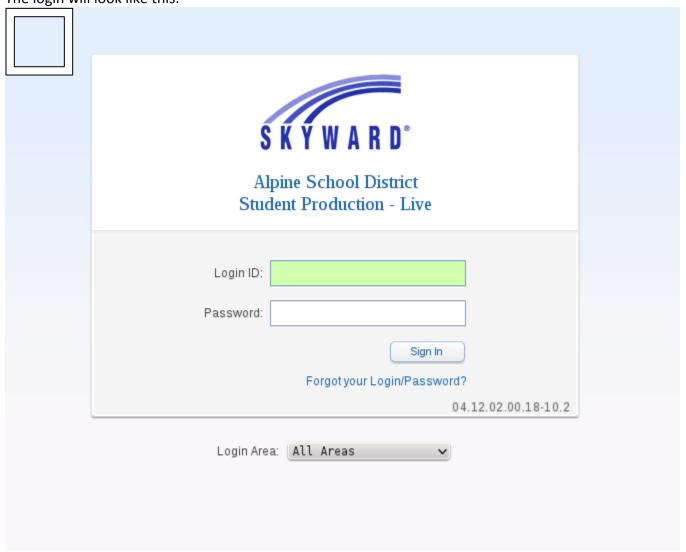
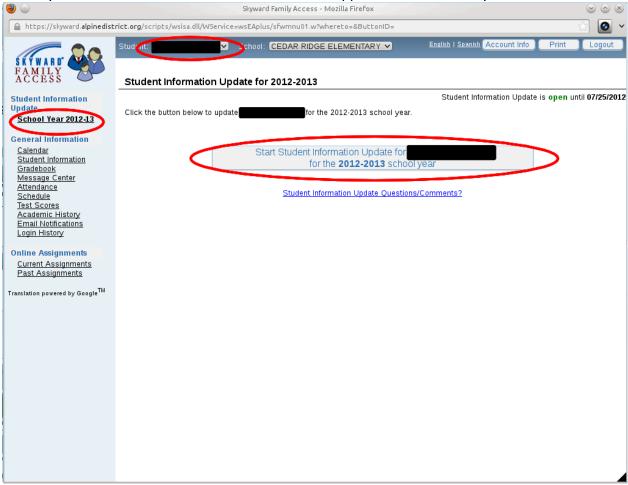
Online Student Enrollment Changes

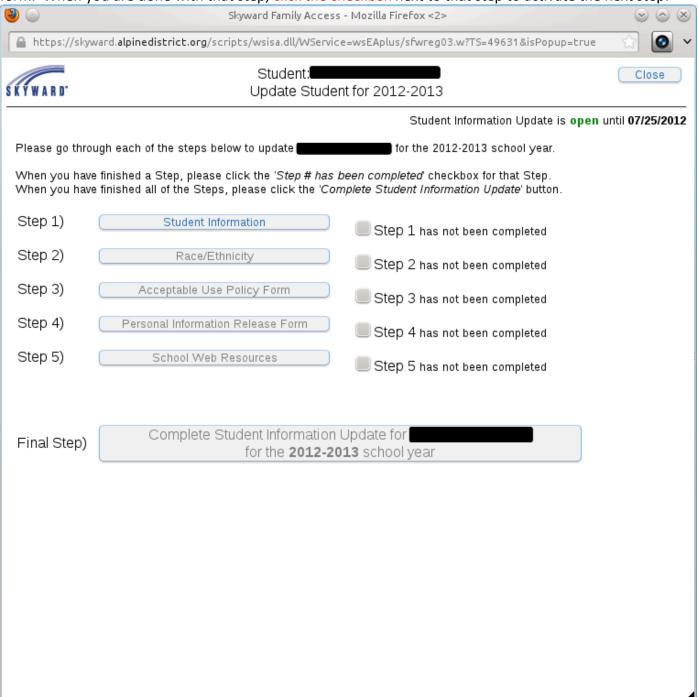
Step 1: Login to Skyward. Your school should have a link to Skyward on their school site. The login will look like this:



