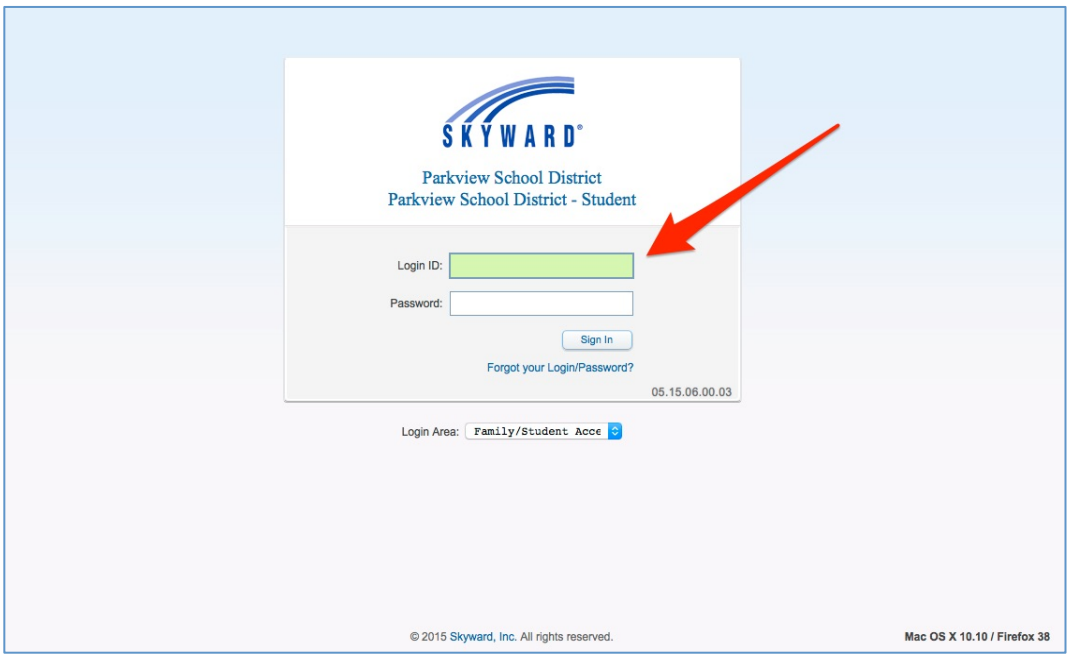
Parkview School District Online Registration Tutorial

Step 1 – Log into Skyward Family Access

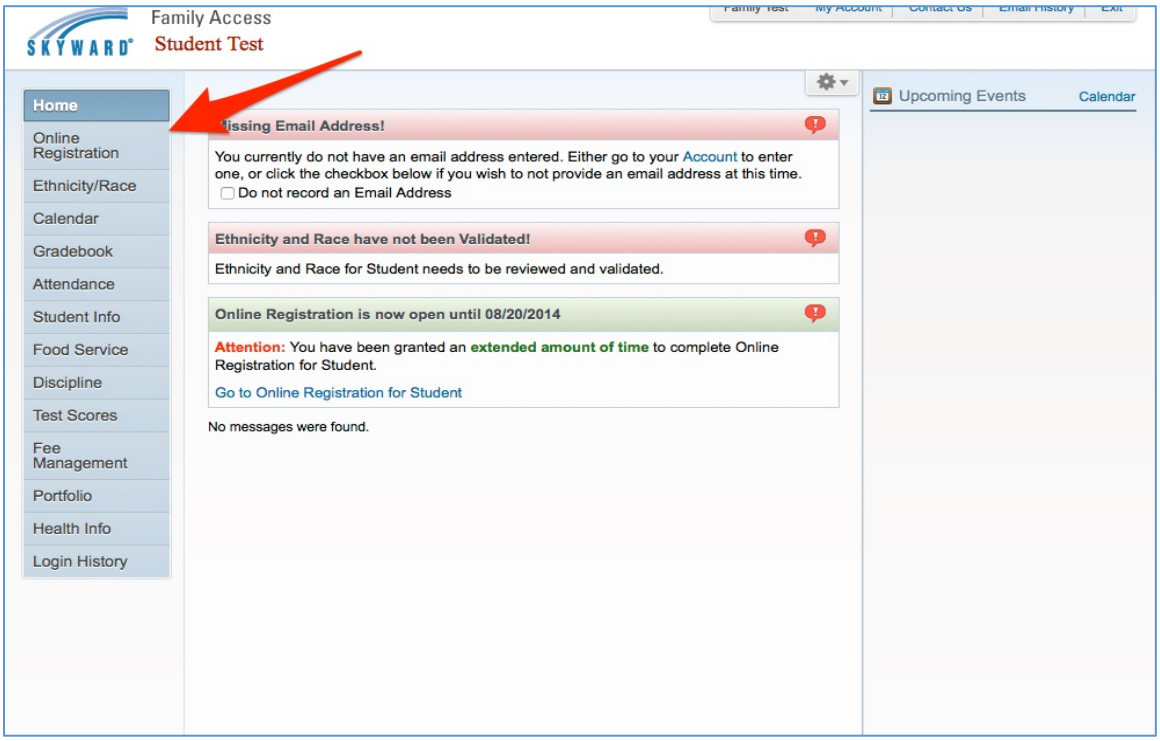
- There are two main ways to log into Skyward Family Access to begin the online registration process:
  1. Use the following url: https://skyward.iscorp.com/scripts/wsisa.dll/WService=wseduparkviewwi/fwemnu01.w
  2. Click on the Skyward Family Access icon on the district webpage. This icon is located in the upper right corner of the district homepage as illustrated below.

- When you get to the login screen for Skyward, enter your user name and password to enter the family portal. If you do not know your user name or password, please contact Ann Buehl at 608-879-2717 ext. 5127.

