Step for Step Directions for the 2016-2017 Online Registration Process

Go to Skyward.d15.org and Log into Skyward Family Access

Click on link to open Online Registration

Start the process by clicking on the Student Information (a) tab

Once you have completed verifying the Student information, click on Complete Step 1a and move to Step 1b

Continue verifying the information on Family Address Step 1b and click on complete Step 1b and move to Step 1c

Continue to verify Family Information and Click on Complete Step 1c and move to Step 1d

Verify your student's Emergency Information and click on Complete Step 1d and move to Step 1e

Verify Emergency Contacts. You can Add or Change Contact Order by clicking on the button. Once you are done, click on Complete Step 1e and move to Step 1f.

Verify all Health Information. You are able to type in the area if you need to add more information. Any changes that are requested by guardian has to be approved before it will be permanently changed in Skyward. When the change is approved, you will receive an email. When done, click on complete Step 1f and move to Step 2.

Family Access 2016-2017 Online Registration- Returning Students Only

🔒 McHenry Community Consolidated School District 15 [US] https://skyward.d15.org/scripts/wsisa.dll/WService=wsSky/sfonlinereg001.w

SKYWARD Family Access
STUDENT MCHENRY

MOM MCHENRY   My Account   Email History   Report History   Exit

2016-2017 Online Registration- Returning Students Only

Home	STUDENT (Edgebrook Elementary School 2016-2017)
2016-2017 Online Registration- Returning Students Only	
Calendar	
Gradebook	
Attendance	
Student Info	
Food Service	
Schedule	
Fee Management	
Activities	
Academic History	
Portfolio	
Login History	

Step 1f. 2016-2017 Verify Student Information: Health Information
(Required)

Undo   Undo Change Requests

* In the judgment of the administration, if immediate and/or hospital attention is necessary, your child will be taken to the local hospital by the nearest rescue squad.

Health Problems: KATHLEEN JAYKO 02/29/2016 8:53 AM

Demo for Student

Allergy Notes: seasonal allergies

Medication Notes:

Hospital Notes:

Vision Notes:

Hearing Notes: Needs a hearing test.... Doesn't act like he hears me. :)

Other Concerns: Add any information you would think the nurse needs to know.

Complete Step 1f and move to Step 2

*All fields with **bold text** and **borders** are currently waiting for approval by the district.*

Welcome to Online Registration 2016-2017

1. 2016-2017 Verify Student Information
   ✓ a. Student Information
   ✓ b. Family Address
   ✓ c. Family Information
   ✓ d. Emergency Information
   ✓ e. Emergency Contacts
   f. Health Information
2. 2016-2017 Transportation/Daycare Information
3. 2016-2017 Publication Permission
4. AUP Agreement
5. Make a Food Service Payment
6. Make a Fee Payment
7. Fee Waiver Forms Available
8. Complete 2016-2017 Online Registration- Returning Students Only

Previous Step   Next Step

Close and Finish Later

Step 2 Update Transportation/Daycare Information, You can click on View full screen to see the whole form or scroll down through the form. Once you are done, click on Complete Step 2 and move to Step 3.

Step 3 Publication Permission Authorization Form. Please fill out and when done, click on Complete Step 3 and move to Step 4.

Step 4 AUP Authorization Form. Please read the form and fill out the bottom area. When done click on Complete Step 4 and move to Step 5.

Family Access 2016-2017 Online Registration- Returning Students Only

🔒 McHenry Community Consolidated School District 15 [US] https://skyward.d15.org/scripts/wsisa.dll/WService=wsSky/sfonlinereg0...

Family Access
SKYWARD® STUDENT MCHENRY

MOM MCHENRY   My Account   Email History   Report History   Exit

2016-2017 Online Registration- Returning Students Only

STUDENT (Edgebrook Elementary School 2016-2017)

Step 4. AUP Agreement (Required)

Print   ⛶ View Full Screen

McHenry Elementary School District
1011 N. Green Street, McHenry, Illinois 60050
www.d15.org

Josh Reitz   Tele
Assistant Superintendent for Learning Services
jreitz@d15.org   Inforr

AUP Authorization Form

STUDENT AUTHORIZATION FOR INTERNET/DISTRICT NETWORK ACCES
Parent(s)/guardians(s) must sign the Authorization before the student will be granted supervised or unsupervised access to
Please read this document carefully before signing.

