

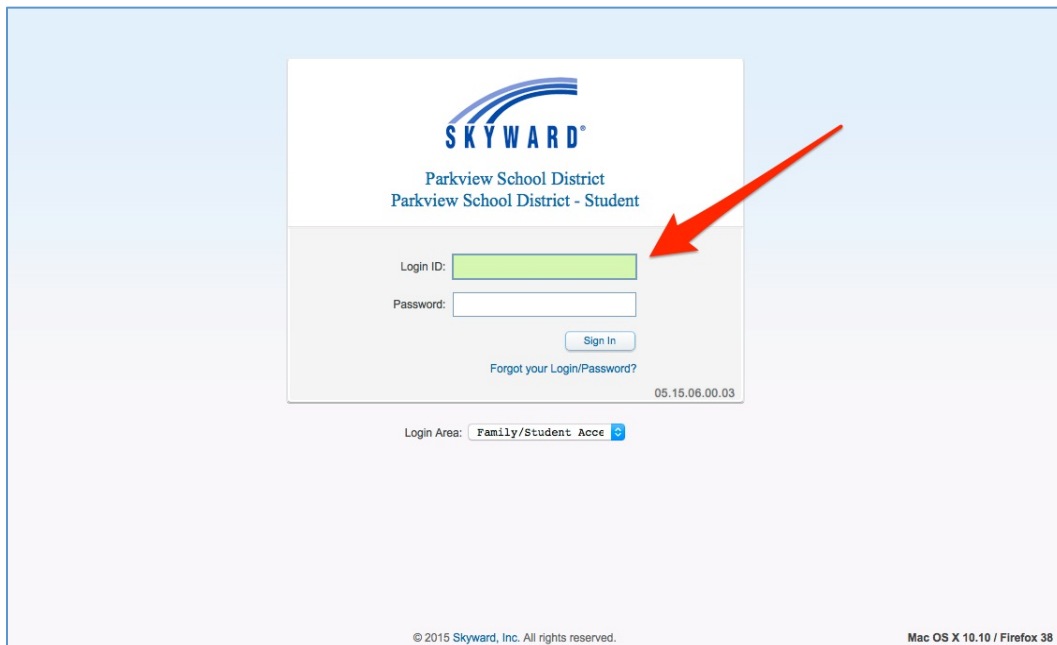
Parkview School District Online Registration Tutorial

Step 1 – Log into Skyward Family Access

- There are two main ways to log into Skyward Family Access to begin the online registration process:
 - Use the following url:
<https://skyward.iscorp.com/scripts/wsisa.dll/WService=wseduparkviewwi/fwemnu01.w>
 - 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.

