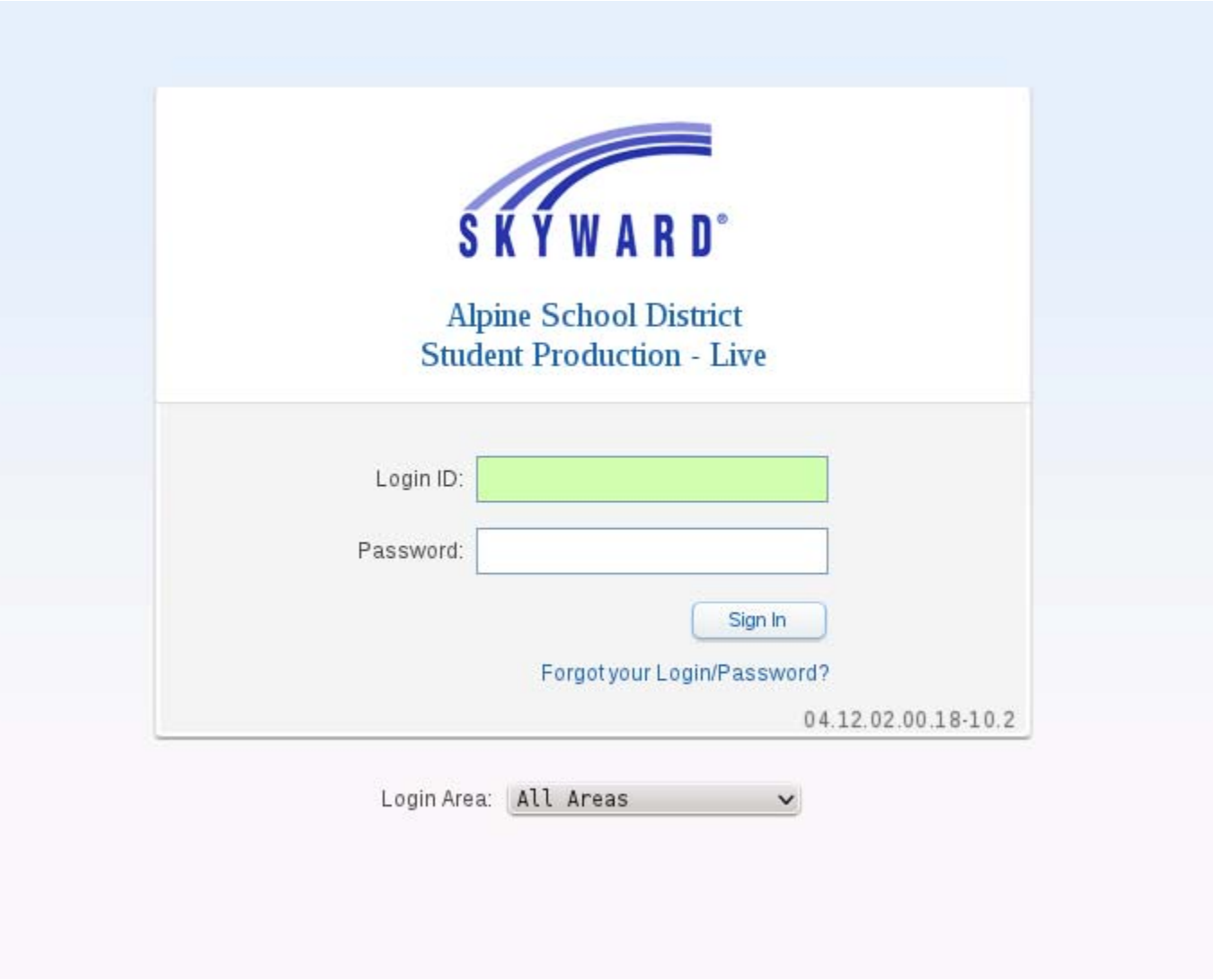
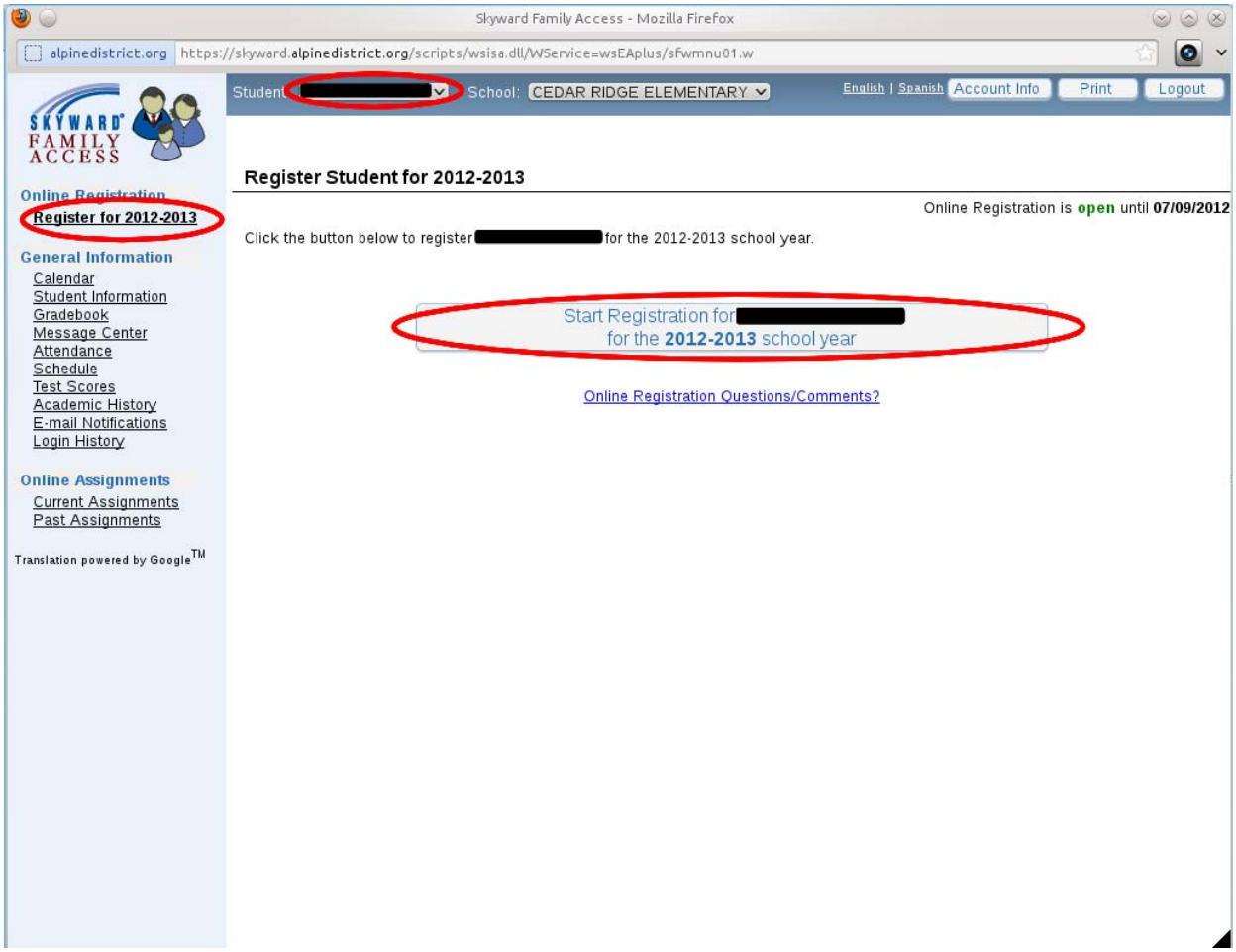
Online Student Information Update

Step 1: Login to Skyward. Your school should have a link to Skyward on their school site.