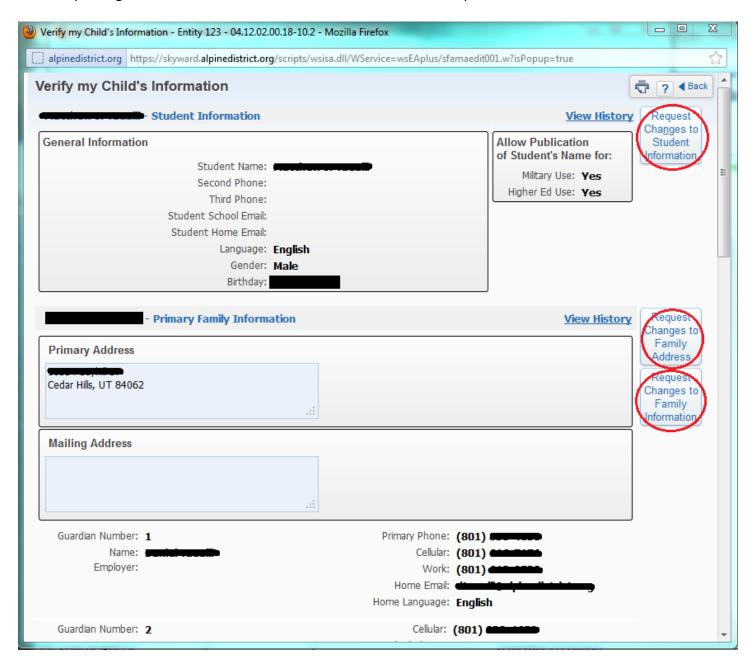
Step 1 cont.: The next screen you will see will have reference to the Student Information Update process. If it doesn't, look on the left blue bar for a link that is labeled "School Year 2012-2013" (or the current year). If you don't see any of this you do not have access (ie.. Student Information Update may be closed). Contact the school with questions. Select the student you are registering from the top blue drop-down menu. Click on the button labeled "Start Student Information Update for <Student Name> for the 20xx-20xx school year". The name of the chosen student will appear and the school year will be the relevant year.



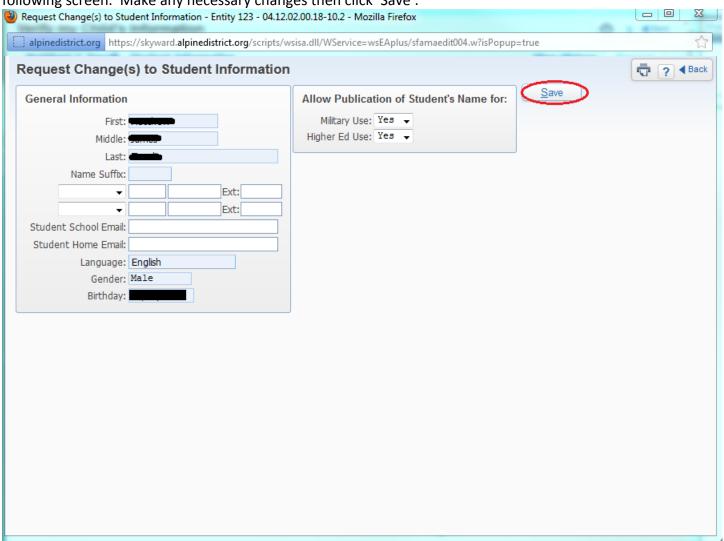
Step 1 cont.: For the Student Information Update process, there will be multiple steps that will need to be completed before the Final Step button will be activated. Click on the button next to each 'Step' to fill out that form. When you are done with that step, click the checkbox next to that step to activate the next step.



