Step By Step Instructions for Registering Students Online In Skyward

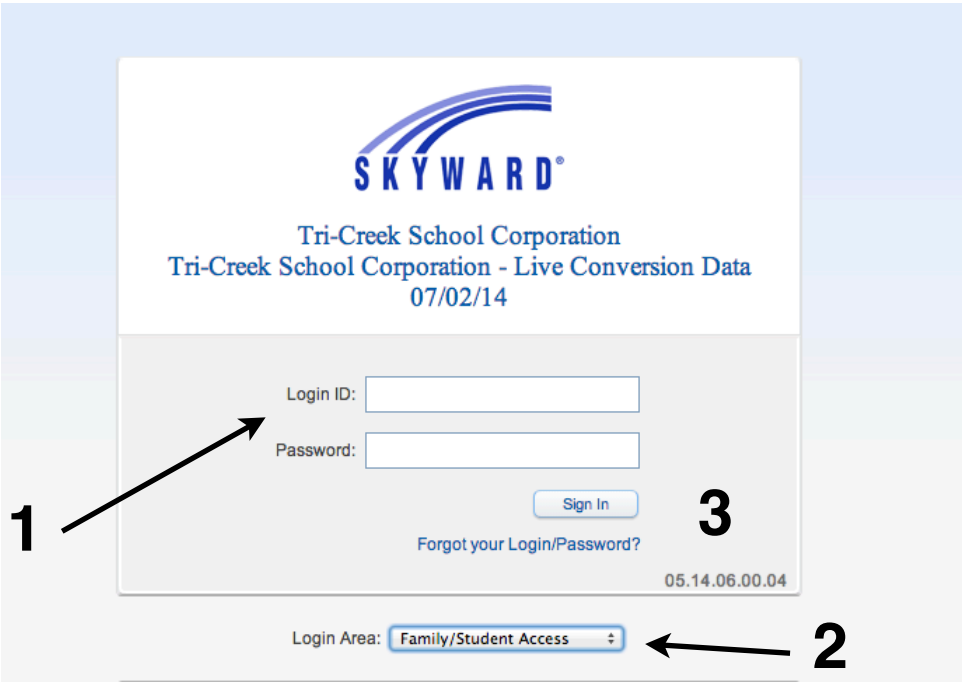
This guide will help you to register your students online in Skyward, Tri-Creek School Corporation's new student management system. Please note that this system is brand new to Tri-Creek and that while we have worked dilligently to ensure that the registration process is as smooth as possible you may run into issues with registering your child. If you do have any issues with the registration process please be patient and contact your child's school for assistance.

Also, please note that in an effort to ensure the most up-to-date information possible from our families there is some information that you will need to re-enter such as parent contact info and emergency contacts. This information was not brought over from Harmony and will need to be re-entered to ensure it is up-to-date.

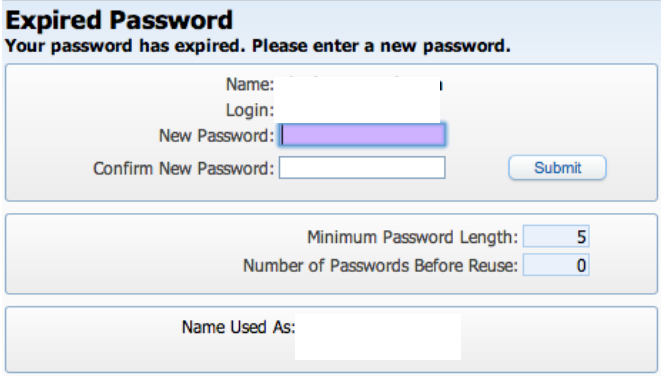
Step 1 - Please visit https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsedutricreekin/fwemnu01.w to log in to register your student. Links to Skyward are also provided on the Tri-Creek School Corporation website and the individual school websites in the Parent section.

You should have received a Skyward login ID and password reset information via email. Please ensure that you reset your password prior to registration. You will enter it in the area below marked (1). If you did not receive a login ID or password please contact your child's school.