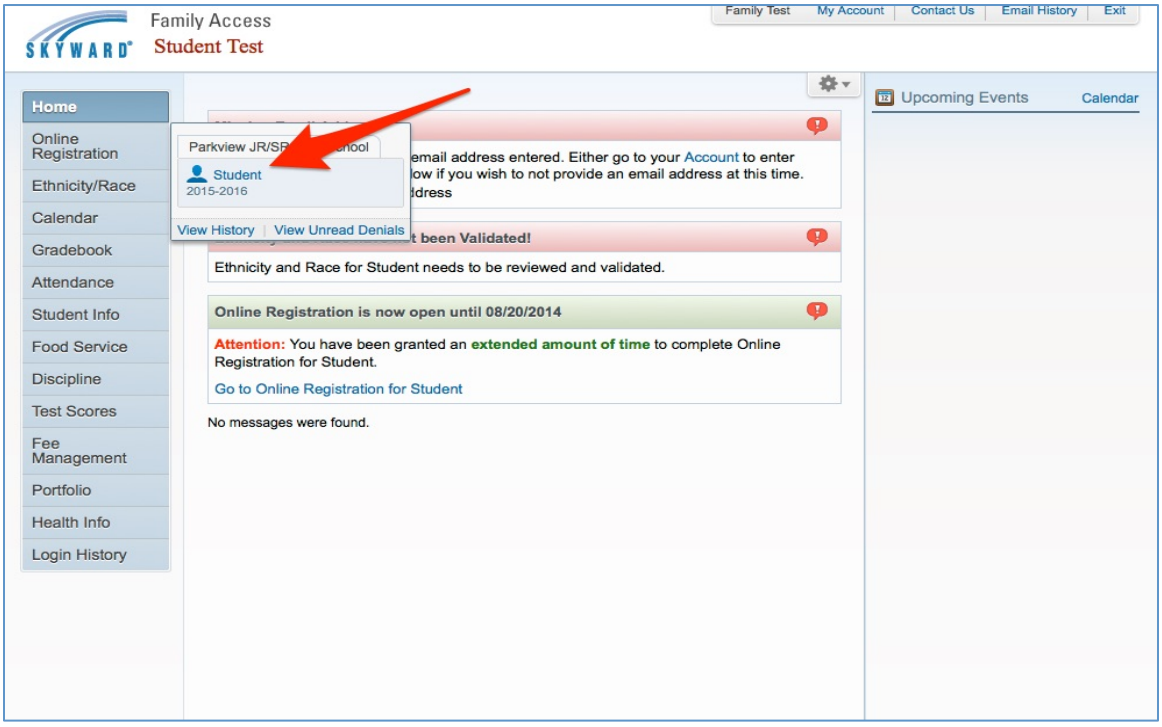


Step 2 – Access Online Registration

- Once logged into Skyward Family Access, you will see a button on the left side of the screen for online registration. Click on the button.

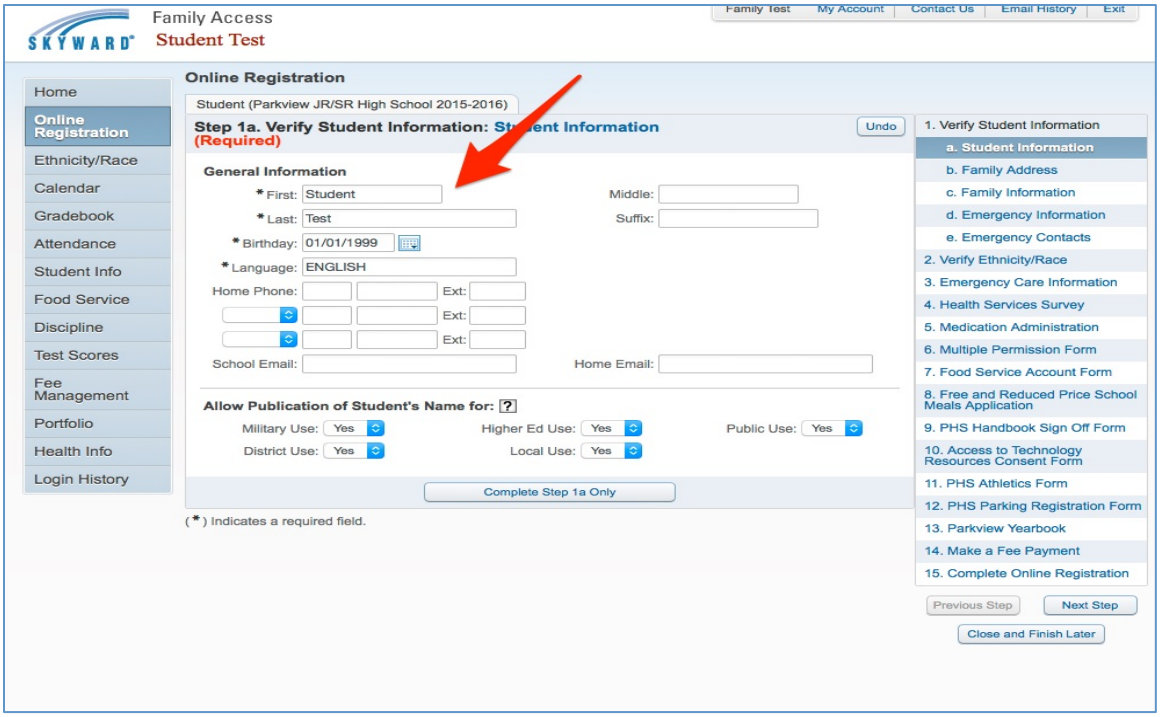


- When you click on the button, a box will pop up that will allow you to select your children enrolled in Parkview. You will need to complete the online process for each of your students.