All use of the Internet and District Network shall be consistent with the District's goal of promoting educational excellence by fac
communication. This Authorization does not attempt to state all required or proscribed behavior by users. However, some speci
any user to follow the terms of the Authorization for Internet and District Network Access will result in the loss of privileges
legal action.   The signature(s) at the end of this document indicates the party who signed has read the terms and conditions c

Terms and Conditions
1.   Acceptable Use – Access to the District's Internet and District Network must be for the purpose of education or research, and
objectives of the District.
2.   Privileges – The use of the District's Internet and District Network is a privilege, not a right, and inappropriate use will result
District Administrators will make decisions regarding whether or not a user has violated this Authorization and may deny, revoke
decision may be appealed to the Board of Education.
3.   Unacceptable Use – The student is responsible for his/her actions and activities involving the Internet and District Network.
a.   Using the Internet and District Network for any illegal activity, including violation of copyright or other contracts, or transmi
or State regulation:

Complete Step 4 and move to Step 5

Welcome to Online Registration 2016-2017

1. 2016-2017 Verify Student Information
✓ Completed 03/16/2016 10:34am

✓ a. Student Information
✓ b. Family Address
✓ c. Family Information
✓ d. Emergency Information
✓ e. Emergency Contacts
✓ f. Health Information

2. 2016-2017 Transportation/Daycare Information
✓ Completed 03/16/2016 10:35am

3. 2016-2017 Publication Permission
✓ Completed 03/16/2016 10:39am

4. AUP Agreement

5. Make a Food Service Payment

6. Make a Fee Payment

7. Fee Waiver Forms Available

8. Complete 2016-2017 Online Registration- Returning Students Only

Previous Step   Next Step

Close and Finish Later

Step 5 Make a Food Service Payment Online (Optional- Payment online is optional for the registration process). You have to click on Make Feed Service Payment Link and just click back if you are not making a payment. Then click on Complete Step 5 and move to Step 6. If you don't click on the link, just click on the next step on the right side to continue.
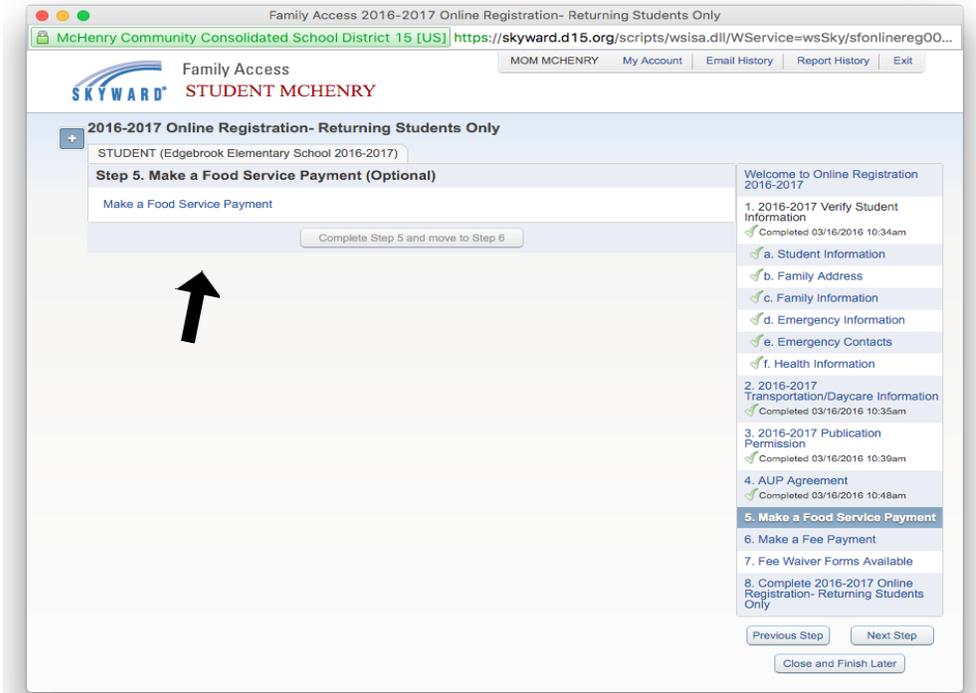
Step 6 Make a Fee Payment Online (Optional- Payment online is optional for the registration process).You have to click on Make Feed Service Payment Link and just click back if you are not making a payment. Then click on Complete Step 6 and move to Step 7. If you don't click on the link, just click on the next step on the right side to continue.
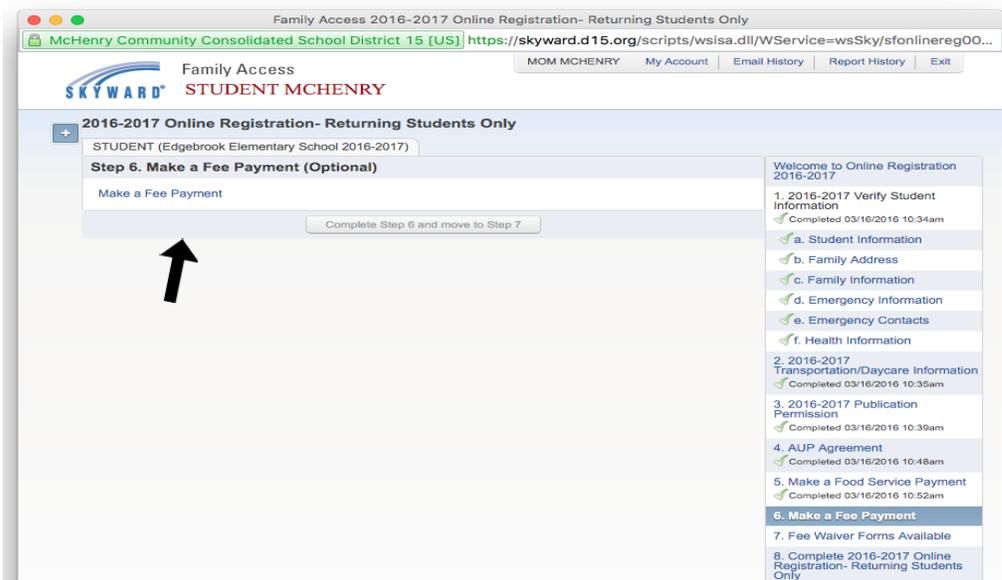
Step 7 (Optional) Fee Waiver Forms Available. Click on the link to access the Fee waiver form. This must be printed and filled out, and returned to the Central Office located at 1011 N. Green St., McHenry, IL. 60050