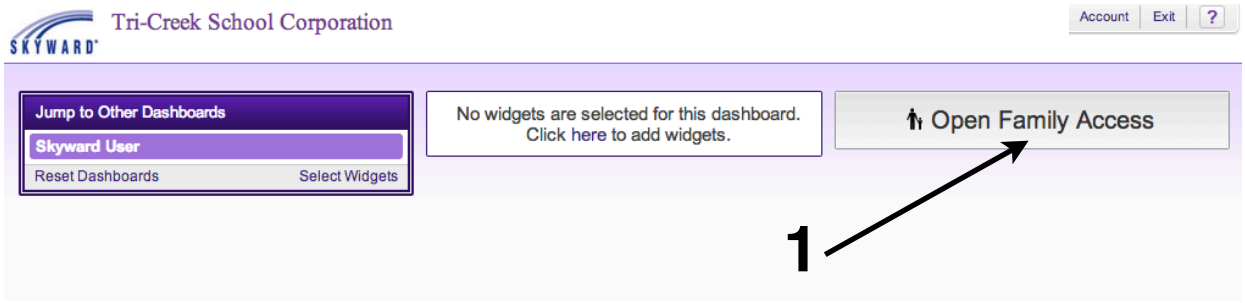
Once you have entered the login ID and password please make sure Family/Student Access is selected from the Login Area at the bottom (2) and then click the Sign In button (3)



If you are logging in for the first time you MAY be prompted to change your password if you have not already done so.



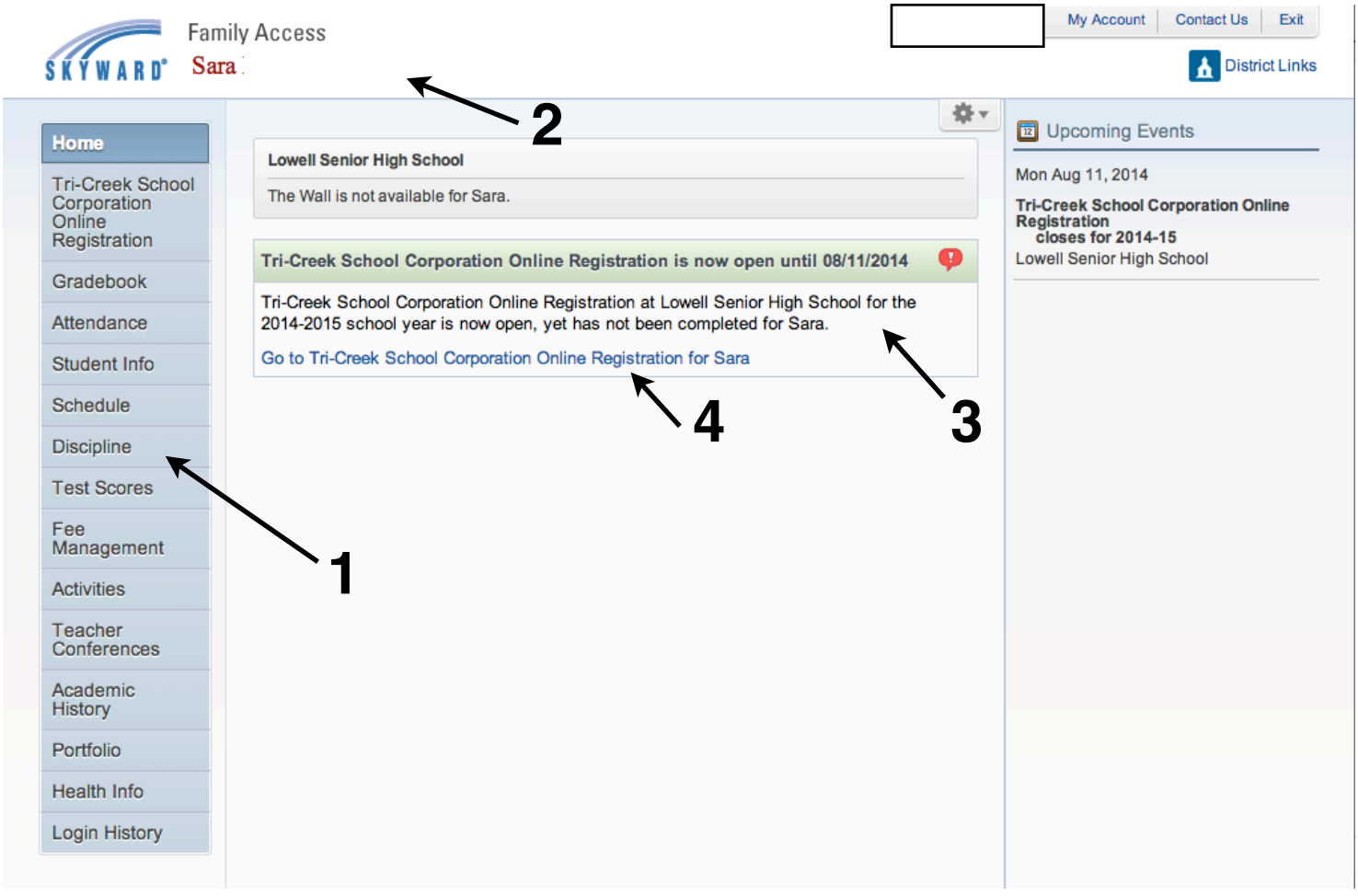
Step 2 - You will be taken to the Dashboard page for the district. Click the Family Access button on the right side (1)