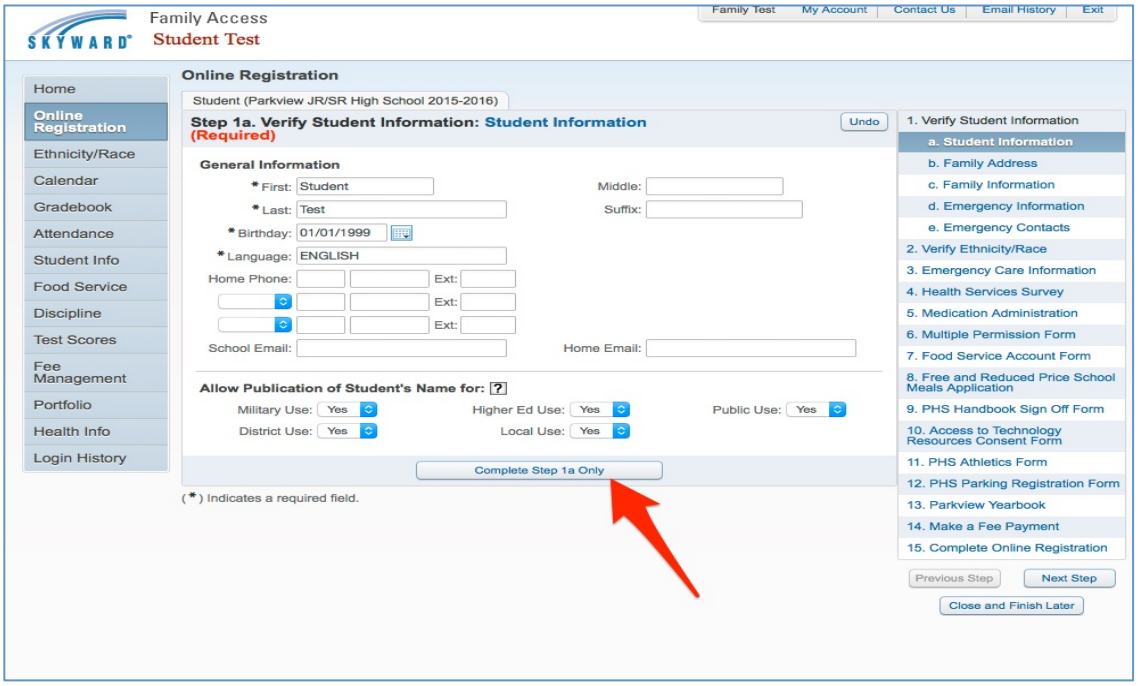


Step 3 – Enter/Update/Verify Student Information

- Once you have clicked on the student you want to complete registration for, you will be brought to a screen with a list of steps to complete. One of the first steps in this process is to update or verify your student's information in Skyward.
- The information that will be displayed will be the current information the district has on file for your student. If any of the information is incorrect, please update accordingly.

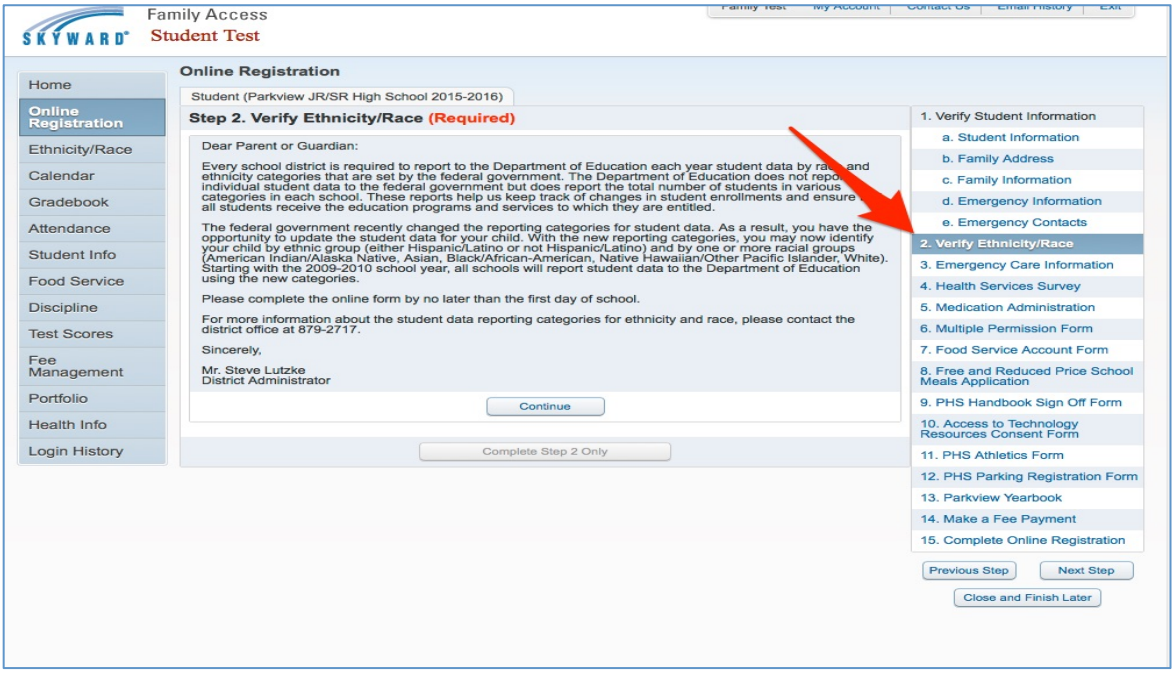


- When you complete a step, please make sure you click on the "Complete Step" button on the bottom of the page.