🔒 McHenry Community Consolidated School District 15 [US] https://skyward.d15.org/scripts/wsisa.dll/WService=wsSky/sfonlinereg001...

Family Access
STUDENT MCHENRY
S K Y W A R D®

MOM MCHENRY | My Account | Email History | Report History | Exit

2016-2017 Online Registration- Returning Students Only

STUDENT (Edgebrook Elementary School 2016-2017)

Step 7. Fee Waiver Forms Available (Optional)
Application for Fee Waiver is available on our website. Click on the link to access the form. You must print and fillout and turn into Central Office.

Fee Waiver Forms Available

Complete Step 7 and move to Step 8

Welcome to Online Registration 2016-2017

1. 2016-2017 Verify Student Information
   Completed 03/16/2016 10:34am
   ✓ a. Student Information
   ✓ b. Family Address
   ✓ c. Family Information
   ✓ d. Emergency Information
   ✓ e. Emergency Contacts
   ✓ f. Health Information

2. 2016-2017 Transportation/Daycare Information
   Completed 03/16/2016 10:35am

3. 2016-2017 Publication Permission
   Completed 03/16/2016 10:39am

4. AUP Agreement
   Completed 03/16/2016 10:48am

5. Make a Food Service Payment
   Completed 03/16/2016 10:52am

6. Make a Fee Payment
   Completed 03/16/2016 10:54am

7. Fee Waiver Forms Available

8. Complete 2016-2017 Online Registration- Returning Students Only

Previous Step | Next Step

Close and Finish Later

Step 8 Check and make sure all steps have been completed. If not, click on the step on the right and click on the complete button. When all Steps have been completed, click on Submit 2016-2017 Online Registration- Returning Students Only button. You have now completed all the steps of registration.

It's okay to submit your registration with Skipped optional steps (Food and Fee Payments and Waiver Forms).