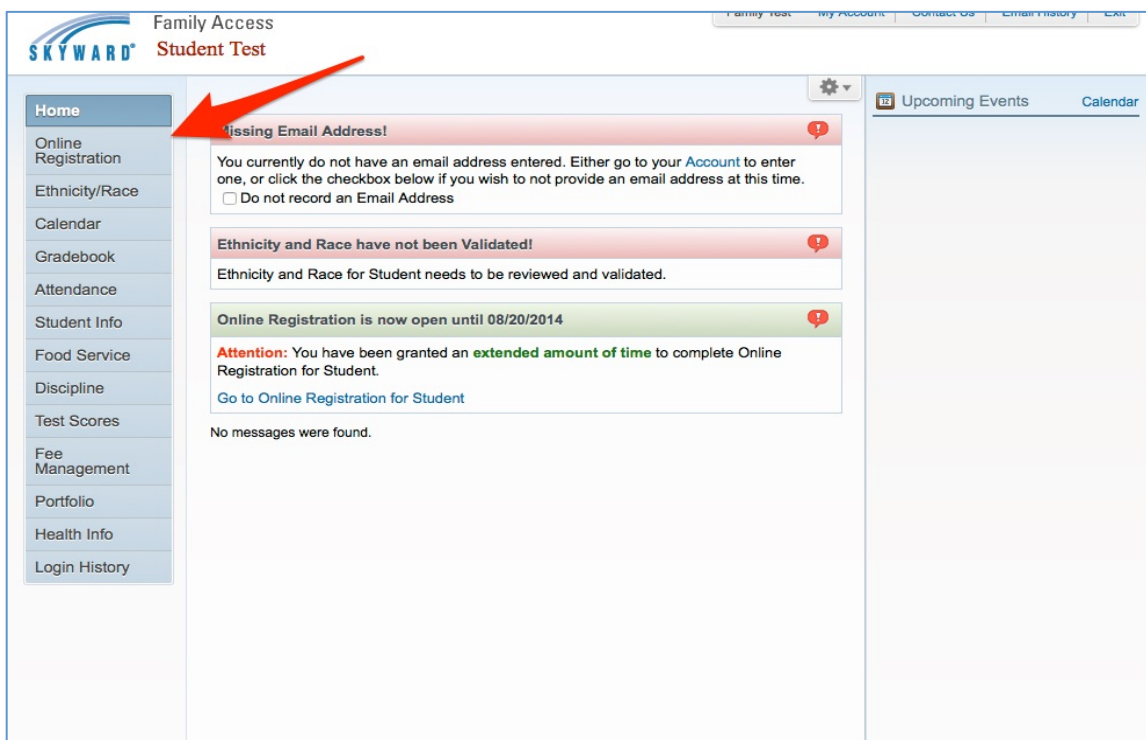


- When you get to the login screen for Skyward, enter your user name and password to enter the family portal. If you do not know your user name or password, please contact Ann Buehl at 608-879-2717 ext. 5127.

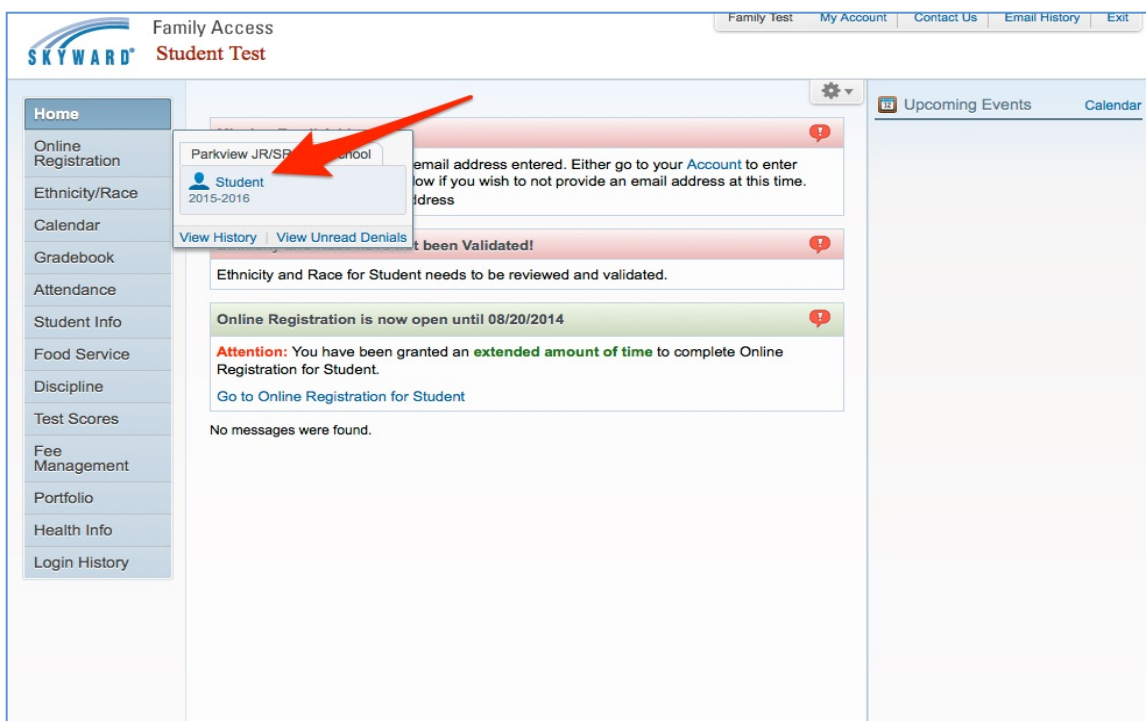


Step 2 – Access Online Registration

- 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.