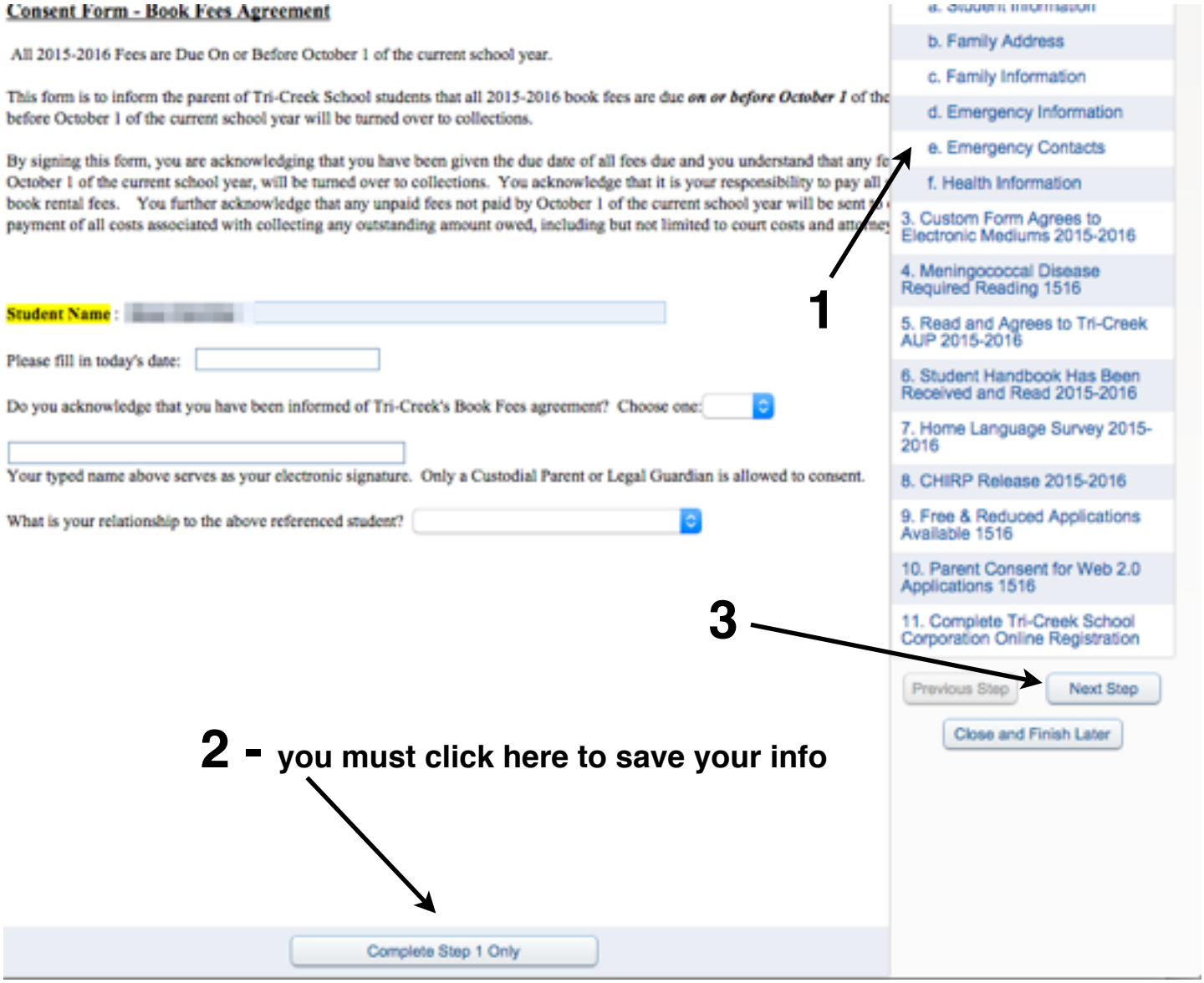
Step 3 - Next you will arrive at the Family Access section. From here you can register your student, view gradebook information, schedules, health information, and pay fees (1). Please note that not all of this information is available at the time of registration and will be added in throughout the year.

