

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 student management system. 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.

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)

1

2

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.

Expired Password
Your password has expired. Please enter a new password.

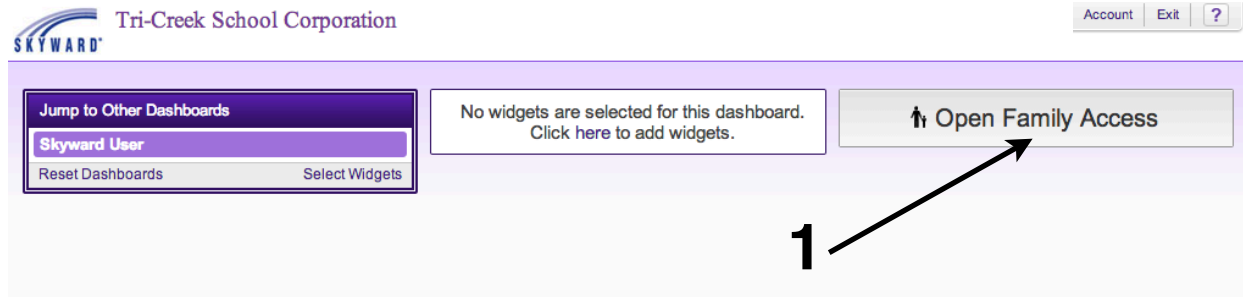
Name: _____
Login: _____
New Password: _____
Confirm New Password: _____

Submit

Minimum Password Length: 5
Number of Passwords Before Reuse: 0

Name Used As: _____

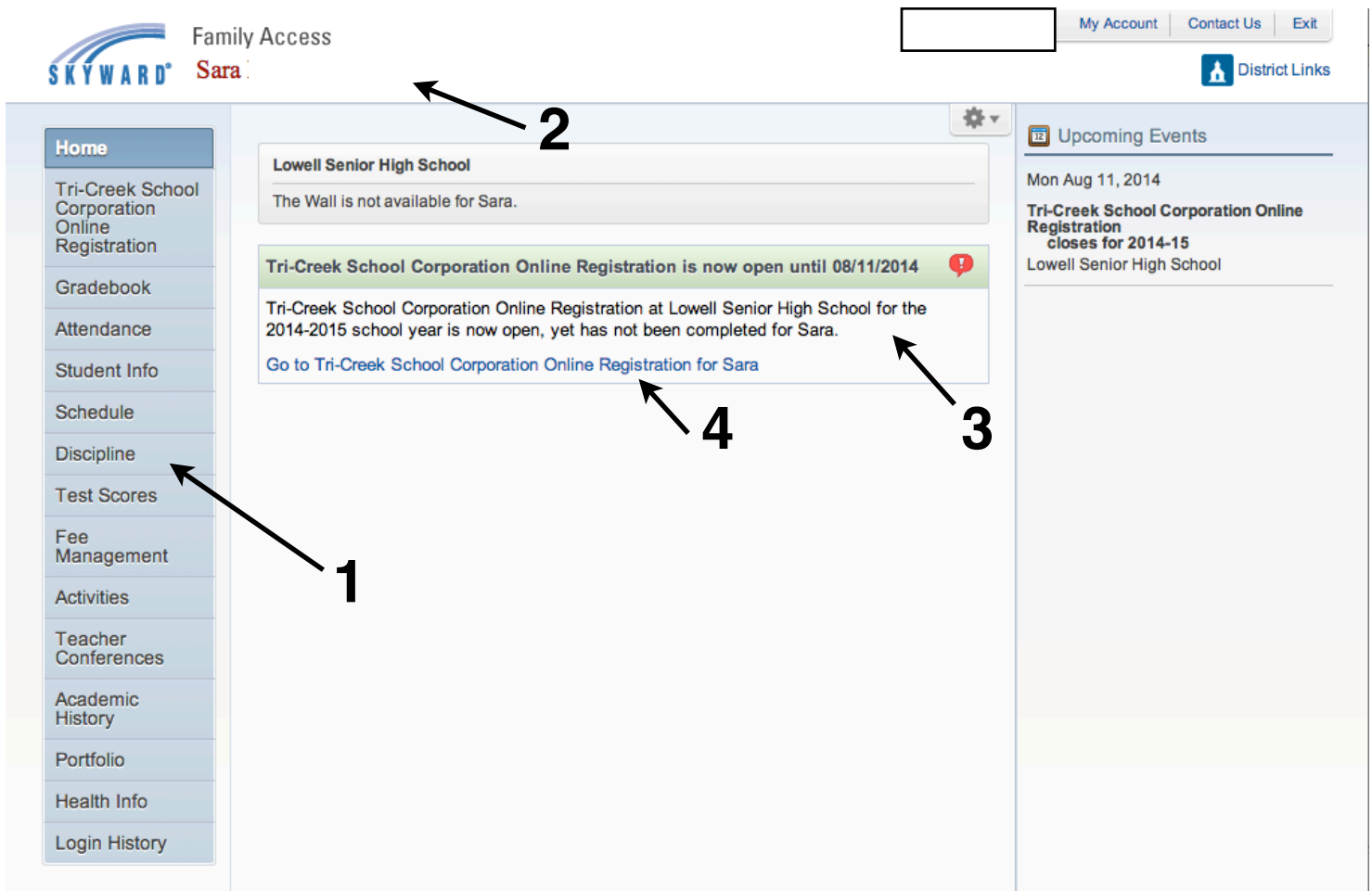
Step 2 - You will be taken to the Dashboard page for the district. Click the Family Access button on the right side (1)



