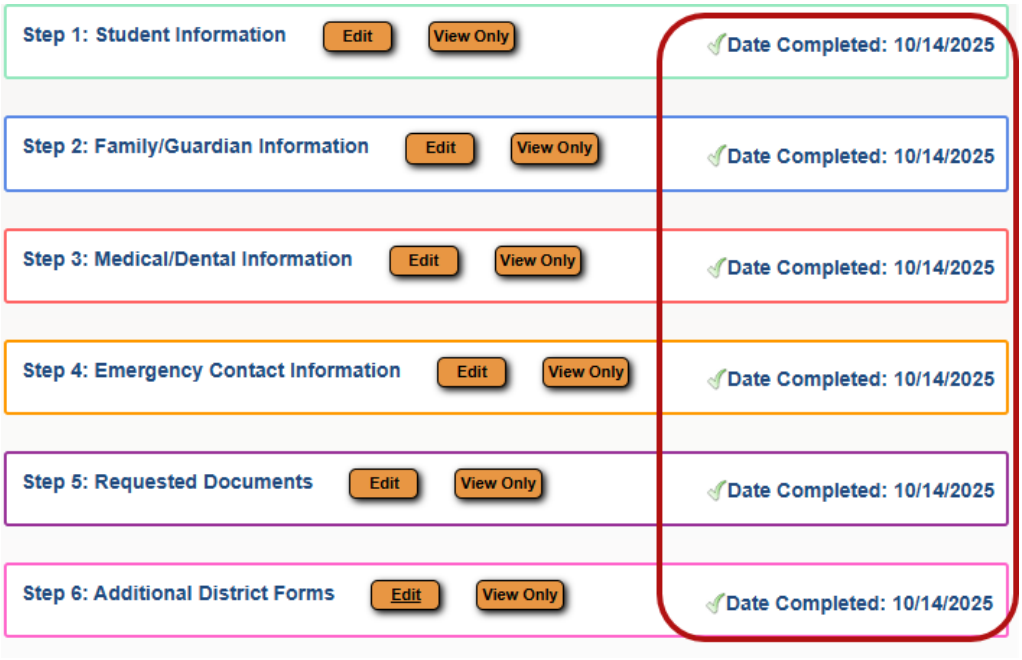
10. The Requested Documents screen will display next. NOTE: These documents will be required before your student's enrollment can completed. When documents are uploaded, click "Complete Step 5 and move to Step 6…".



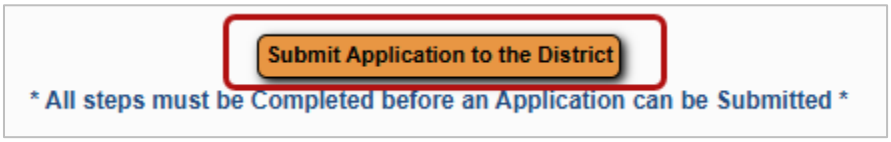
11. On the Additional District Forms screen, each of these forms is required and will show a checkmark when it is complete. When you are done, click "Complete Step 6".



12. When you are done, all steps will have a green checkmark and a Date Completed stamp.



13. To submit the application to the Shawnee Mission School District, click the "Submit Application to the District" button at the bottom.
    NOTE: Once you submit it, you will no longer be able to make changes to the application.



In the following days, school personnel may contact you with questions or to request more information, or to let you know that your student is enrolled. Once enrolled, you will be able to view your student in Skyward Family Access.