If you have more than one student at Tri-Creek School Corporation you will be able to view each student's information by clicking the arrow next to their name at the top of the screen (2). You can move back and forth between your students using this arrow.

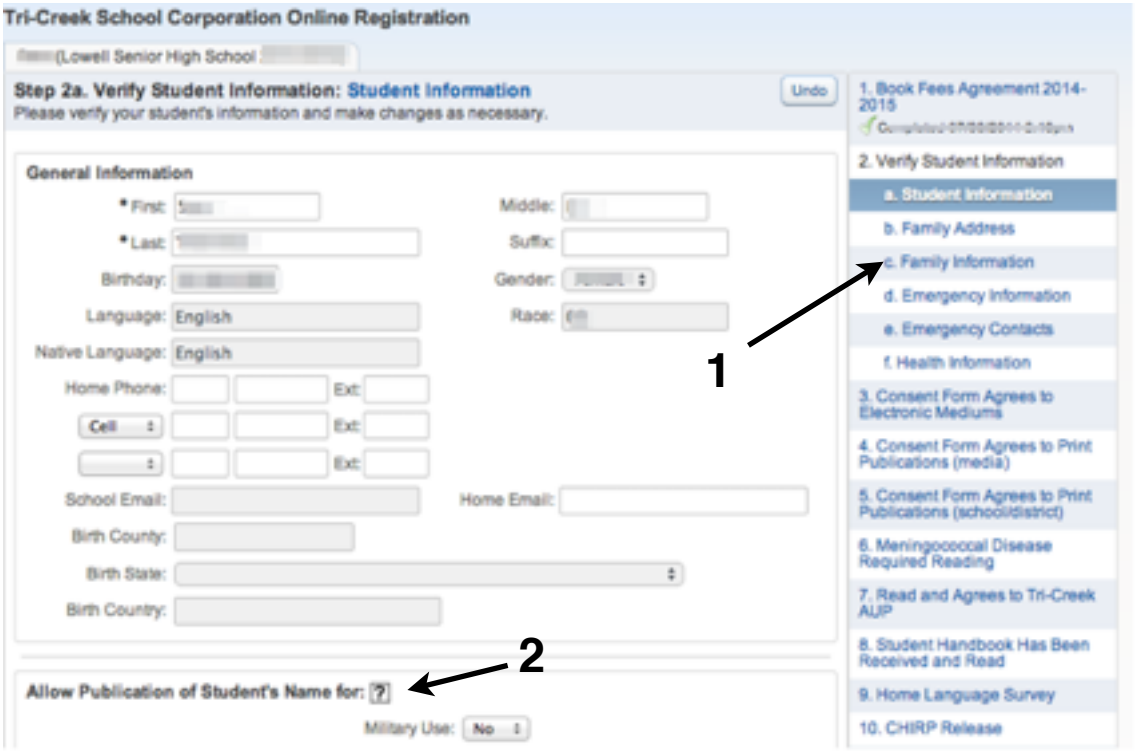
During registration a notice has been placed in the center of the screen to remind you of which students have not been registered for school yet (3). If you have more than one student you will see mutliple reminders. Click on your first student to start the registration process (4).



Step 4 - You will be taken to the first step in the process for registration. A list of all of the steps can be found on the right side of the screen (1). As you complete each item you will see a checkmark next to it. You can move back and forth between any of the items in any order but all items must be completed and checked to complete registration in the final step. Several of the items during the registration process will require you to click on a link to view them. These items will pop up in a new window allowing you to read the information. You will then go back to Skyward to provide any necessary signatures/information, and click on the Complete Step # Only button to save the information (2). **If you do not click the Complete Step button your info will not save**. Once you are finished click the Next Step button (3) to move on. You can also click on the step itself to move on.



Step 5 - You will be taken to your students General Information area. There are several steps labeled A through F that must be completed (1). Some of this information cannot be changed as it already entered by Tri-Creek staff. Any items with a star (*) are required. Items that have a question mark (?) next to them have additional information available about them that can be accessed by clicking on them (2).