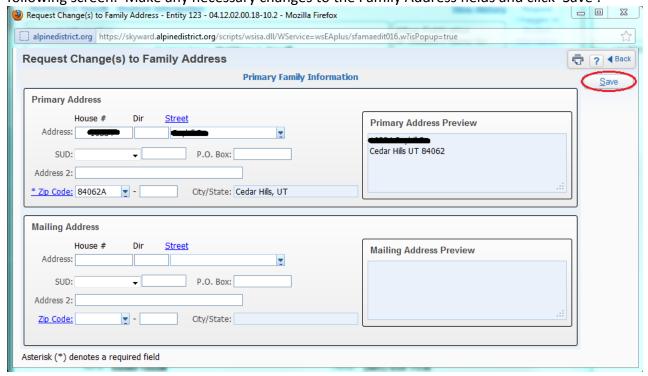
Step 1: This screen contains the student information. Click on the corresponding button on the right to make any changes. Scroll down the screen to see all the information presented.



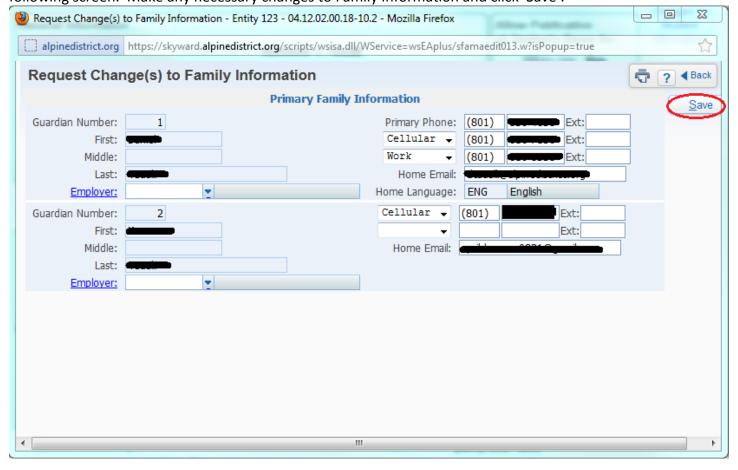
Step 1 cont.: If you click on the button labeled "**Request Changes to Student Information**" you will see the following screen. Make any necessary changes then click 'Save'.



Step 1 cont.: If you click on the button labeled "Request Changes to Family Address" you will see the following screen. Make any necessary changes to the Family Address fields and click 'Save'.

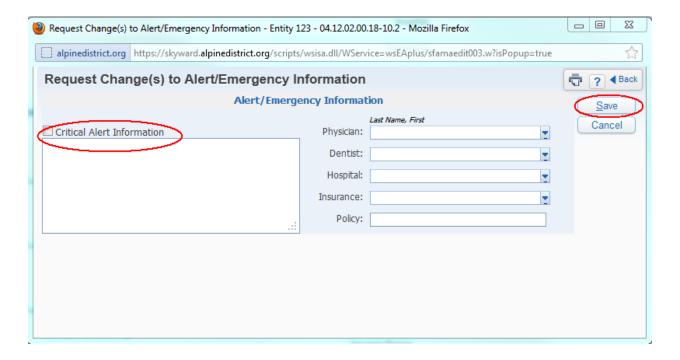


Step 1 cont.: If you click on the button labeled "Request Changes to Family Information" you will see the following screen. Make any necessary changes to Family Information and click 'Save'.