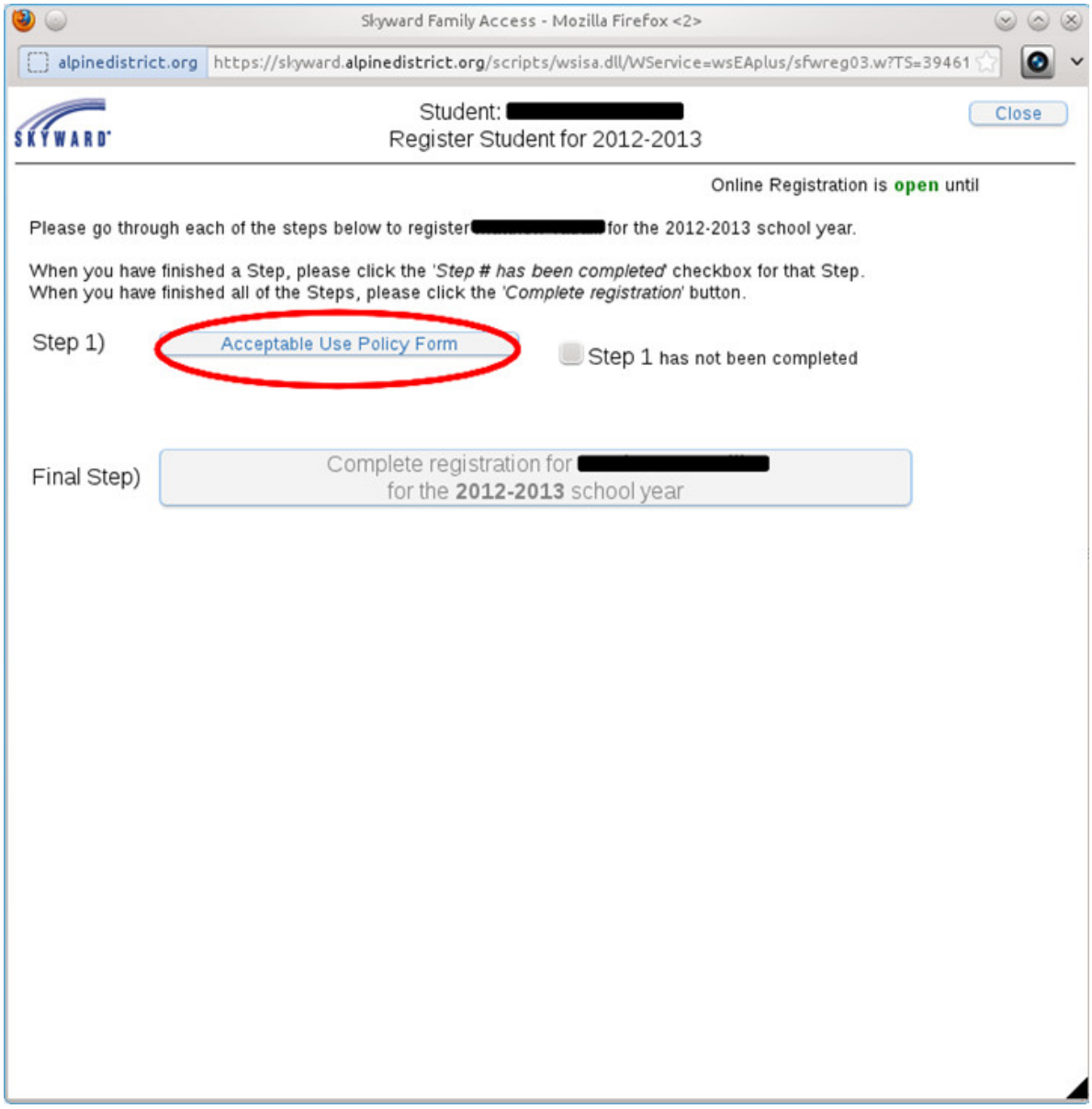


Step 2: After logging in, select the student you wish to register by clicking on the 'down arrow' located in the top navigation bar. Click on the button labeled "Start Registration for <Student Name> for the 2012-2013 school year".

The link to registration is also located on the left blue bar and is labeled "Register for 2012-2013" Note: If you don't see any of this either you do not have access (Online Registration may be closed). If you have questions, please contact your school.