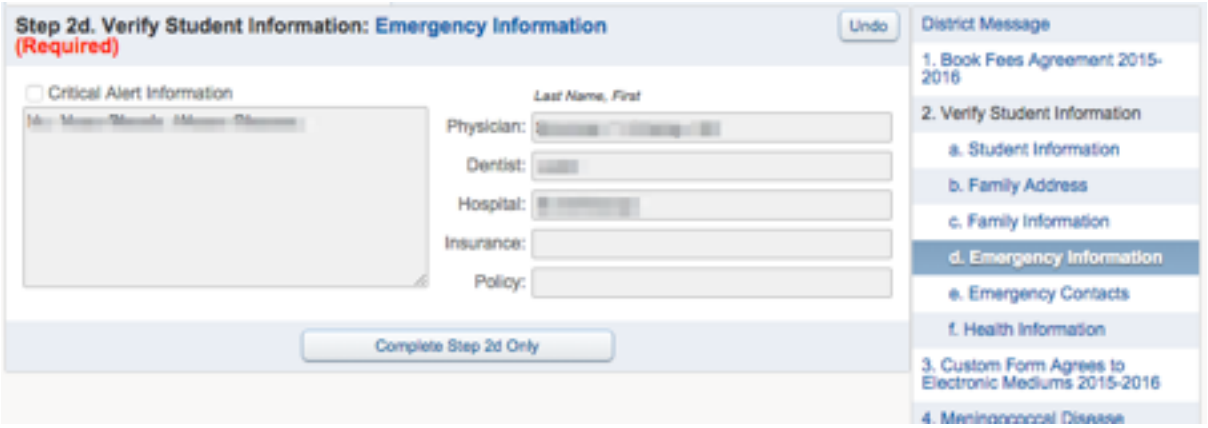


You now have all of the basic information needed to navigate the remainder of the items on the registration form. Please note that each school may require different forms/signatures depending on the services offered. There is a **Close and Finish Later** button at the bottom of each page that will allow you to return to the registration form later if additional information is needed. The registration system will retain any information you have already put in and will save your progress as you go.

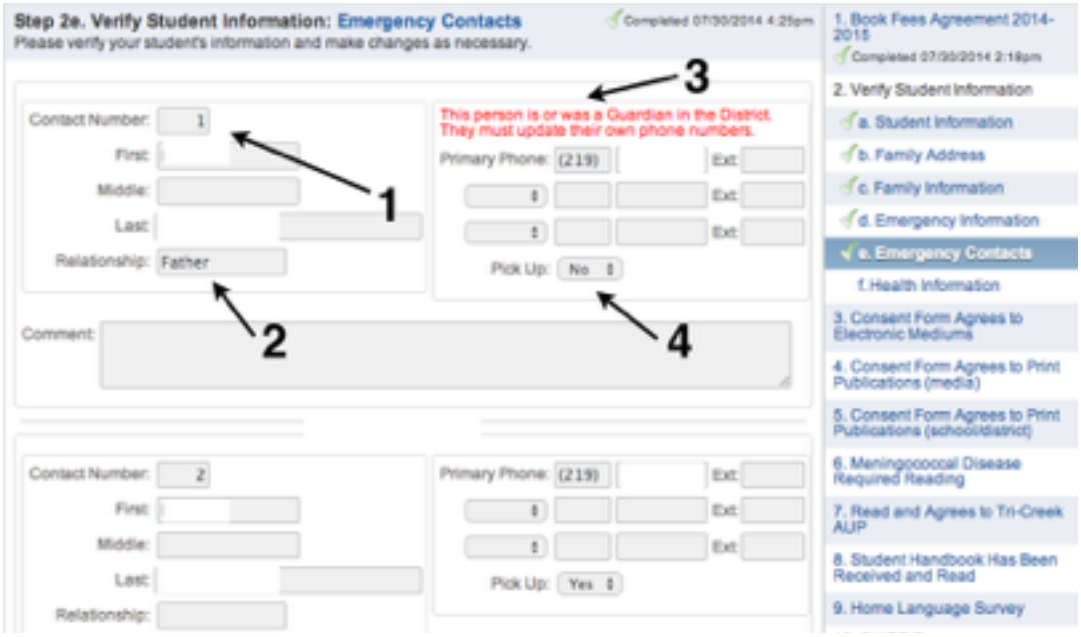
For the next few pages of this guide we will highlight a few of the areas that may require additional explanation and/or settings. Not all of the steps of the registration form will be covered but if you have any questions or require any assistance with completing the form or any items on it please contact your child's school for assistance. To skip to the end of the registration section and complete registration please go to **Page 7** of this document.

Section 2c - Verify Student Information: Family Information - In this section you will enter the information for a guardian or guardians for your child. You will need to include the Name, Relationship, Employer, and Home Email Address for the guardian (1). **Please make sure to click the Custodial checkbox (2) if you are a custodial guardian for the child.** You can also add any phone numbers for the guardian (3). If you see any additional guardians that should not be listed please contact the school.