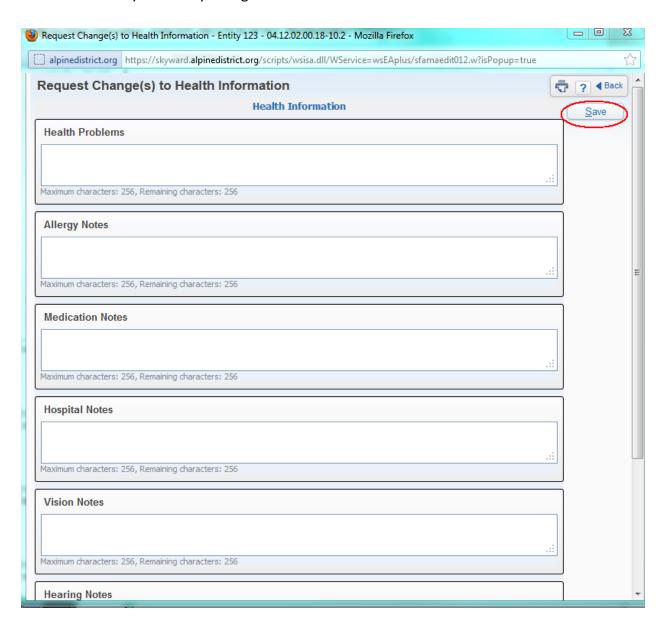


Step 1 cont.: If you click on the button labeled "Request Changes to Alert/Emergency Information" you will see this screen. Make any necessary changes to the Alert/Emergency Information and click 'Save'.

Note: Changes in the **Critical Alert Information** box will be reviewed by school personnel before they become permanently recorded in the student's record.

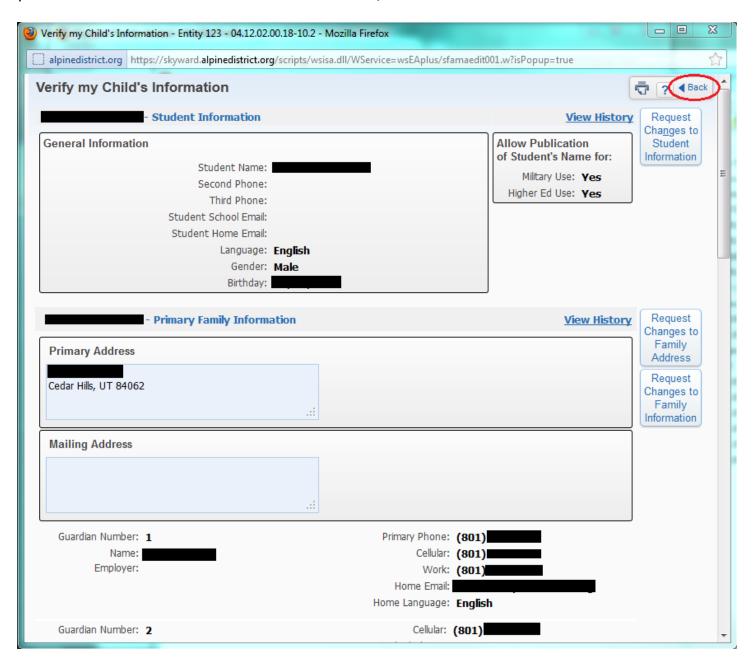


Step 1 cont.: If you click on the button labeled "Request Changes to Health Information" you will see this screen. Make any necessary changes to Health Information and click 'Save'.



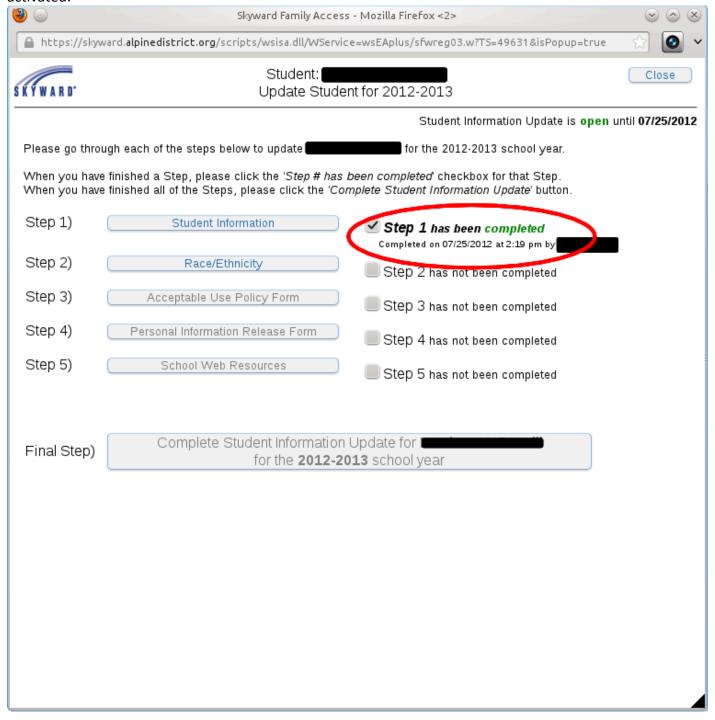
Step 1 cont.: Verifying Student Information:

When you are done changing the information for your student please verify the data on this screen. When you are satisfied that the student information is correct, click the 'Back' button.



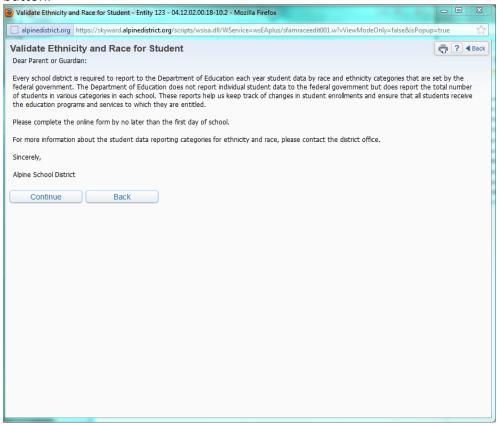
Step 1 Completion of Step:

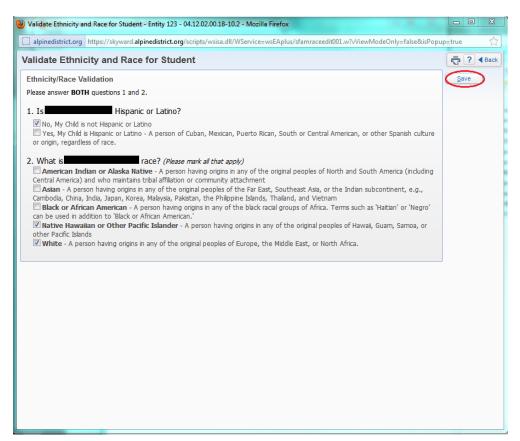
Click the checkbox for each step that has been completed. When the box is clicked the next step will be activated.



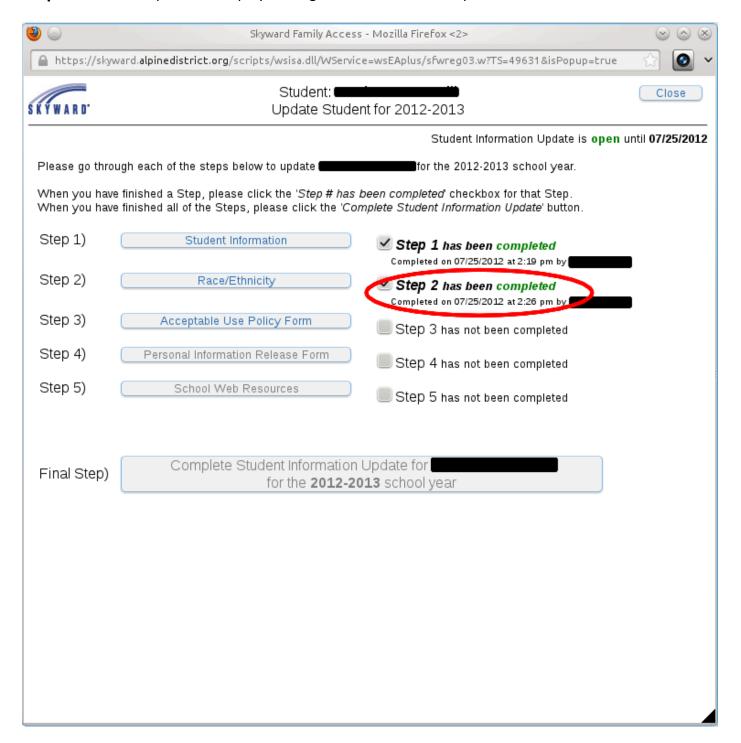
Step 2: Race/Ethnicity:

Please go through the following two screens to declare the student's Ethnicity and Race, then click the 'Save' button.