The screenshot shows the Skyward Family Access Student Test interface. The left sidebar contains a navigation menu with options: Home, Online Registration (selected), Ethnicity/Race, Calendar, Gradebook, Attendance, Student Info, Food Service, Discipline, Test Scores, Fee Management, Portfolio, Health Info, and Login History. The main content area is titled 'Online Registration' and 'Step 1a. Verify Student Information: Student Information (Required)'. It includes fields for General Information: First Name (Student), Last Name (Test), Birthday (01/01/1999), Language (ENGLISH), Home Phone, School Email, Middle, and Suffix. There are also checkboxes for 'Allow Publication of Student's Name for' Military, District, Higher Ed, Local, and Public use. A red arrow points to the 'Student Information' sub-step in the right-hand menu, which lists 15 steps: 1. Verify Student Information, 2. Verify Ethnicity/Race, 3. Emergency Care Information, 4. Health Services Survey, 5. Medication Administration, 6. Multiple Permission Form, 7. Food Service Account Form, 8. Free and Reduced Price School Meals Application, 9. PHS Handbook Sign Off Form, 10. Access to Technology Resources Consent Form, 11. PHS Athletics Form, 12. PHS Parking Registration Form, 13. Parkview Yearbook, 14. Make a Fee Payment, and 15. Complete Online Registration. At the bottom of the main content area is a 'Complete Step 1a Only' button.

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

This screenshot is identical to the one above, showing the same Skyward Family Access Student Test interface. However, a red arrow points to the 'Complete Step 1a Only' button located at the bottom of the main content area, below the 'Allow Publication of Student's Name for' section.

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.

The screenshot shows the Skyward Family Access Student Test Online Registration portal. The left sidebar contains navigation links: Home, Online Registration (selected), Ethnicity/Race, Calendar, Gradebook, Attendance, Student Info, Food Service, Discipline, Test Scores, Fee Management, Portfolio, Health Info, and Login History. The main content area is titled "Online Registration" and "Student (Parkview JR/SR High School 2015-2016)". It displays "Step 2. Verify Ethnicity/Race (Required)". A red arrow points to the "Continue" button. The right sidebar lists 15 steps: 1. Verify Student Information, 2. Verify Ethnicity/Race (selected), 3. Emergency Care Information, 4. Health Services Survey, 5. Medication Administration, 6. Multiple Permission Form, 7. Food Service Account Form, 8. Free and Reduced Price School Meals Application, 9. PHS Handbook Sign Off Form, 10. Access to Technology Resources Consent Form, 11. PHS Athletics Form, 12. PHS Parking Registration Form, 13. Parkview Yearbook, 14. Make a Fee Payment, and 15. Complete Online Registration. Navigation buttons at the bottom include "Previous Step", "Next Step", and "Close and Finish Later".

- 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.

The screenshot shows the Skyward Family Access Student Test Online Registration portal, Step 3: Emergency Care Information (Required). The left sidebar is the same as in the previous screenshot. The main content area is titled "Parkview School District – Emergency Care Information". It explains the importance of emergency care information and lists actions to be taken in various scenarios. A red arrow points to a "Skyward" pop-up window that says "Acknowledgement is a required field." with an "OK" button. Another red arrow points to a red box at the bottom of the page, indicating where the user must provide an acknowledgment. The right sidebar lists 15 steps, with "3. Emergency Care Information" selected. Navigation buttons at the bottom include "Previous Step", "Next Step", and "Close and Finish Later".