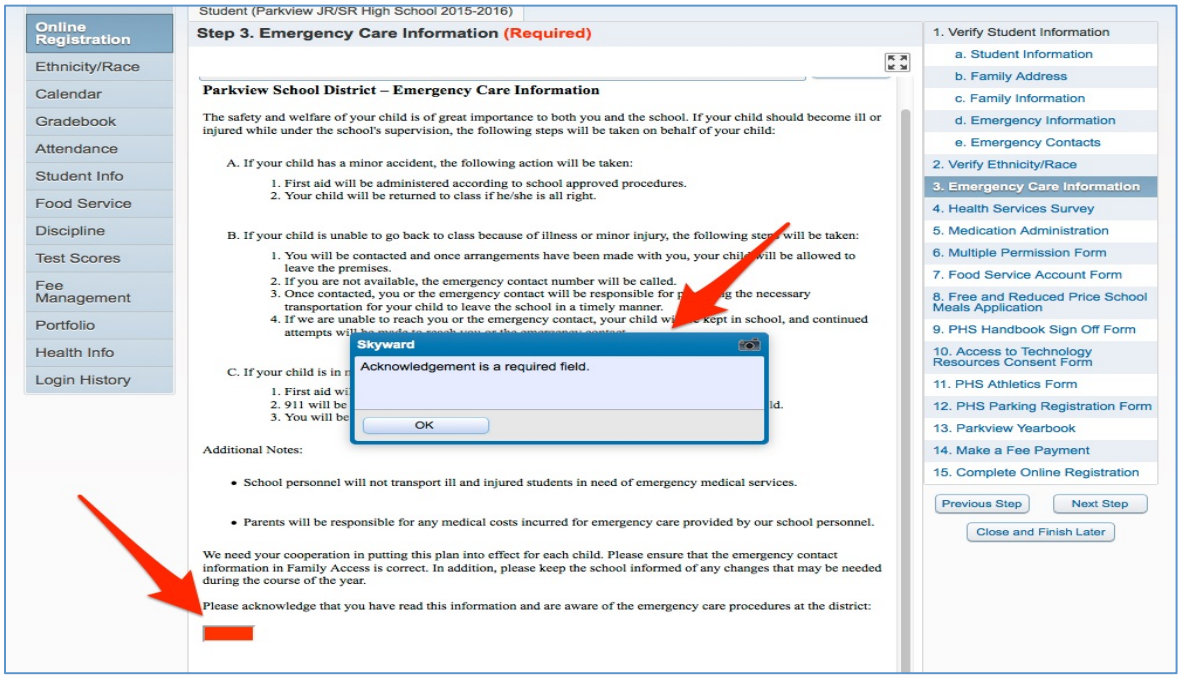


Step 4 – Complete the Rest of the Steps in the Online Registration Process

- Continue to work through the steps listed on the right side of the online registration portal.
- The number of steps to be completed will depend on the grade level of your student(s).
- Each step will have a description on the information needed to complete the step.

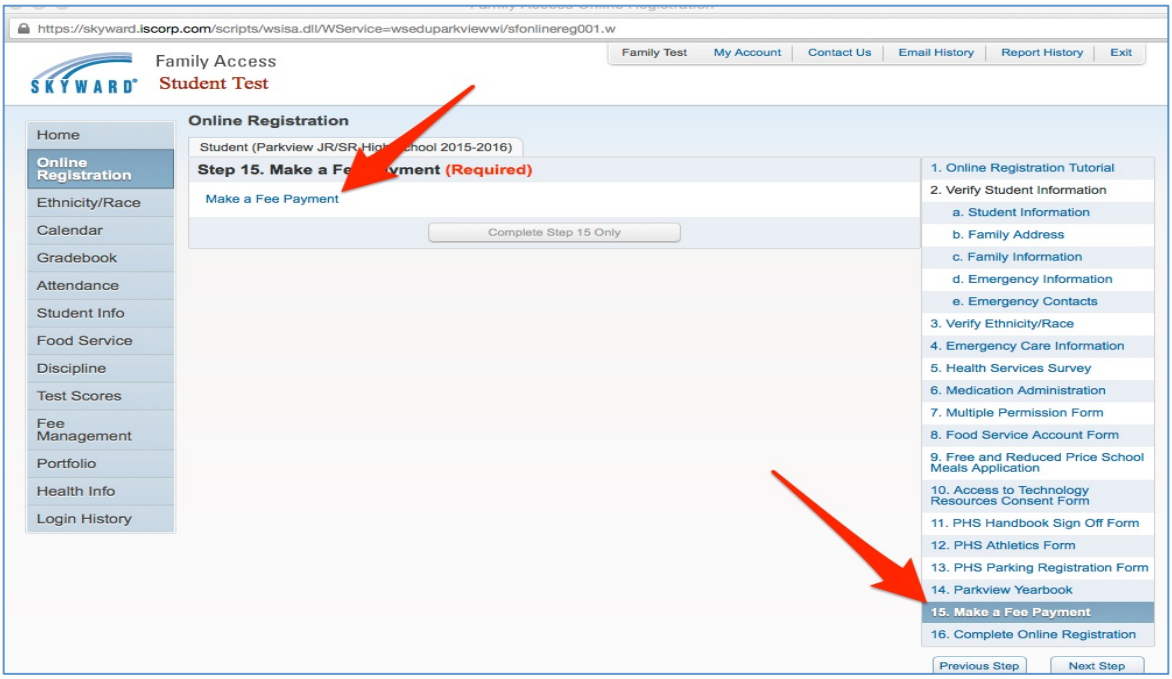


- Some steps are required and some steps are optional.
- In order to complete the online registration process, you must complete all required steps.
- If you try to complete a required step without the necessary information, a warning box will pop up on your screen letting you know what information is needed.