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 multiple 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.

Consent Form - Book Fees Agreement

All 2015-2016 Fees are Due On or Before October 1 of the current school year.

This form is to inform the parent of Tri-Creek School students that all 2015-2016 book fees are due *on or before October 1* of the current school year will be turned over to collections.

By signing this form, you are acknowledging that you have been given the due date of all fees due and you understand that any fees due on or before October 1 of the current school year, will be turned over to collections. You acknowledge that it is your responsibility to pay all book rental fees. You further acknowledge that any unpaid fees not paid by October 1 of the current school year will be sent to collections. Payment of all costs associated with collecting any outstanding amount owed, including but not limited to court costs and attorney fees.

Student Name :

Please fill in today's date:

Do you acknowledge that you have been informed of Tri-Creek's Book Fees agreement? Choose one:

Your typed name above serves as your electronic signature. Only a Custodial Parent or Legal Guardian is allowed to consent.

What is your relationship to the above referenced student?

- a. Student Information
- b. Family Address
- c. Family Information
- d. Emergency Information
- e. Emergency Contacts
- f. Health Information
- 3. Custom Form Agrees to Electronic Mediums 2015-2016
- 4. Meningococcal Disease Required Reading 1516
- 5. Read and Agrees to Tri-Creek AUP 2015-2016
- 6. Student Handbook Has Been Received and Read 2015-2016
- 7. Home Language Survey 2015-2016
- 8. CHIRP Release 2015-2016
- 9. Free & Reduced Applications Available 1516
- 10. Parent Consent for Web 2.0 Applications 1516
- 11. Complete Tri-Creek School Corporation Online Registration

Previous Step Next Step

Close and Finish Later

2 - you must click here to save your info

Complete Step 1 Only

3

1

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).

Tri-Creek School Corporation Online Registration

(Lowell Senior High School)

Step 2a. Verify Student Information: Student Information Undo

Please verify your student's information and make changes as necessary.

General Information

* First: Middle:

* Last: Suffix:

Birthday: Gender:

Language: Race:

Native Language:

Home Phone: Ext:

Cell: Ext:

Ext:

School Email: Home Email:

Birth Country:

Birth State:

Birth Country:

Allow Publication of Student's Name for: ?

Military Use:

1. Book Fees Agreement 2014-2015
Completed 07/08/2014 02:10pm

2. Verify Student Information

a. Student Information

b. Family Address

c. Family Information

d. Emergency Information

e. Emergency Contacts

f. Health Information

3. Consent Form Agrees to Electronic Mediums

4. Consent Form Agrees to Print Publications (media)

5. Consent Form Agrees to Print Publications (school/district)

6. Meningococcal Disease Required Reading

7. Read and Agrees to Tri-Creek AUP

8. Student Handbook Has Been Received and Read

9. Home Language Survey

10. CHIRP Release

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).

Step 2e. Verify Student Information: Emergency Contacts Completed 07/30/2014 4:25pm

Please verify your student's information and make changes as necessary.