Step 5 – Make a Fee Payment

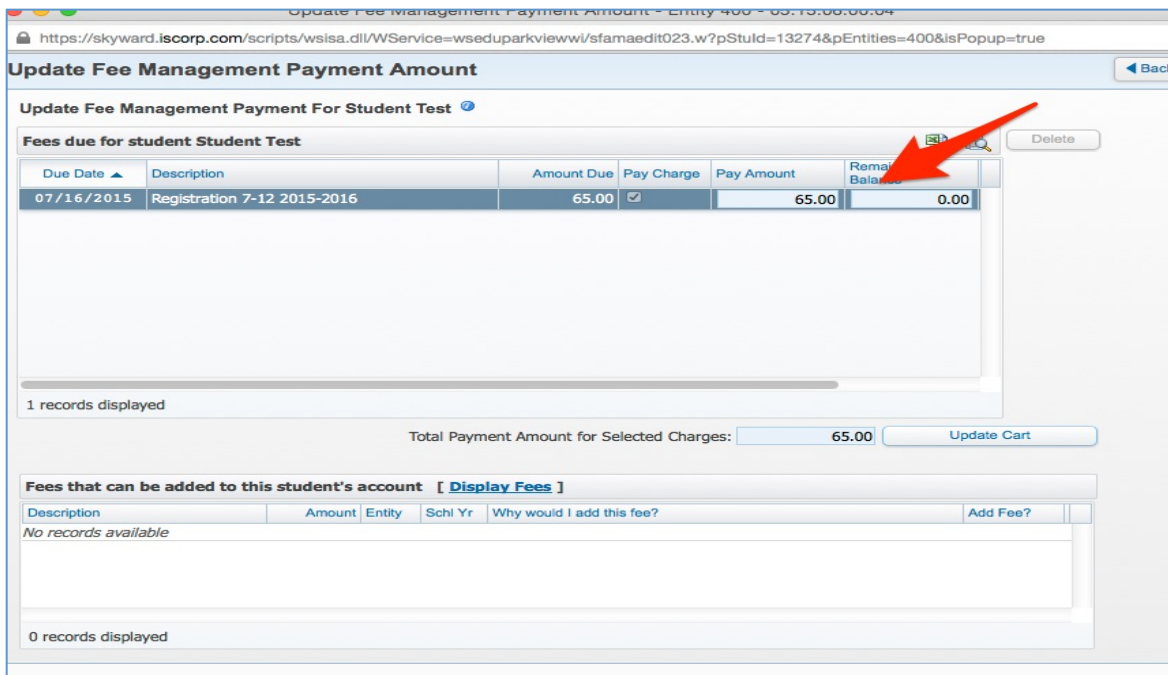
- Once you have completed most of the main steps for the online registration process, your last step before completing registration is making a fee payment for registration fees and other fees if applicable.

The screenshot shows the Skyward Family Access Student Test Online Registration page. The page title is "Family Access Student Test". The main content area is titled "Online Registration" and shows "Step 15. Make a Fee Payment (Required)". A red arrow points to the "Make a Fee Payment" link. Below the link is a button labeled "Complete Step 15 Only". On the right side, there is a list of steps from 1 to 16. Step 15, "Make a Fee Payment", is highlighted in blue. A red arrow points to this step in the list. The list of steps includes: 1. Online Registration Tutorial, 2. Verify Student Information (a. Student Information, b. Family Address, c. Family Information, d. Emergency Information, e. Emergency Contacts), 3. Verify Ethnicity/Race, 4. Emergency Care Information, 5. Health Services Survey, 6. Medication Administration, 7. Multiple Permission Form, 8. Food Service Account Form, 9. Free and Reduced Price School Meals Application, 10. Access to Technology Resources Consent Form, 11. PHS Handbook Sign Off Form, 12. PHS Athletics Form, 13. PHS Parking Registration Form, 14. Parkview Yearbook, 15. Make a Fee Payment, and 16. Complete Online Registration. At the bottom of the list are "Previous Step" and "Next Step" buttons.

- 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 make a fee management payment.