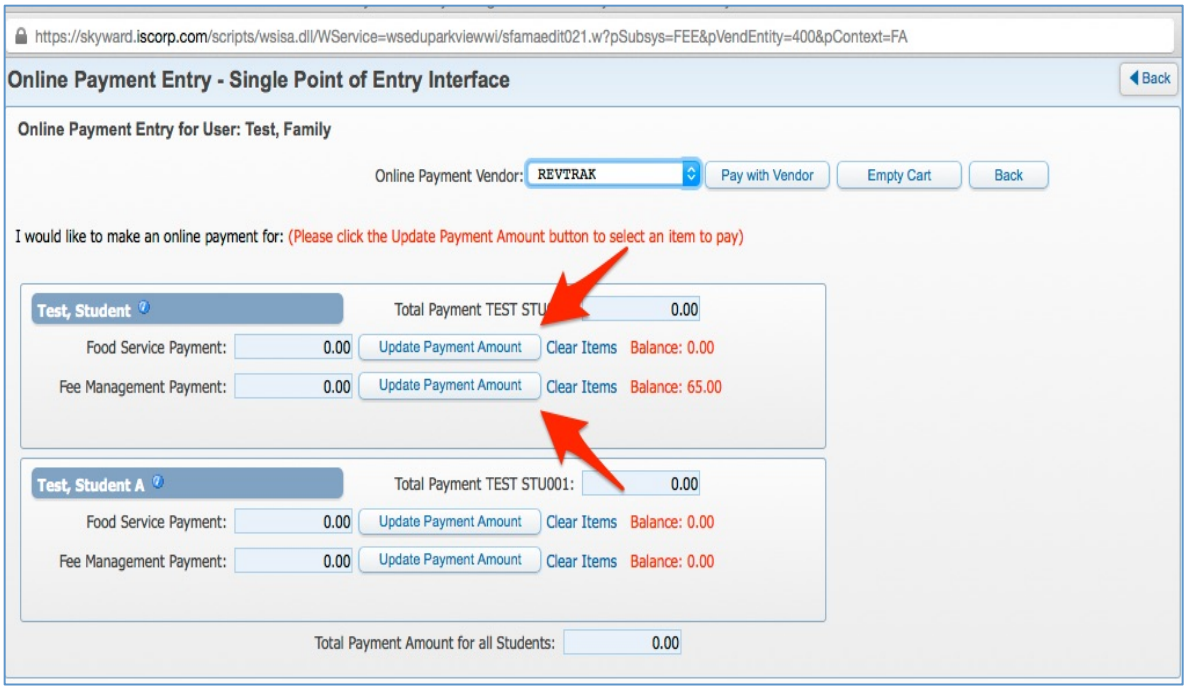


Step 5 – Make a Fee Payment

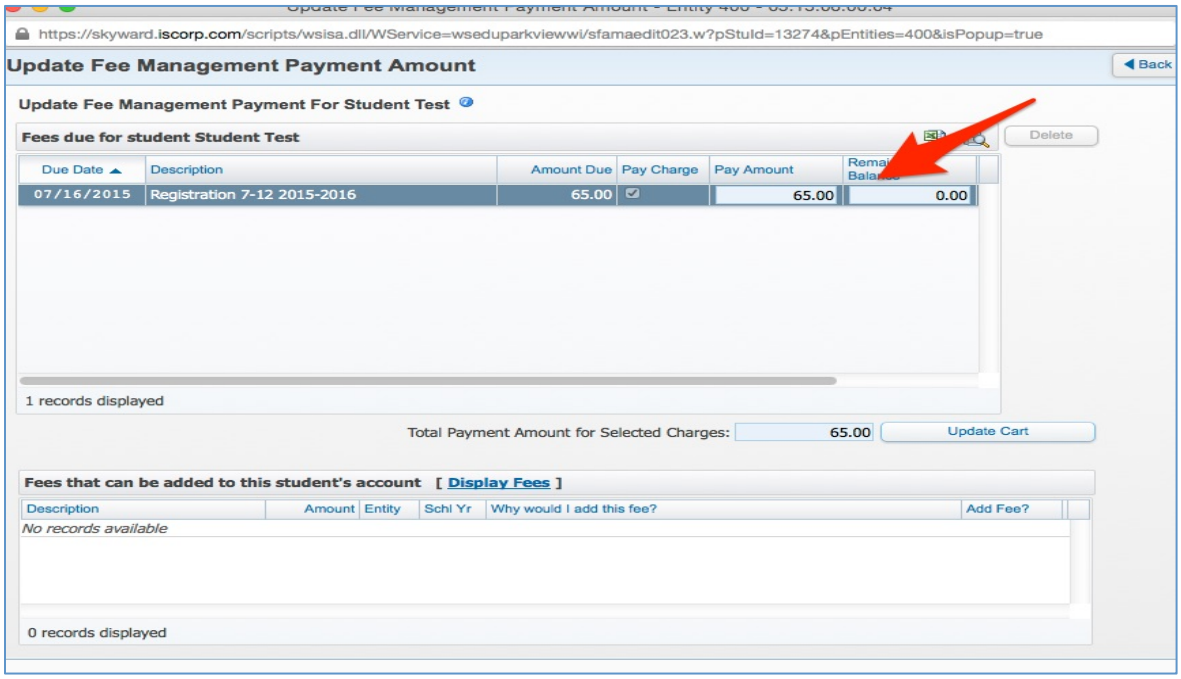
- Once you have completed most of the main steps for the online registration process, your last step before completing registration is making a fee payment for registration fees and other fees if applicable.



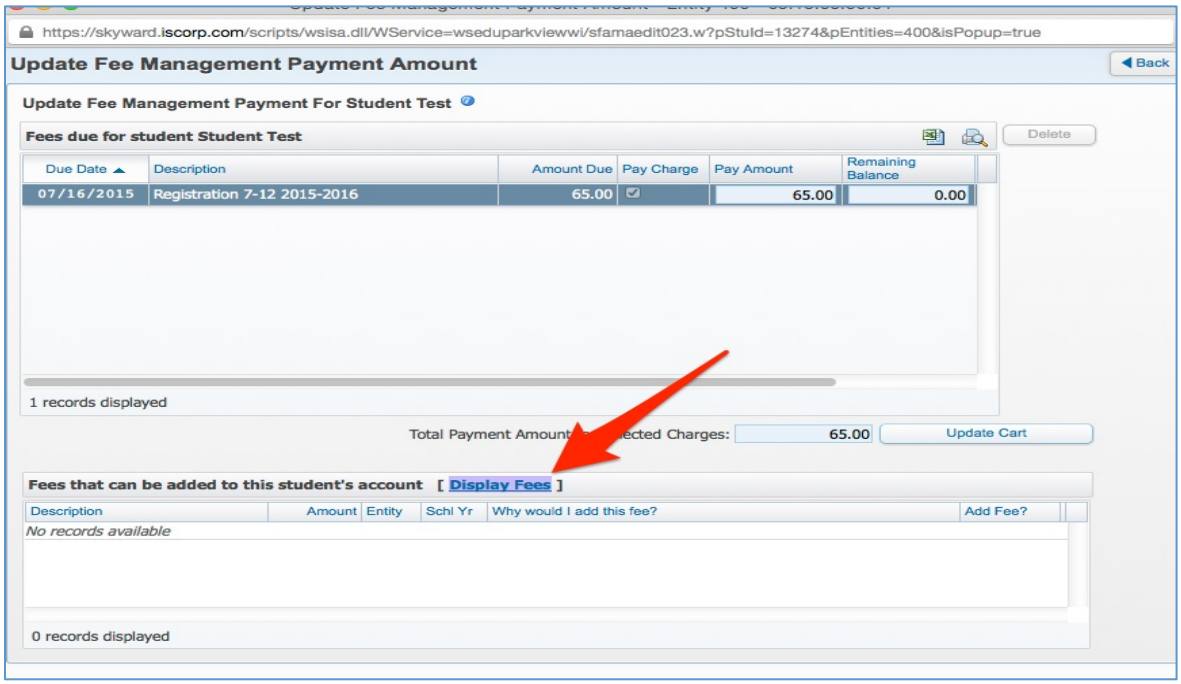
- When you click on "Make a Fee Payment," you will be taken to a screen that has been used in the past to add money to lunch accounts.
- You will notice that in addition to food service payments, you can also now make a fee management payment.