Contact Number: 3

First: 1

Middle:

Last:

Relationship: 2

Comment:

Primary Phone: (219) Ext: 3

Pick Up: 4

This person is or was a Guardian in the District. They must update their own phone numbers.

Contact Number:

First:

Middle:

Last:

Relationship:

Primary Phone: (219) Ext:

Pick Up:

- 1. Book Fees Agreement 2014-2015
- 2. Verify Student Information
 - a. Student Information
 - b. Family Address
 - c. Family Information
 - d. Emergency Information
 - e. Emergency Contacts**
 - 1. Health Information
- 3. Consent Form Agrees to Electronic Mediums
- 4. Consent Form Agrees to Print Publications (media)
- 5. Consent Form Agrees to Print Publications (school/district)
- 6. Meningococcal Disease Required Reading
- 7. Read and Agrees to Tri-Creek AUP
- 8. Student Handbook Has Been Received and Read
- 9. Home Language Survey

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.**

Step 9. Free & Reduced Applications Available 1516 (Required)

INCOME ELIGIBILITY GUIDELINES
(Effective from July 1, 2015 to June 30, 2016)

Household size	Federal poverty guidelines	Reduced price meals—100%				Free			
		Annual	Monthly	Twice per month	Every two weeks	Annual	Monthly		
48 Contiguous States, District of Columbia, Guam and Territories									
1	11,770	21,770	1,813	309	636	418	15,201	1,271	
2	15,030	29,470	2,434	1,228	1,134	507	20,709	1,725	
3	20,080	37,147	3,084	1,549	1,430	715	26,117	2,177	
4	24,250	44,840	3,759	1,870	1,709	860	31,525	2,620	
5	28,410	52,559	4,461	2,199	2,022	1,011	36,933	3,073	
6	32,570	60,294	5,193	2,510	2,314	1,158	42,341	3,527	
7	36,730	67,961	5,953	2,820	2,614	1,307	47,749	3,980	
8	40,880	75,647	6,744	3,152	2,910	1,455	53,157	4,433	
For each additional family member add		4,160	1,090	642	321	296	148	1,406	40

The application and review process is confidential. Please consider applying to see if you qualify for these writings.

To fill out the meal assistance please click on the following link. Instructions are provided for creating an account and filling out <http://www.smybalance.com/LearnMore?cx=Appu.sps>

If you need assistance completing this application or any questions regarding the Meal Assistance Program please contact July K.

- District Message
- 1. Book Fees Agreement 2015-2016
- 2. Verify Student Information
 - a. Student Information
 - b. Family Address
 - c. Family Information
 - d. Emergency Information
 - e. Emergency Contacts**
 - 1. Health Information
- 3. Custom Form Agrees to Electronic Mediums 2015-2016
- 4. Meningococcal Disease Required Reading 1516
- 5. Read and Agrees to Tri-Creek AUP 2015-2016
- 6. Student Handbook Has Been Received and Read 2015-2016
- 7. Home Language Survey 2015-2016
- 8. CHRF Release 2015-2016
- 9. Free & Reduced Applications Available 1516**
- 10. Parent Consent for Web 2.0 Applications 1516

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).