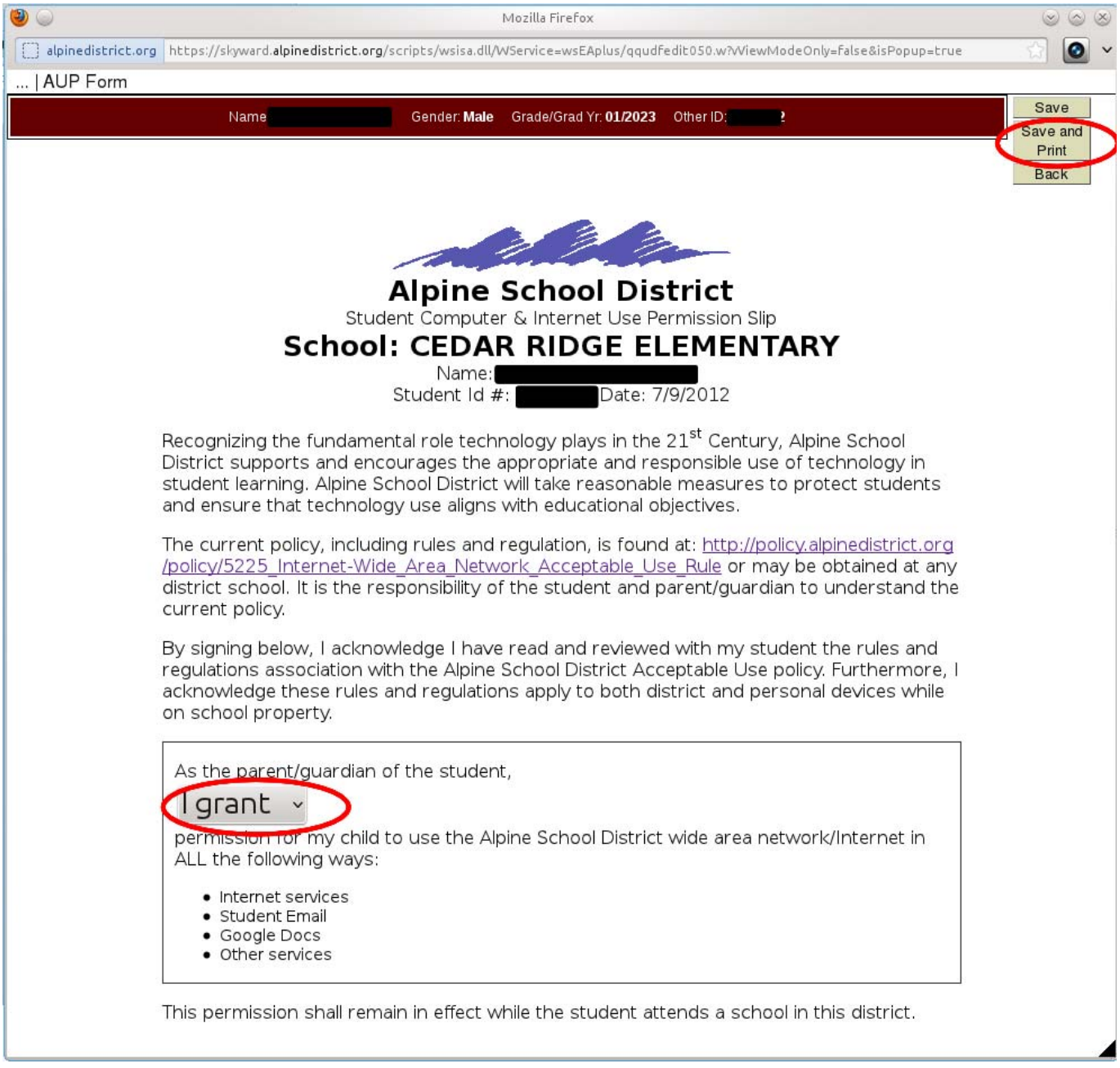
Step 3: This screen shows the items involved in the online registration process. There may be just the Acceptable Use Policy Form or there may be other forms you must fill out online. If you don't see a form here that you expect, it is not part of this on-line process. Click on 'Acceptable Use Policy Form'