Step 2 cont.: Complete the step by clicking the checkbox next Step 2.

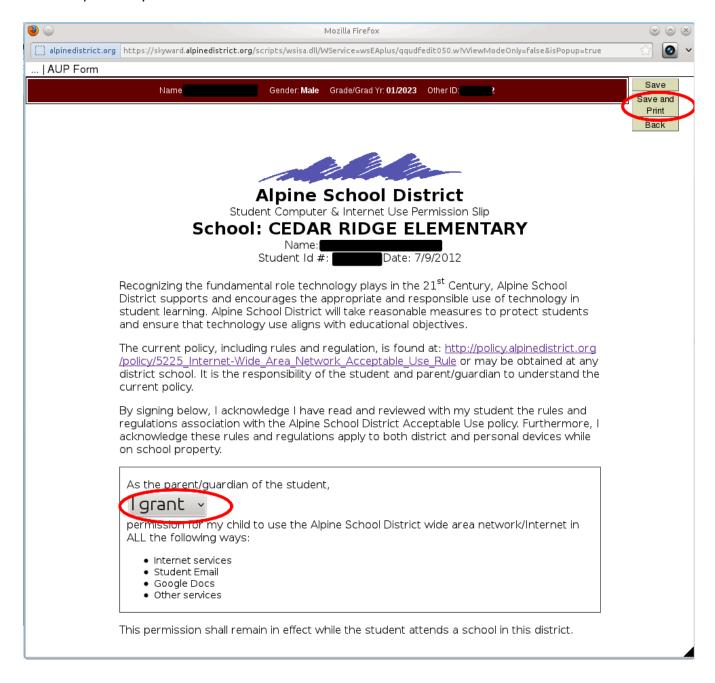


Step 3: Acceptable Use Policy

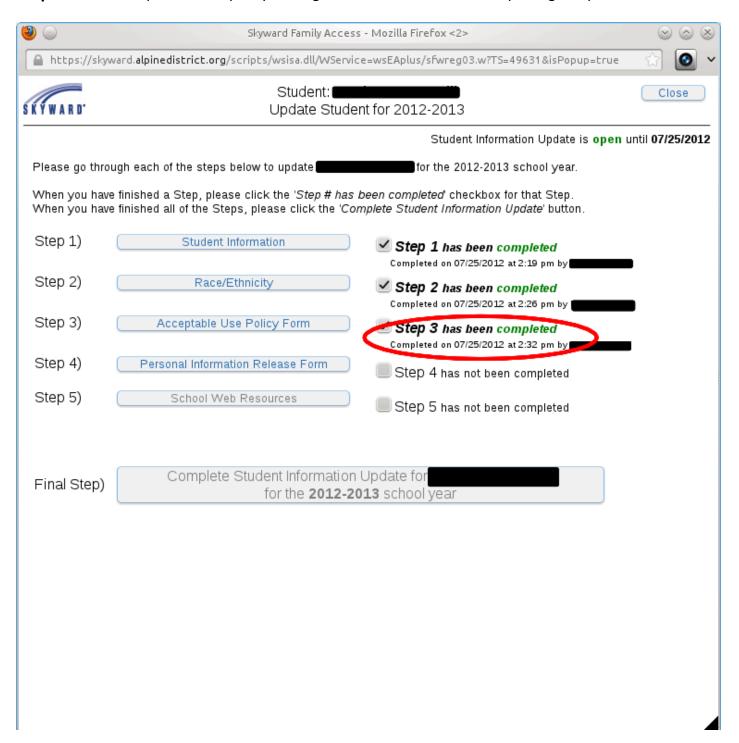
After clicking on 'Step 3. Acceptable Use Policy Form', you will see this screen.