Gradebook	<p>Review Tri-Creek School Corporation Online Registration Steps</p> <p>Step 1) Book Fees Agreement 2014-2015 Completed 07/30/2014 2:18pm</p> <p>Step 2) Verify Student Information Completed 07/30/2014 4:27pm</p> <p><i>Requested Changes Pending Approval by the District:</i></p> <table border="1"> <thead> <tr> <th>Area</th> <th>Field</th> <th>Requested For</th> <th>Requested Value</th> </tr> </thead> <tbody> <tr> <td>Fam Info</td> <td>Change Address</td> <td></td> <td>Street Number Street Dir Street Name Apt/Lot Street Appt P.O. Box Address 2 Zip Code Plus 4</td> </tr> <tr> <td>Fam Info</td> <td>Relationship</td> <td></td> <td></td> </tr> <tr> <td>Stu Info</td> <td>Home Phone</td> <td></td> <td></td> </tr> </tbody> </table> <p>* If a Requested Change is denied by the district, Tri-Creek School Corporation Online Registration for this student will be marked as INCOMPLETE.</p> <p>Step 3) Consent Form Agrees to Electronic Mediums Completed 07/30/2014 4:28pm</p> <p>Step 4) Consent Form Agrees to Print Publications (media) Completed 07/30/2014 4:29pm</p> <p>Step 5) Consent Form Agrees to Print Publications (school/district) Completed 07/30/2014 4:32pm</p> <p>Step 6) Meningococcal Disease Required Reading Completed 07/30/2014 4:32pm</p> <p>Step 7) Read and Agrees to Tri-Creek AUP Completed 07/30/2014 4:32pm</p> <p>Step 8) Student Handbook Has Been Received and Read Completed 07/30/2014 4:32pm</p> <p>Step 9) Home Language Survey Completed 07/30/2014 4:33pm</p> <p>Step 10) CHIRP Release Completed 07/30/2014 4:33pm</p> <p>Step 11) Free & Reduced Applications Available Completed 07/30/2014 4:33pm</p> <p>Step 12) BUS INFORMATION Completed 07/30/2014 4:34pm</p> <p>Step 13) Laptop Use Agreement Form Completed 07/30/2014 4:34pm</p>	Area	Field	Requested For	Requested Value	Fam Info	Change Address		Street Number Street Dir Street Name Apt/Lot Street Appt P.O. Box Address 2 Zip Code Plus 4	Fam Info	Relationship			Stu Info	Home Phone			<p>2. Verify Student Information ✓ Completed 07/30/2014 4:27pm</p> <p>✓ a. Student Information</p> <p>✓ b. Family Address</p> <p>✓ c. Family Information</p> <p>✓ d. Emergency Information</p> <p>✓ e. Emergency Contacts</p> <p>✓ f. Health Information</p> <p>3. Consent Form Agrees to Electronic Mediums ✓ Completed 07/30/2014 4:28pm</p> <p>4. Consent Form Agrees to Print Publications (media) ✓ Completed 07/30/2014 4:29pm</p> <p>5. Consent Form Agrees to Print Publications (school/district) ✓ Completed 07/30/2014 4:32pm</p> <p>6. Meningococcal Disease Required Reading ✓ Completed 07/30/2014 4:32pm</p> <p>7. Read and Agrees to Tri-Creek AUP ✓ Completed 07/30/2014 4:32pm</p> <p>8. Student Handbook Has Been Received and Read ✓ Completed 07/30/2014 4:32pm</p>
Area		Field	Requested For	Requested Value														
Fam Info		Change Address		Street Number Street Dir Street Name Apt/Lot Street Appt P.O. Box Address 2 Zip Code Plus 4														
Fam Info		Relationship																
Stu Info		Home Phone																
Attendance																		
Student Info																		
Schedule																		
Discipline																		
Test Scores																		
Fee Management																		
Activities																		
Teacher Conferences																		
Academic History																		
Portfolio																		
Health Info																		
Login History																		

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

11. Free & Reduced Applications Available ✓ Completed 07/30/2014 4:33pm
12. BUS INFORMATION ✓ Completed 07/30/2014 4:34pm
13. Laptop Use Agreement Form ✓ Completed 07/30/2014 4:34pm
14. Complete Tri-Creek School Corporation Online Registration

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 successfully 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) to continue to pay any fees available.

The screenshot displays the Skyward Family Access interface. At the top left, the Skyward logo is followed by "Family Access" and the name "Sara". A large black arrow labeled "2" points to the name "Sara". In the top right corner, there are links for "my Account", "Contact Us", and "Exit", along with a "District Links" icon. On the left side, a vertical navigation menu includes options like Home, Tri-Creek School Corporation Online Registration, Gradebook, Attendance, Student Info, Schedule, Discipline, Test Scores, Fee Management, Activities, Teacher Conferences, Academic History, Portfolio, and Health Info. An arrow labeled "3" points to the "Fee Management" option. The main content area shows a notification for "Sara (Lowell Senior High School 2014-2015)" with a green checkmark and the text: "Tri-Creek School Corporation Online Registration was successfully completed and submitted to the district for Sara on Wed Jul 30, 2014 4:35pm by". Below this message are two links: "Go back to review completed steps" and "Mark Tri-Creek School Corporation Online Registration as not completed and make changes". A large black arrow labeled "1" points to the "Go back to review completed steps" link.