The screenshot shows the Skyward Online Payment Entry - Single Point of Entry Interface. The page title is "Online Payment Entry - Single Point of Entry Interface". The main content area is titled "Online Payment Entry for User: Test, Family". The "Online Payment Vendor" is set to "REVTRAK". Below this, there are two sections for "Test, Student" and "Test, Student A". Each section has a "Total Payment TEST STU" field and a "Balance" field. The "Test, Student" section shows a "Balance" of 0.00, and the "Test, Student A" section shows a "Balance" of 0.00. A red arrow points to the "Update Payment Amount" button in the "Test, Student" section. Another red arrow points to the "Update Payment Amount" button in the "Test, Student A" section. The "Update Payment Amount" button is highlighted in blue. The "Clear Items" button is also highlighted in blue. The "Balance" field is highlighted in red. The "Total Payment Amount for all Students" is 0.00.

- 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.



Update Fee Management Payment Amount - Entity 400 - 05.15.00.04

https://skyward.iscorp.com/scripts/wsisa.dll/WSservice=wsheduparkviewwi/sfamaedit023.w?pStuld=13274&pEntites=400&isPopup=true

Update Fee Management Payment Amount

Update Fee Management Payment For Student Test

Fees due for student Student Test

Due Date	Description	Amount Due	Pay Charge	Pay Amount	Remaining Balance
07/16/2015	Registration 7-12 2015-2016	65.00	<input checked="" type="checkbox"/>	65.00	0.00

1 records displayed

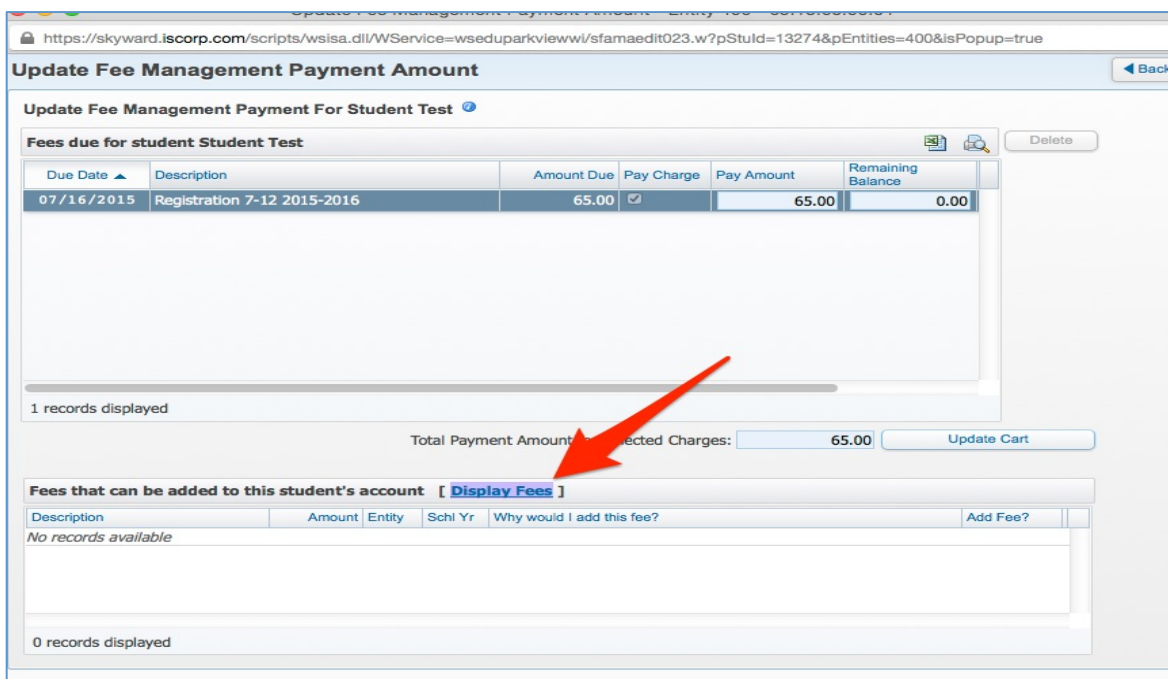
Total Payment Amount for Selected Charges: 65.00 [Update Cart](#)

Fees that can be added to this student's account [\[Display Fees \]](#)

Description	Amount	Entity	Schl Yr	Why would I add this fee?	Add Fee?
No records available					

0 records displayed

- 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.”