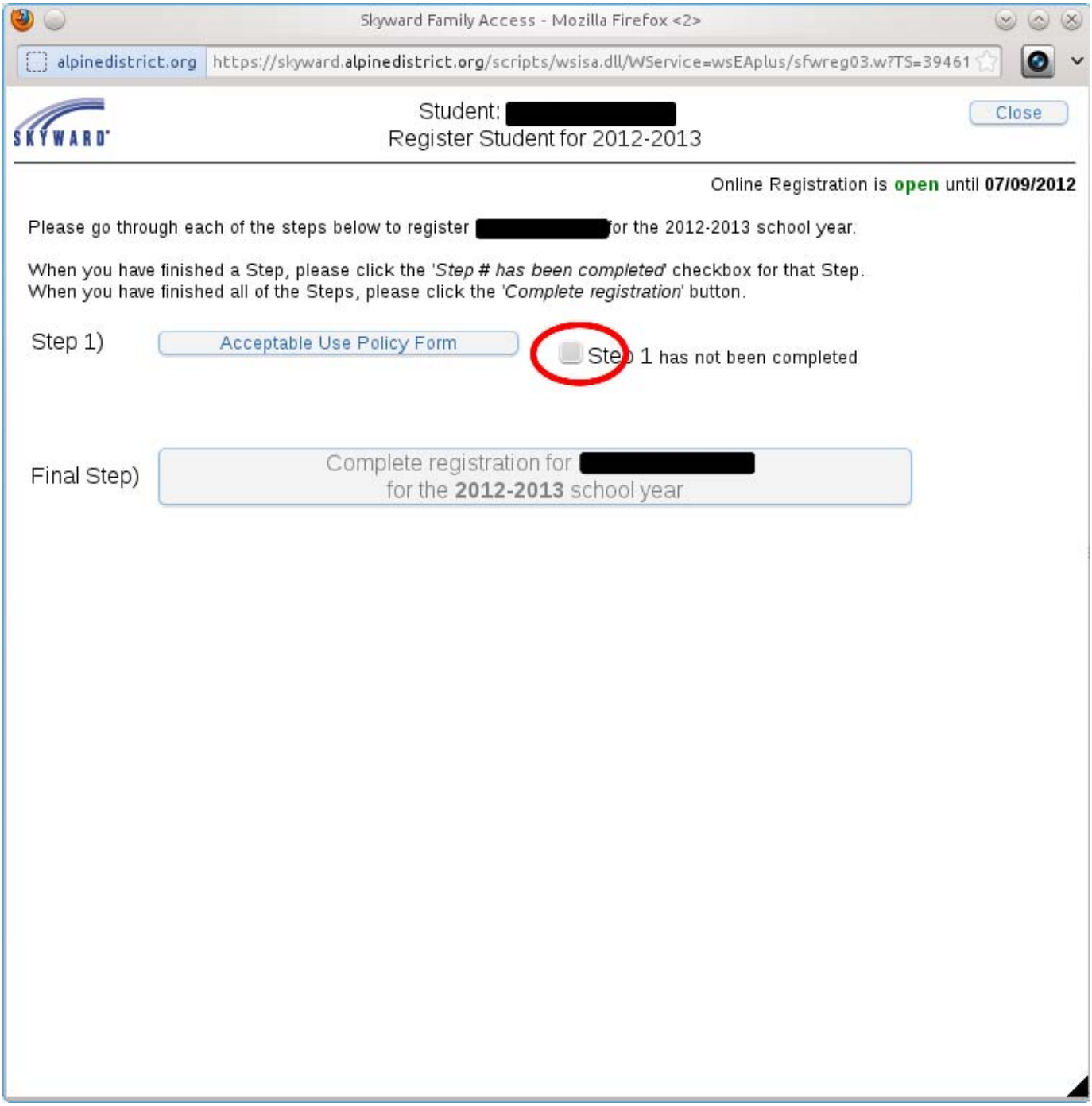
Step 4: By granting permission in the AUP (Acceptable Use Policy), the identified student will receive a student district email account, access to Google Docs, filtered access to the internet and other internet related services. When you don't grant explicitly your student will not have access to this. Please take the time to review the policy.