By agreeing to the AUP (Acceptable Use Policy) the identified student will have an email account, access to Google Docs, filtered access to the internet and other internet related services. If you select 'I grant' permission, your student will have access to all these services. Choosing 'I revoke' will disable these services.

Please take the time to review the entire policy. After you have filled out this form click the button labeled "Save and Print" in the upper right hand corner. This action will enable you to create a pdf that you can then print for your records.

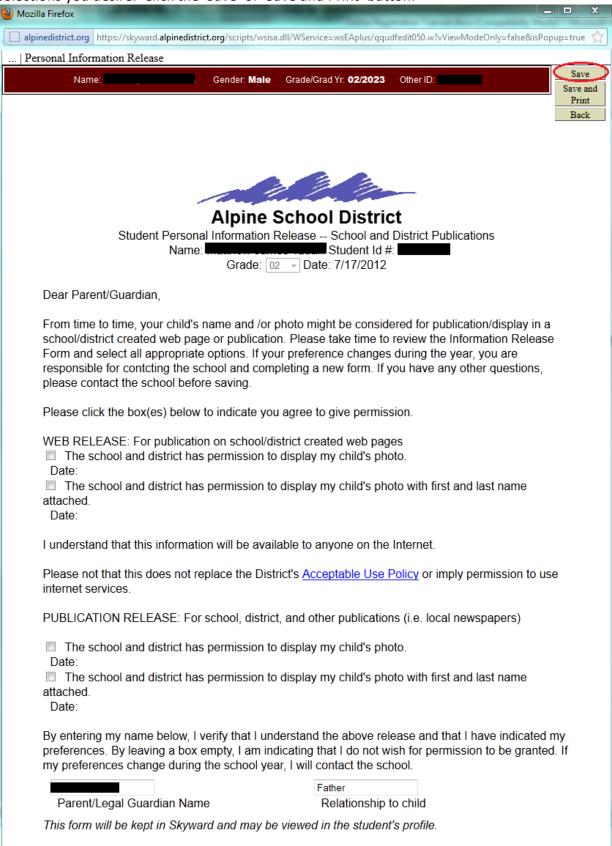


Step 3 cont.: Complete the Step 3 by clicking the checkbox next to the step being completed.