Update Fee Management Payment Amount - Entity 400 - 05.15.00.04

https://skyward.iscorp.com/scripts/wsisa.dll/WSservice=wsheduparkviewwi/sfamaedit023.w?pStuld=13274&pEntites=400&isPopup=true

Update Fee Management Payment Amount

Update Fee Management Payment For Student Test

Fees due for student Student Test

Due Date	Description	Amount Due	Pay Charge	Pay Amount	Remaining Balance
07/16/2015	Registration 7-12 2015-2016	65.00	<input checked="" type="checkbox"/>	65.00	0.00

1 records displayed

Total Payment Amount for Selected Charges: 65.00 [Update Cart](#)

Fees that can be added to this student's account [\[Display Fees \]](#)

Description	Amount	Entity	Schl Yr	Why would I add this fee?	Add Fee?
No records available					

0 records displayed

- 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.

Update Fee Management Payment Amount

Update Fee Management Payment For Student Test

Fees due for student Student Test

Due Date	Description	Amount Due	Pay Charge	Pay Amount	Remaining Balance
07/16/2015	Registration 7-12 2015-2016	65.00	<input checked="" type="checkbox"/>	65.00	0.00

1 records displayed

Fees that can be added to this student's account

No records available

0 records displayed

Select Fees to Display - Entity 400 - 0...

Select Fees to Display

Fee Types

- ☒ Display Enrolled Activity Fees
- ☒ Display Unenrolled Activity Fees
- ☒ Display Enrolled Course Fees
- ☐ Display Unenrolled Course Fees
- ☒ Display Available General Fees

Save Back

65.00 Update Cart

Add Fee?

- 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.

Update Fee Management Payment Amount

Update Fee Management Payment For Student Test

Fees due for student Student Test

Due Date	Description	Amount Due	Pay Charge	Pay Amount	Remaining Balance
07/16/2015	Registration 7-12 2015-2016	65.00	<input checked="" type="checkbox"/>	65.00	0.00

1 records displayed

Total Payment Amount for Selected Charges: 65.00 Update Cart

Fees that can be added to this student's account [Display Fees]

Description	Amount	Entity	Schl Yr	Why would I add this fee?	Add Fee?
Activity: Baseball	35.00	400	2016		Add
Activity: Boys BBall HS	35.00	400	2016		Add
Activity: Boys BBall JH	35.00	400	2016		Add
Activity: Boys Track	35.00	400	2016		Add

25 records displayed

- 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.

Update Fee Management Payment Amount - Entity 400 - 05.15.06.00.04

https://skyward.iscorp.com/scripts/wsisa.dll/WService=wseduparkviewwi/sfamaedit023.w

Update Fee Management Payment Amount [Back]

Update Fee Management Payment For Student Test

Fees due for student Student Test

Due Date	Description	Amount Due	Pay Charge	Pay Amount	Remaining Balance
07/16/2015	Registration 7-12 2015-2016	65.00	<input checked="" type="checkbox"/>	65.00	0.00
07/21/2015	Baseball	35.00	<input checked="" type="checkbox"/>	35.00	0.00
07/21/2015	Boys Basketball High School	35.00	<input checked="" type="checkbox"/>	35.00	0.00
07/21/2015	Boys Track	35.00	<input checked="" type="checkbox"/>	35.00	0.00
07/21/2015	Football HS	35.00	<input checked="" type="checkbox"/>	35.00	0.00
07/21/2015	Golf	35.00	<input checked="" type="checkbox"/>	35.00	0.00

6 records displayed

Total Payment Amount for Selected Charges: 240.00 [Update Cart]

Fees that can be added to this student's account [Display Fees]

Description	Amount	Entity	Schl Yr	Why would I add this fee?	Add Fee?
Activity: Boys BBall JH	35.00	400	2016		[Add]
Activity: Cheer Fall	35.00	400	2016		[Add]
Activity: Cheer Winter	35.00	400	2016		[Add]
Activity: Cross Ctry HS	35.00	400	2016		[Add]

19 records displayed

- 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.