Select ‘I grant’ (to accept the AUP) or ‘I revoke’ (to decline the AUP and related services)

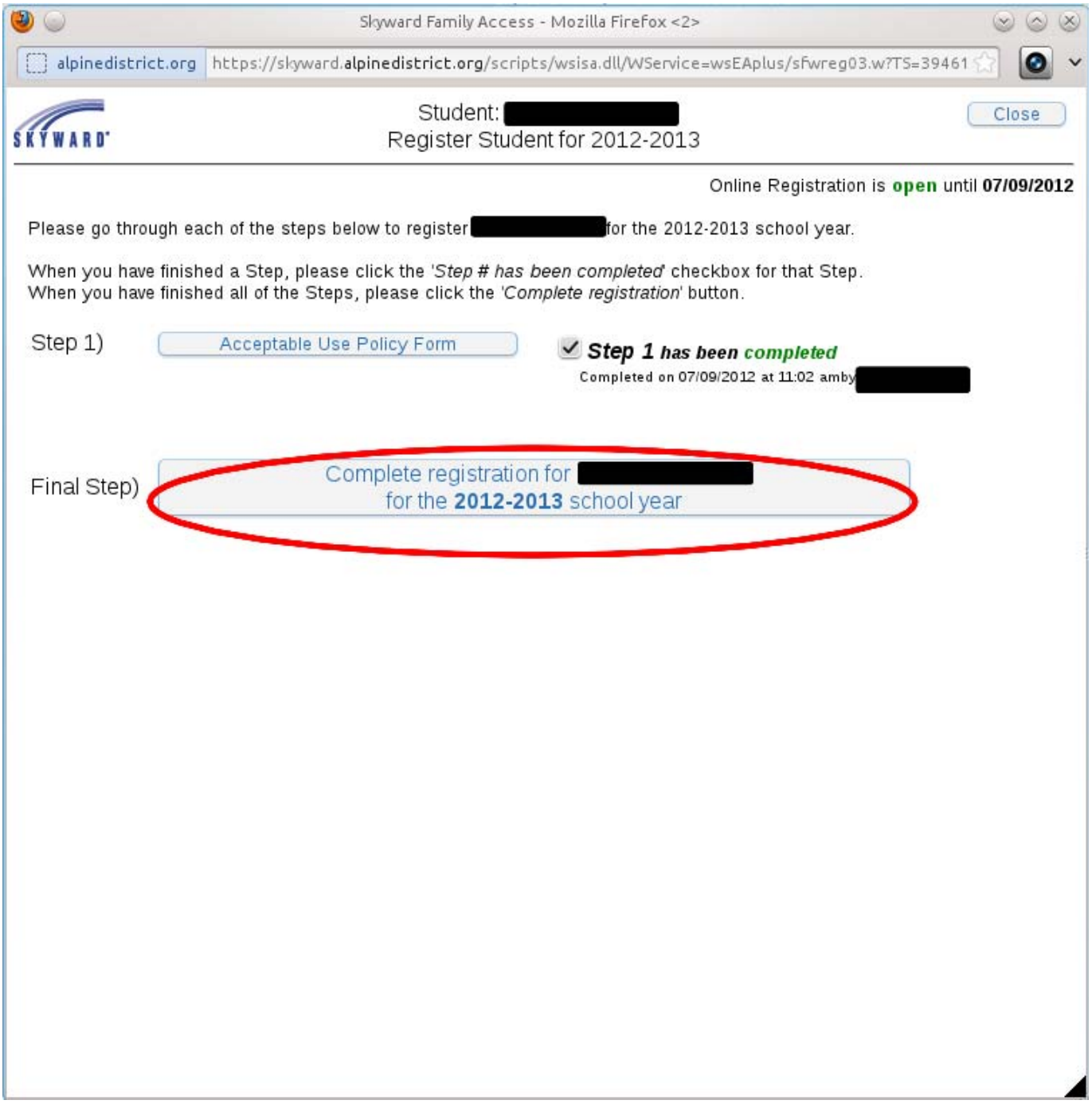
After you have filled out this form click the button labeled “Save and Print” in the upper right hand corner. If you don't see it you may have to adjust your browser. This will create a pdf that you can then print for your records.



Step 5: Check the box next to the step you completed to mark it completed. This will make the next step available, if applicable.