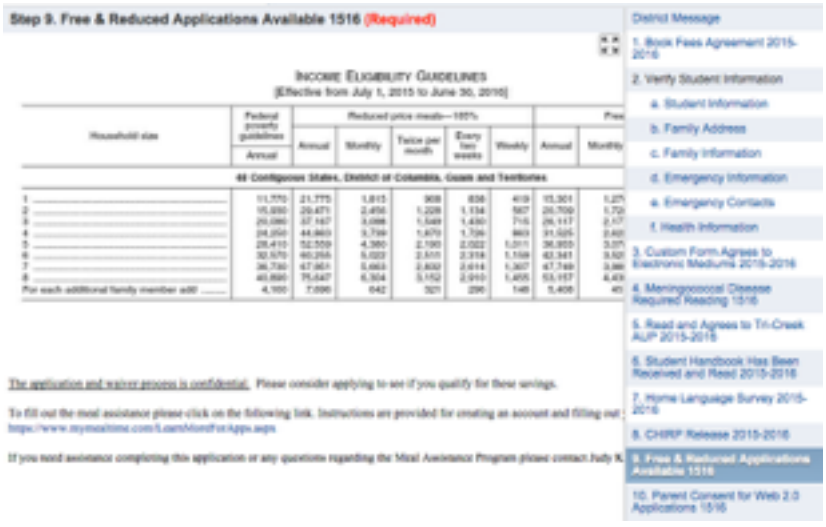
Section 2d - Verify Student Information: Emergency Information - In this section you will see the information for health records and notes we have on file for your child. If you see any information that has changed or needs additional information please contact your child's school nurse to update this information as we may need additional documentation on file.



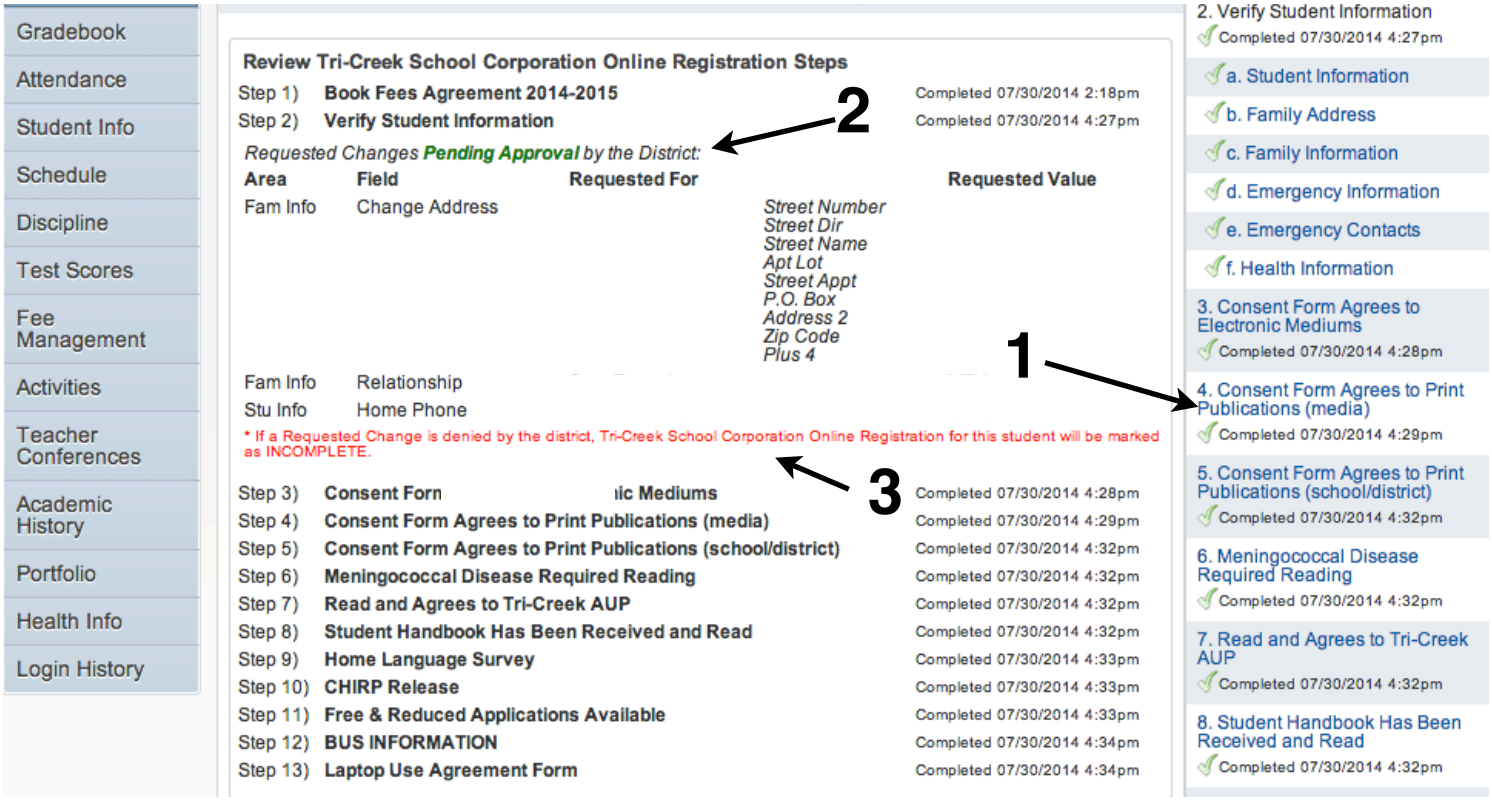
Section 2e - Verify Student Information: Emergency Contacts - In this section you will enter the information for emergency contacts for your child. Please note that we can only list 3 emergency contacts per student at this time. Please enter the guardians in the order that you would like them to be contacted (1). You must select a relationship for the contact from the list (2). If an emergency contact entered is already a Guardian for another student they will have to update their own information - you will not be able to change this (3). Finally, make sure that you select whether or not this contact is allowed to pick the student up from school (4).