Online Payment Entry - Single Point of Entry Interface - Entity 400 - 05.15.06.00.04

https://skyward.iscorp.com/scripts/wsisa.dll/WService=wseduparkviewwi/sfamaedit021.w?pSubsys=FEE&pVendEntity=400&pContext=FA

Online Payment Entry - Single Point of Entry Interface [Back]

Online Payment Entry for User: Test, Family

Online Payment Vendor: REVTRAK [Pay with Vendor] [Empty Cart] [Back]

I would like to make an online payment for: (Please click the Update Payment Amount button to select an item to pay)

Test, Student Total Payment TEST STU000: 240.00

Food Service Payment: 0.00 [Update Payment Amount] [Clear Items] Balance: 0.00

Fee Management Payment: 240.00 [Update Payment Amount] [Clear Items] Balance: 240.00

Test, Student A Total Payment TEST STU001: 0.00

Food Service Payment: 0.00 [Update Payment Amount] [Clear Items] Balance: 0.00

Fee Management Payment: 0.00 [Update Payment Amount] [Clear Items] Balance: 0.00

Total Payment Amount for all Students: 240.00

- 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.

Parkview School District

Welcome to the Web Store

Your Shopping Cart

Thank you for shopping with us! Here are the items you have chosen for purchase. (Your shopping cart, Step 1).

GOOGLE CHROME may cause issues during the checkout process. Please use a different internet browser such as **FIREFOX, INTERNET EXPLORER, or SAFARI.**

Items:	Price	* Qty	Total	Remove
Skyward Family Access Registration 7-12 2015-2016 For: Student Test ()	\$65.00	1	\$65.00	
Skyward Family Access Baseball For: Student Test ()	\$35.00	1	\$35.00	
Skyward Family Access Boys Basketball High School For: Student Test ()	\$35.00	1	\$35.00	
Skyward Family Access Boys Track For: Student Test ()	\$35.00	1	\$35.00	
Skyward Family Access Football HS For: Student Test ()	\$35.00	1	\$35.00	
Skyward Family Access Golf For: Student Test ()	\$35.00	1	\$35.00	
Total:			\$240.00	

[EMPTY](#) [CONTINUE SHOPPING](#) [GO TO CHECKOUT](#)

Note: A service fee may be applied at checkout.

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!

Family Access Student Test

Online Registration

Student (Parkview JR/SR High School 2015-2016)

Step 16. Complete Online Registration (Required)

By completing Online Registration, you are confirming that the Steps below have been finished. Are you sure you want to complete Online Registration for Student?

Review Online Registration Steps

Step	Step Name	Status
Step 1)	Online Registration Tutorial	skipped
Step 2)	Verify Student Information	not completed
No Requested Changes exist for Step 2.		
Step 3)	Verify Ethnicity/Race	not completed
No Requested Changes exist for Step 3.		
Step 4)	Emergency Care Information	not completed
A required field has not been filled in and saved.		
Step 5)	Health Services Survey	not completed
A required field has not been filled in and saved.		
Step 6)	Medication Administration	skipped
Step 7)	Multiple Permission Form	not completed
A required field has not been filled in and saved.		
Step 8)	Food Service Account Form	not completed
A required field has not been filled in and saved.		
Step 9)	Free and Reduced Price School Meals Application	skipped
Step 10)	Access to Technology Resources Consent Form	not completed
A required field has not been filled in and saved.		
Step 11)	PHS Handbook Sign Off Form	not completed
A required field has not been filled in and saved.		
Step 12)	PHS Athletics Form	skipped
Step 13)	PHS Parking Registration Form	skipped
Step 14)	Parkview Yearbook	skipped
Step 15)	Make a Fee Payment	not completed
Step 16)	Complete Online Registration	Completed

Guardian Name: Family Test Guardian Address:

[Submit Online Registration](#)

[Previous Step](#) [Next Step](#) [Close and Finish Later](#)

Parkview School District Online Registration Contacts

Tracy Case, Business Manager

608-879-2717 ext. 6113

tcase@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.

Cari Venzke, Food Service Director

608-879-2994 ext. 6123

cvenzke@email.parkview.k12.wi.us

- Questions on the free and reduced meals application.