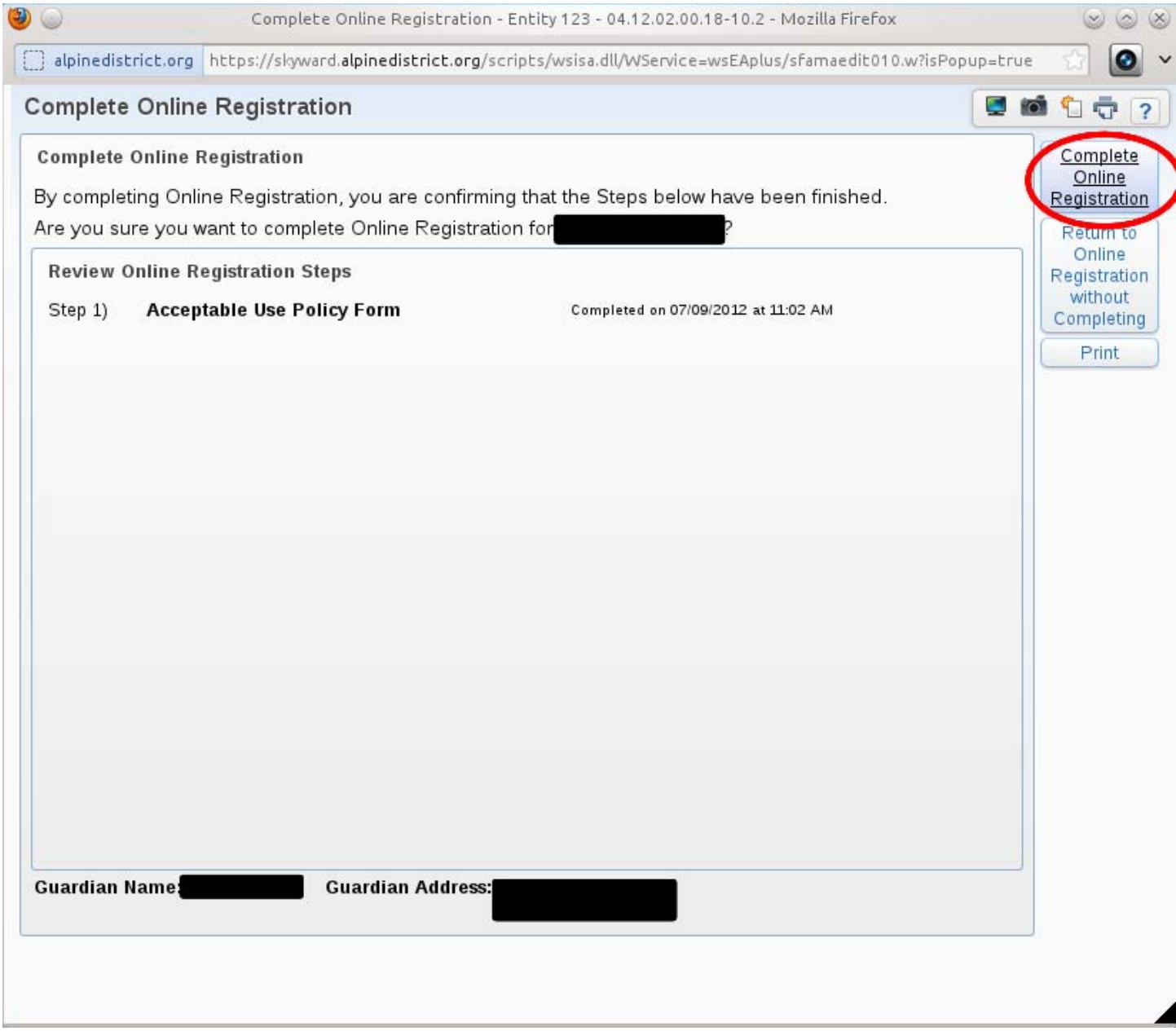
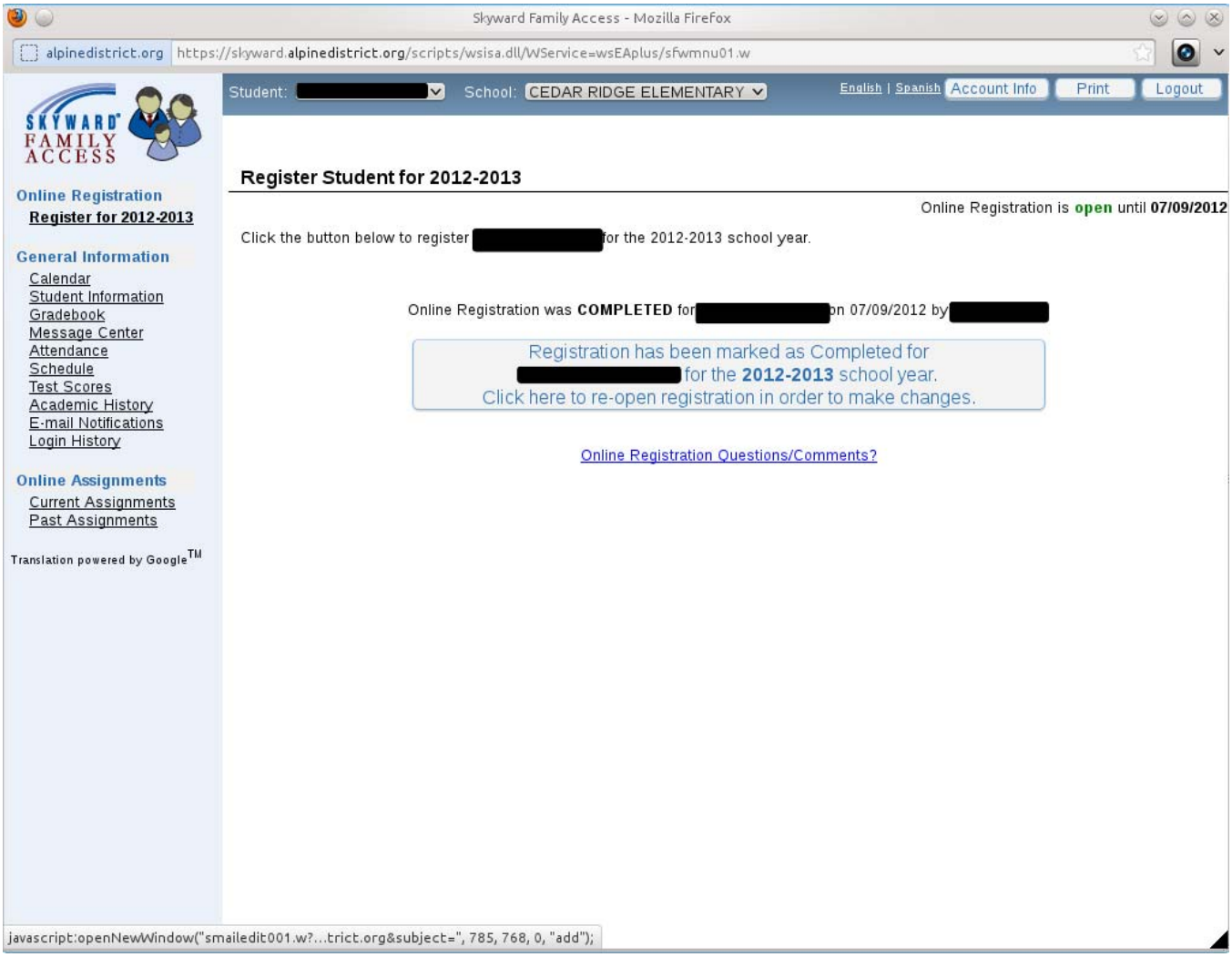


Step 6: Click on the button labeled “Complete registration for <Student Name> for the 2012-2013 school year” to complete registration.



Step 7: This page will let you review the registration process and allow you to verify one more time all the information collected during the registration process.

Click on the button labeled “Complete Online Registration” to complete the registration process.



Step 8: When you have finished registering your student this screen will show you have finished the registration process. If you have any questions, please call your local school. If applicable, select another student and complete the AUP for them.