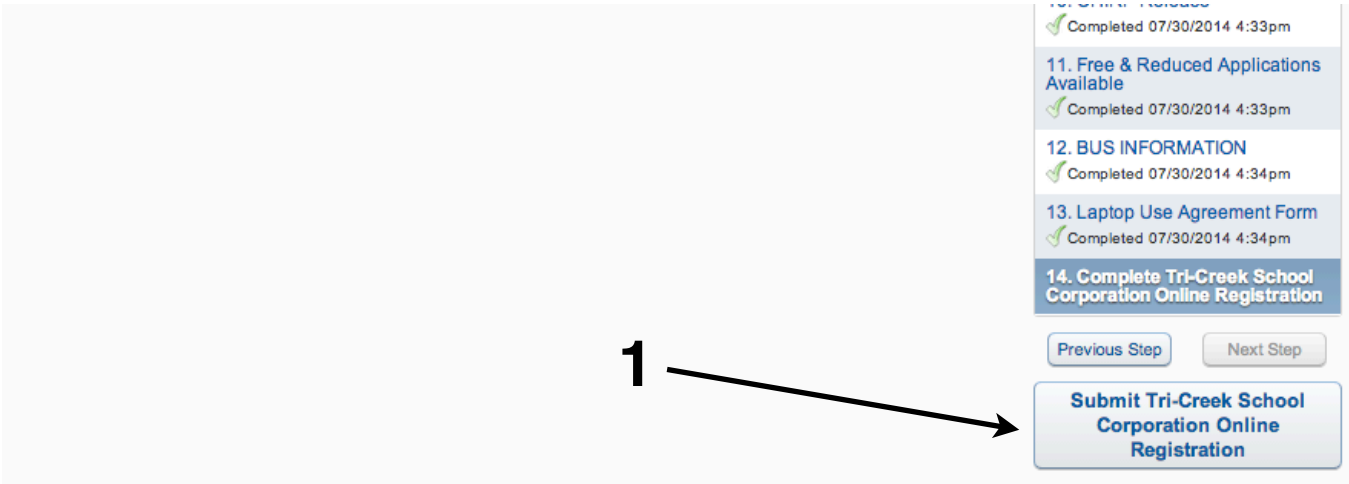
Section 9 - Free & Reduced Applications Available - Tri-Creek School Corporation would like to make all parents aware of the eligibility requirements for Free and Reduced meal assistance applications. **Even if you do not qualify for the Meal Assistance program you must read and sign off on this information to complete registration**.