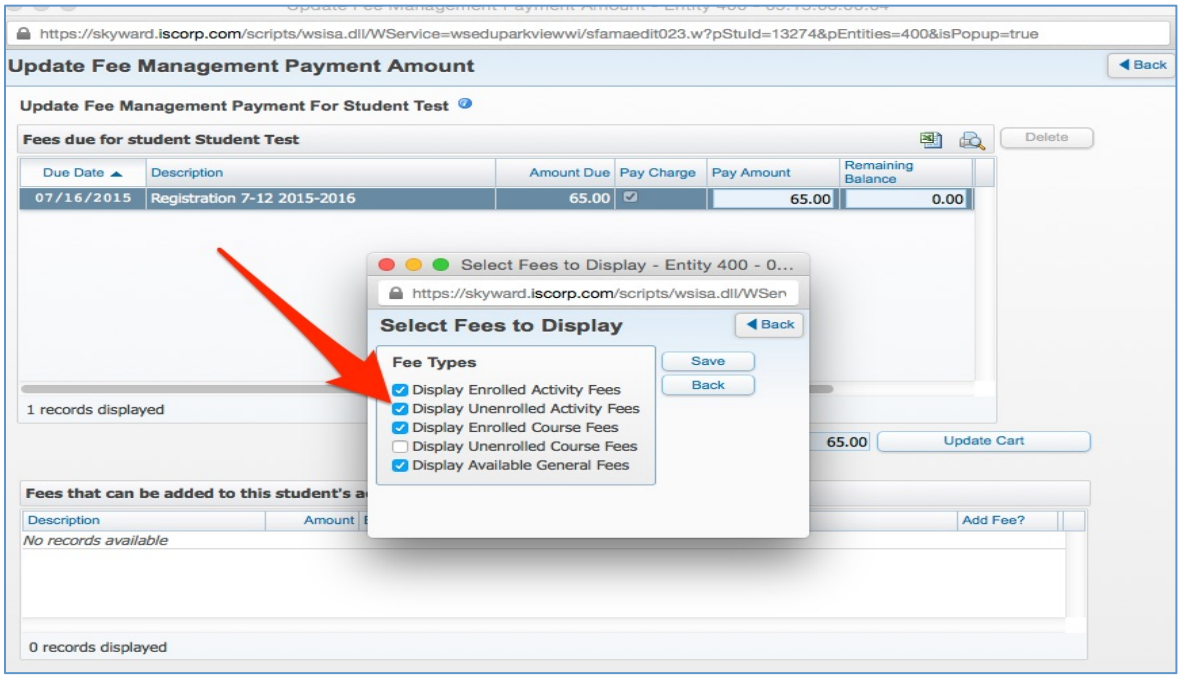
- In order to pay for registration online, you will click on “Update Payment Amount” for fee management payment where you will be taken to a new screen that will list the registration fee for the current year.
- If the registration fee is not listed in the upper box, you will need to add the fee using the lower box.



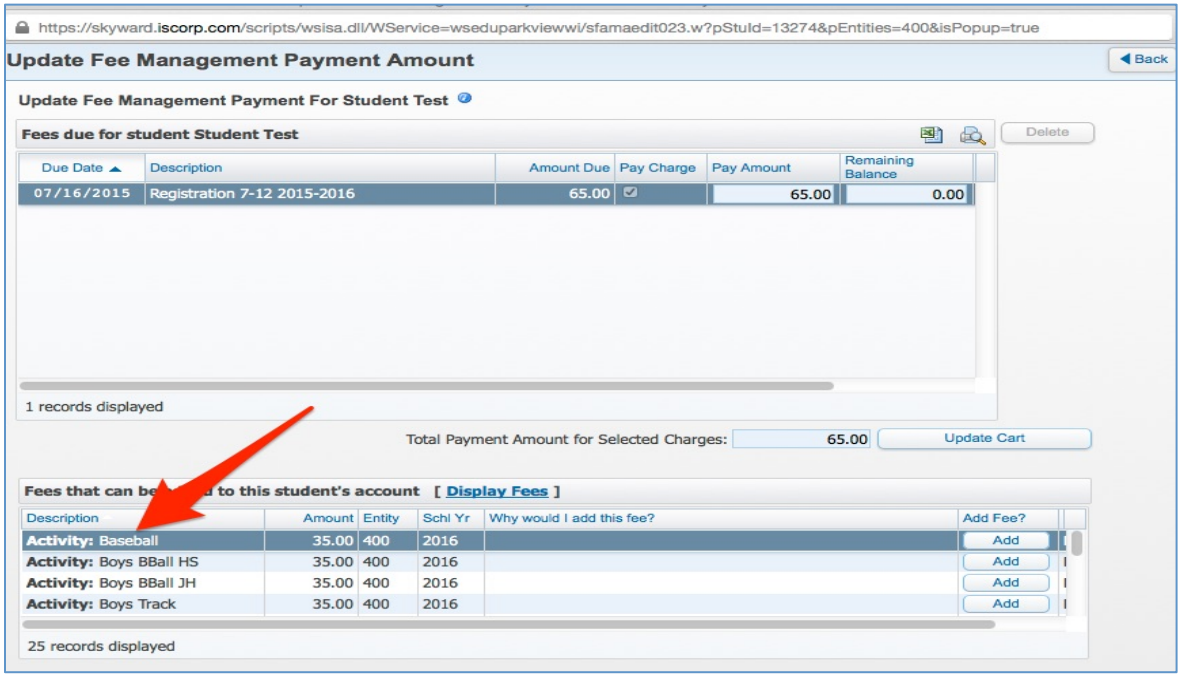
- The lower box can also be used to add other fees if you would like to pay for them right away.
- In order to have these other payments display, you will need to adjust the filter to show “Display Unenrolled Activity Fees.”