When you log into Family Access after completing online registration. You can go back in at any time and edit any step. Please note that if you edit a step, you must make sure all steps are completed and click on the Submit button again.
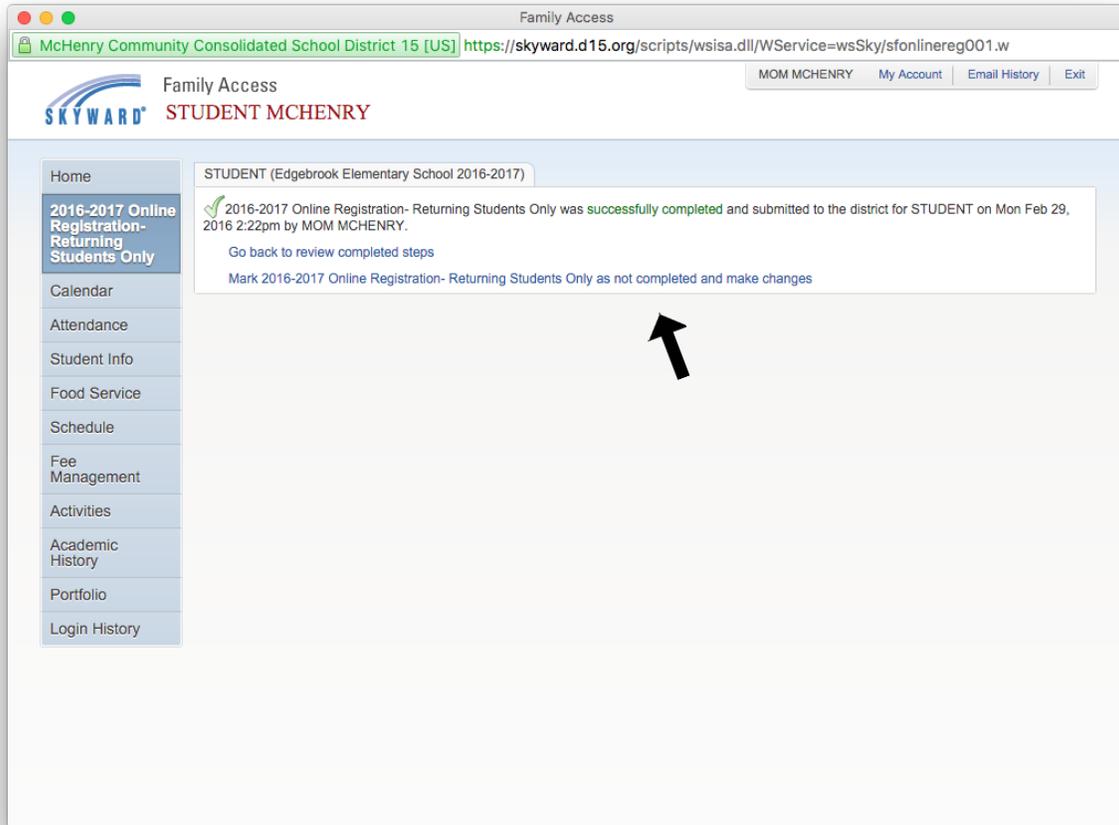
After you have completed the Online Registration Process The guardian will receive an email stating you have completed registration and with any changes that were submitted.

(Example email)

MOM MCHENRY,

2016-2017 Online Registration has been completed for this child. Please review the Steps below and contact the district if there are any errors.

===

Step 1) 2016-2017 Verify Student Information

   Requested Changes Pending Approval by the District:

   Area: Alert Info

   Field: Alert Information

   Requested For: STUDENT MCHENRY

   Requested Value: Demo Student

(Enter any medical info here)

   Area: Emerg. Contacts

   Field: Pick Up

Requested For: DAD MCHENRY

Requested Value:

Area: Emerg. Contacts

Field: Relationship

Requested For: DAD MCHENRY

Requested Value:

Area: Emerg. Contacts

Field: Delete Contact

Requested For: FATHER MCHENRY

Requested Value: Yes

Area: Health Info

Field: Allergy Notes

Requested For: STUDENT MCHENRY

Requested Value: seasonal allergies

Area: Health Info

Field: Hearing Notes

Requested For: STUDENT MCHENRY

Requested Value: Needs a hearing test.... Doesn't act like he hears me. :)

Area: Health Info

Field: Other Concerns

Requested For: STUDENT MCHENRY

Requested Value: Add any information you would think the nurse needs to know.

**   * If a Requested Change is denied by the district, 2016-2017 Online Registration- Returning Students Only for this student will be marked as INCOMPLETE.**

Step 2) 2016-2017 Transportation/Daycare Information

Step 3) 2016-2017 Publication Permission

Step 4) AUP Agreement

Step 5) Make a Food Service Payment

Step 6) Make a Fee Payment

Step 7) Fee Waiver Forms Available

District: McHenry School District 15

District Web Site: www.d15.org

State: IL

District Code: 0630150

Skyward