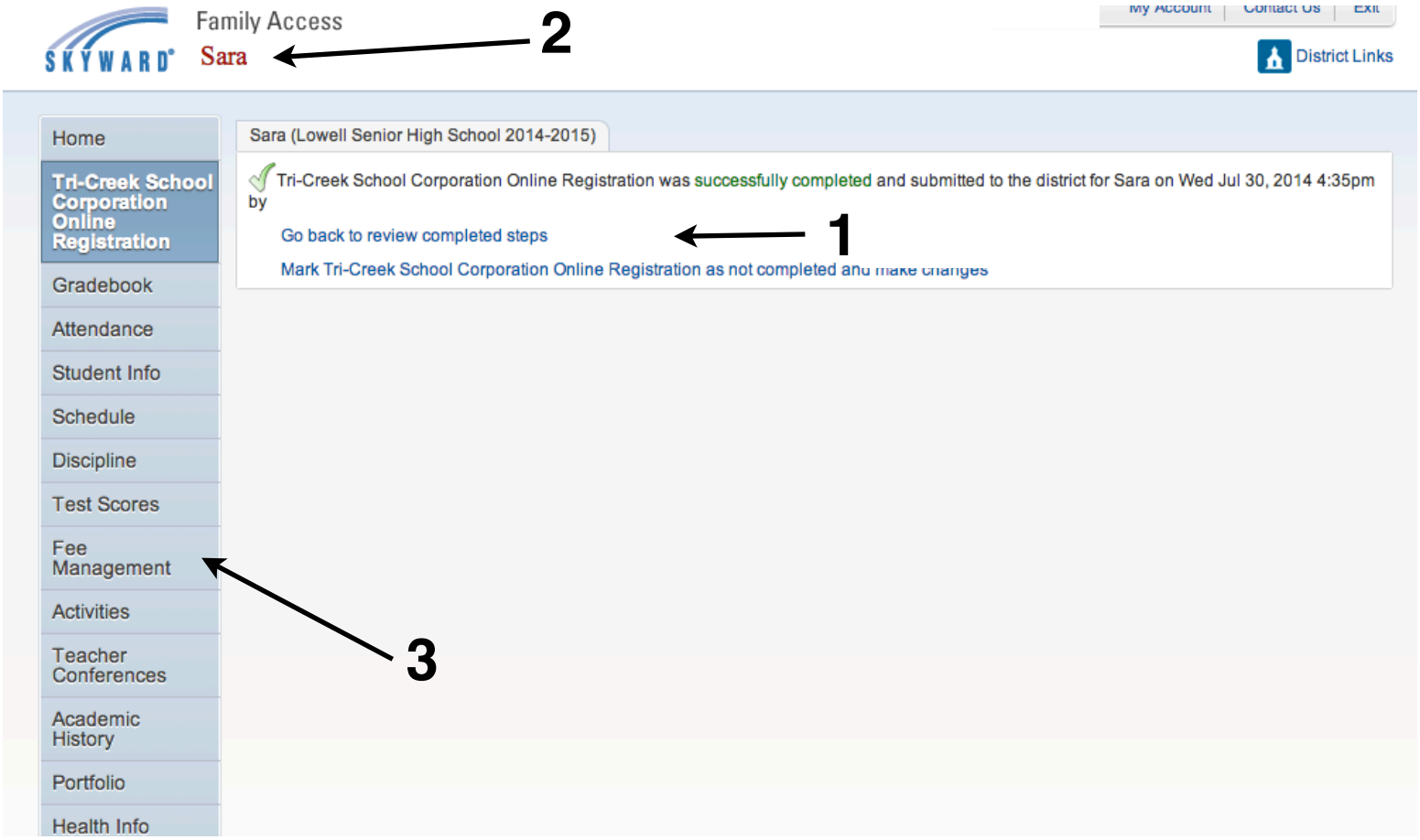


Section 14 - Complete Tri-Creek School Corporation Online Registration - Once you have completed all of the sections listed to the right of the screen and all have checkmarks next to them (1) you are ready to review your information. Please review all of the information listed. If any information was changed you will be notified that they are Pending Approval of the district (2). This means that we will review the information and approve it before school starts. If we have questions or need to confirm a change we will contact you directly. If for some reason a change is denied by the district you will need to return to the online registration form and make the requested changes (3).



When you are ready to complete your registration and submit the registration click the Submit Tri-Creek School Corporation Online Registration button (1).



You will receive a message that shows that registration was successfully completed. You can review the information that was submitted or go back and make changes if needed (1). If you have additional students that you need to register you can do so using the triangle next to your child's name (2). You will be asked to complete the same process for any additional students.

At this point you have successfuly completed registration. If you are paying by check or another form of payment you do not need to do anything else in the online application and you will need to contact your child's school to arrange for payment. If you would like to pay fees for all of your students online via credit card click the Fee Management button (3) and continue to the next page of this guide.