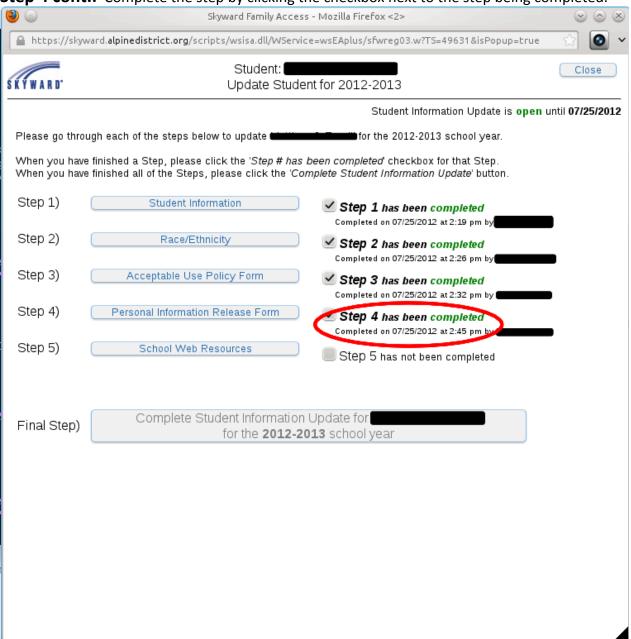


Step 4: Personal Information Release Form

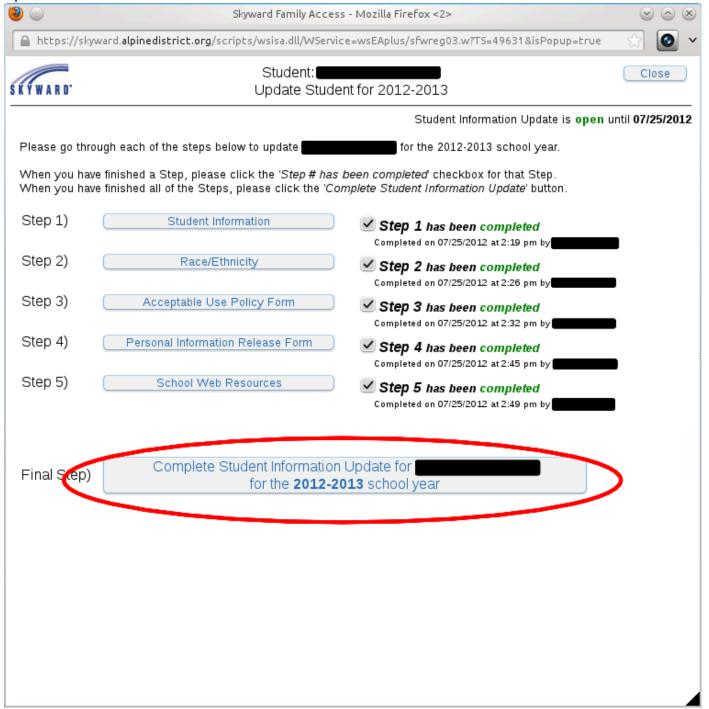
After clicking on 'Personal Release Information Form', please review the information provided and make the selections you desire. Click the 'Save' or 'Save and Print' button.



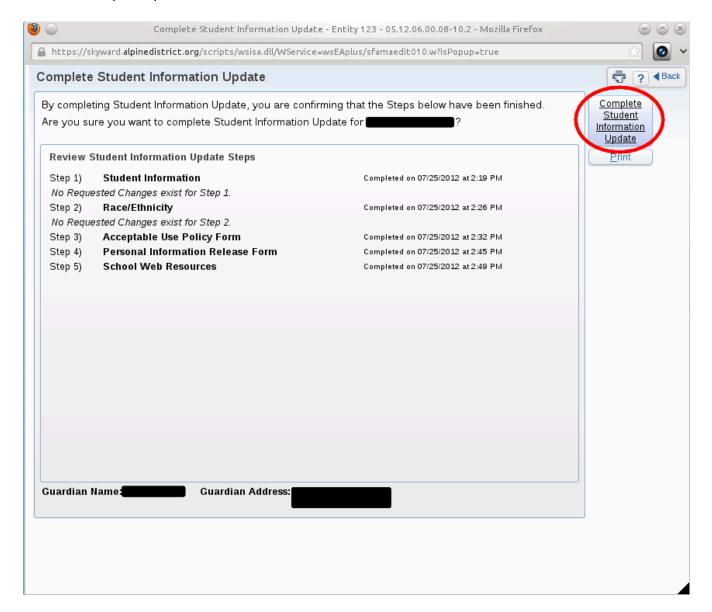
Step 4 cont.: Complete the step by clicking the checkbox next to the step being completed.



Step 5 and beyond: There may be additional steps to complete depending on the school. Please complete these steps as necessary. When all the steps have been completed the 'Final Step' button will be activated. To complete the student information update process click on the button labeled 'Complete Student Information Update for...'



Step 5 and beyond cont.: The final page will let you review the student information update process and allow you to verify one more time all the information collected during the student information update process. Click on the button labeled 'Complete Student Information Update' to complete the student information update process.



Step 5 and beyond cont.: When you have finished registering your student this screen will show you have finished the student information update process. If you have any questions please call your local school.