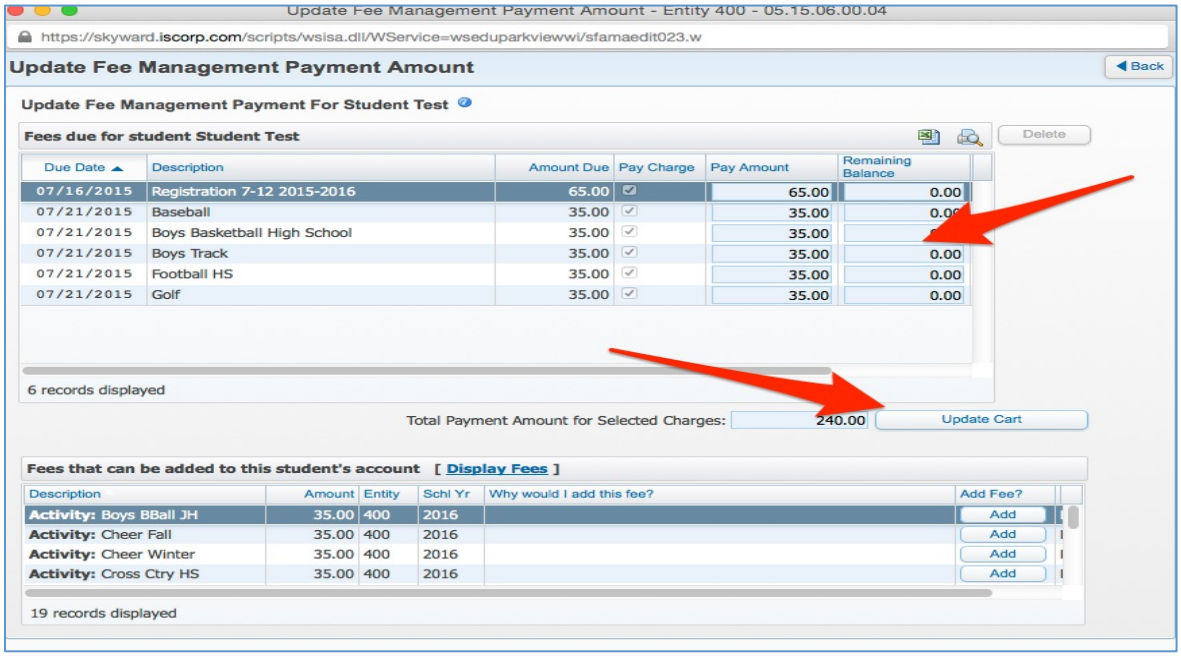
- If the "Display Unenrolled Activity Fees" is checked, you will be able to see other fees such as fees for sports and other co-curricular activities.



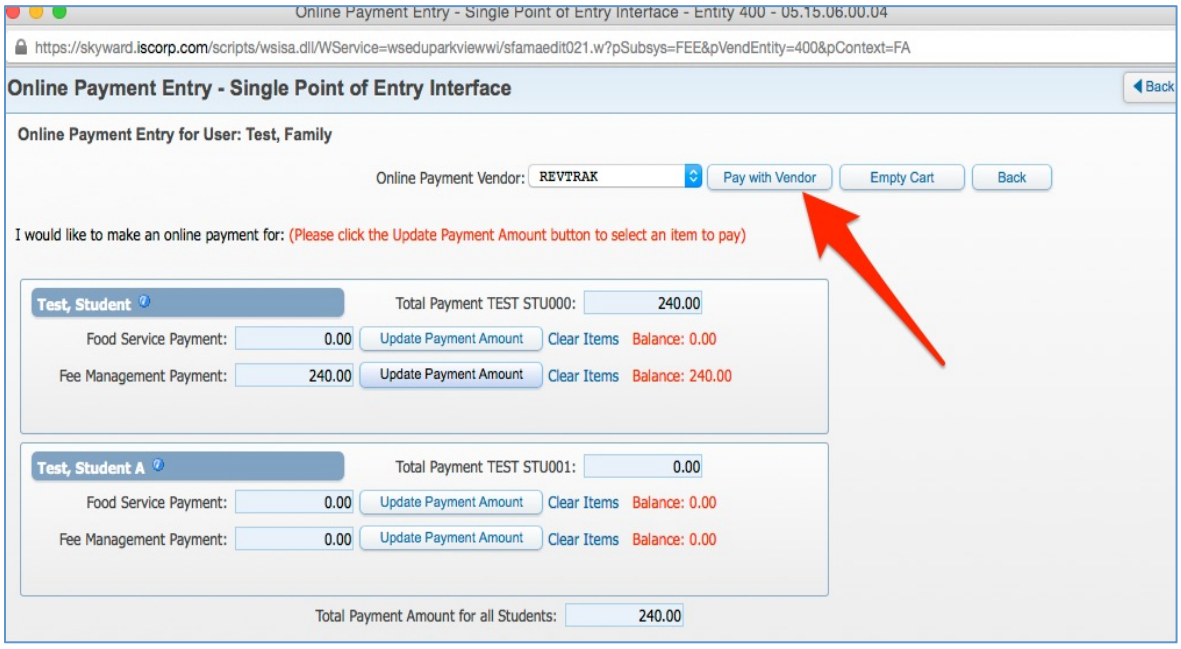
- Once these unenrolled activity fees are displayed, you will be able to add various fees to your shopping cart.
- Once your student is enrolled in an activity, your building secretary will assess fees and the fee will move from the lower box to the upper box automatically. For registration, very few of these non-registration fees will be assessed due to the district not knowing co-curricular enrollment until after registration.



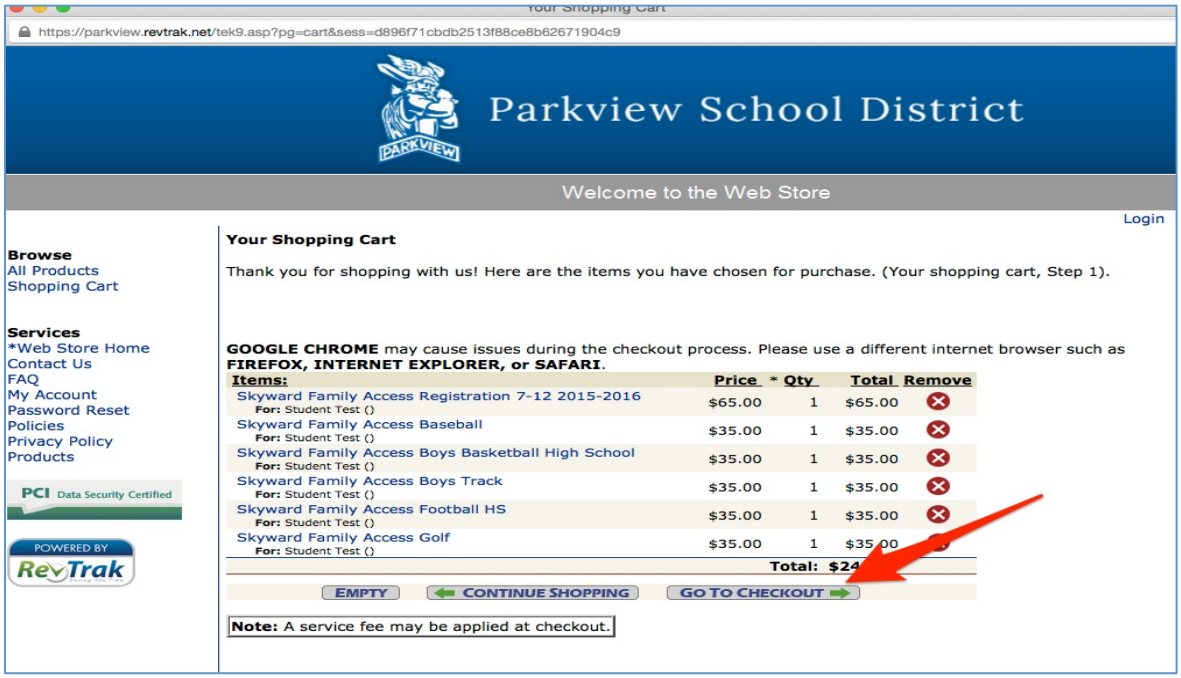
- The family cap of $175 for athletic registration fees is in place, but may not be immediately apparent.
- When adding fees, you will notice when you start adding athletic fees beyond $175, your fees will not show up in the upper box even though they disappear from the lower box when you add them.
- These sports fees are being added, but will have no cost since you have met the $175 cap. Your student's main fee management page in Skyward Family Access will show these fees as paid with zero cost when you are finished.
- When you are done adding items to your cart, click on the "Update Cart" button to add them to your shopping cart.



- When you are done adding fees to your shopping cart, you are ready to make a payment.
- You can make a payment by clicking on the "Pay with Vendor" icon on the main payment page.

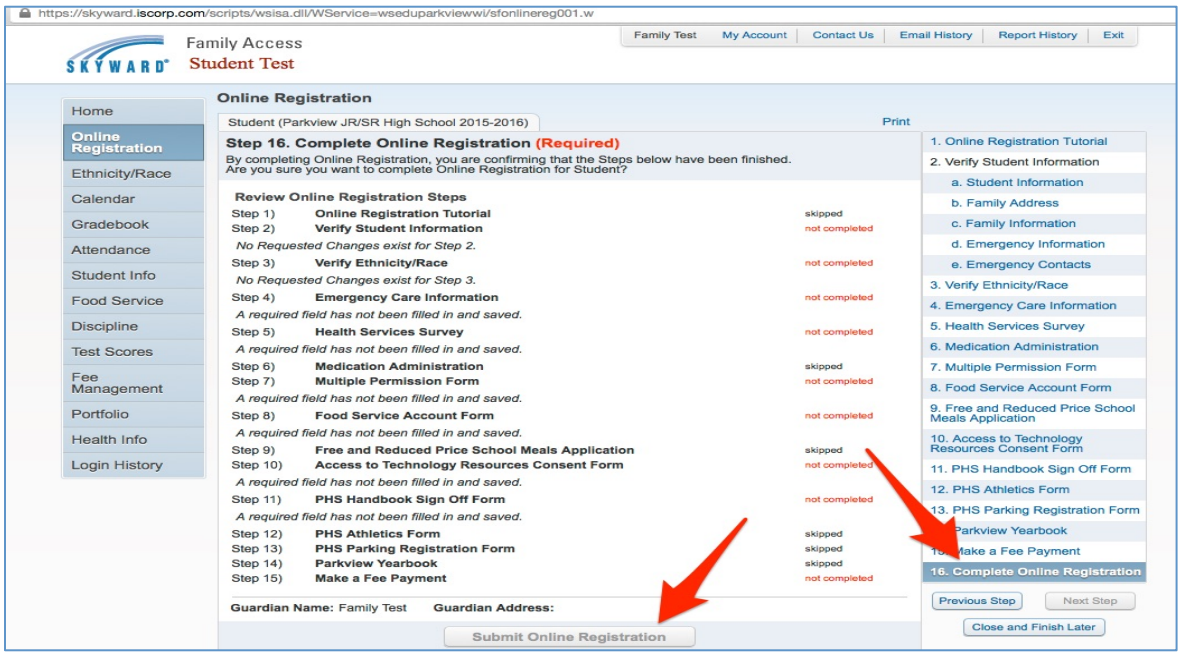


- Clicking on the “Pay with Vendor” button will take you to the RevTrak site where you can process a payment using a credit or debit card.



Step 6 – Complete Online Registration

- When you have made your fee payment and completed all the required steps, you are ready to submit your documents for online registration.
- If any required steps are not completed, the button to complete registration will not be available. The button will become available once all necessary steps are completed.
- Once your documents are submitted, our Student Registrar will review the information and approve any changes. If there are any questions, the Parkview School District will reach out to you.
- Thank you for completing online registration!



Parkview School District Online Registration Contacts

Ben Irwin, Business Manager

608-879-2717 ext. 6114
birwin@email.parkview.k12.wi.us

- General questions about the online registration process.
- Technical questions on Skyward Family Access and online registration.
- Questions on making a fee payment.

Ann Buehl, LMC Director

608-879-2717 ext. 5127
abuehl@email.parkview.k12.wi.us

- Questions about logging into Skyward Family Access.
- User name and password reset for Skyward Family Access.

Stacy Neal, Student Registrar

608-879-2717 ext. 5119
sneal@email.parkview.k12.wi.us

- Questions about enrolling a new student in the district.

Sue Draves, District Administrator Secretary

608-879-2717 ext. 6191
sdraves@email.parkview.k12.wi.us

- Questions about open enrollment.

Terri Terrill, District Bookkeeper

608-879-2717 ext. 6146
tterrill@email.parkview.k12.wi.us

- Questions on the free and reduced meals application.