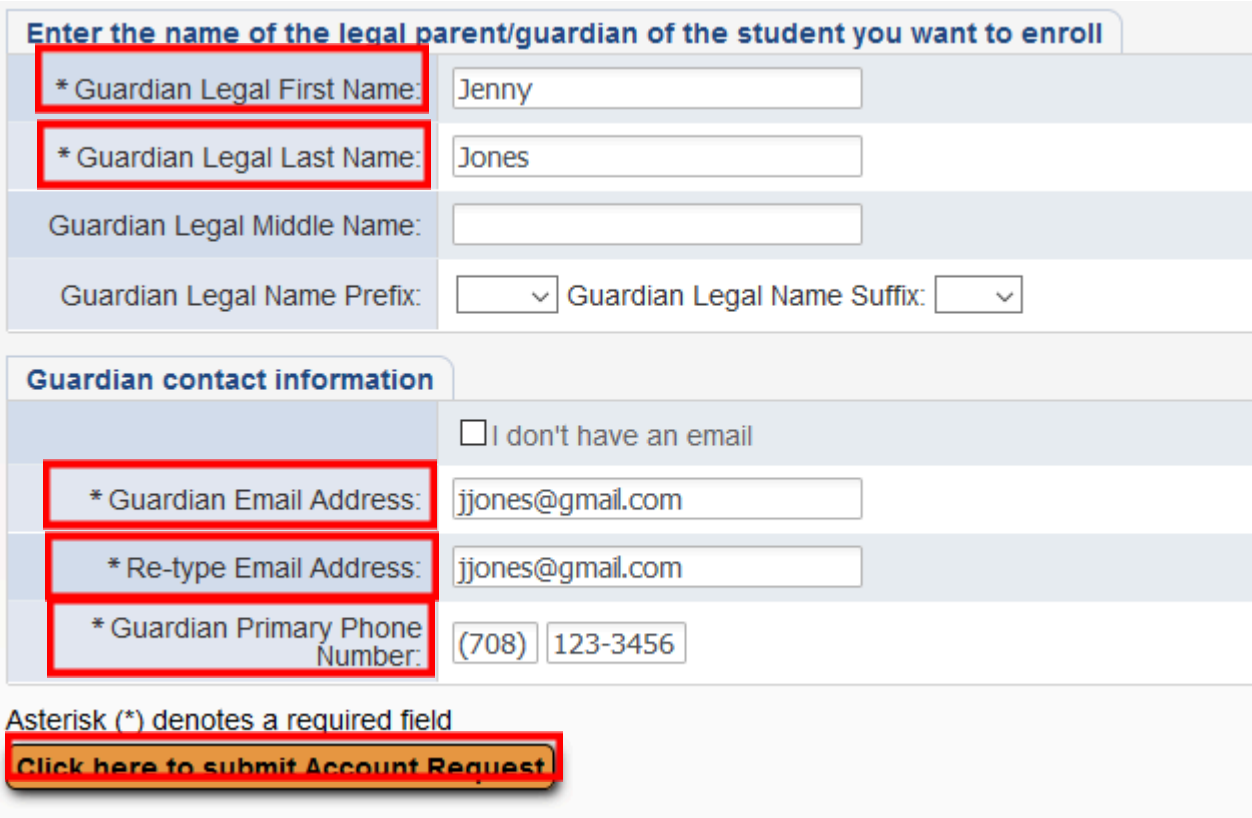
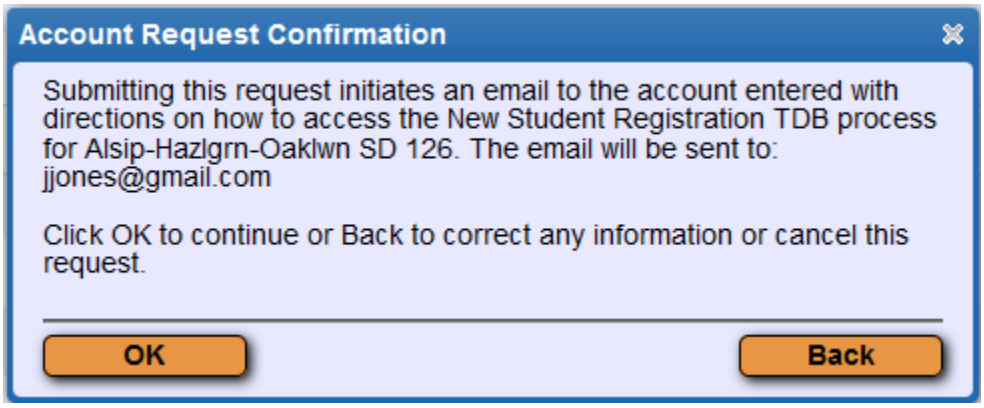
Online Registration – Families NEW to the district



1. **Enter information in the above screen and then at the bottom, select "Click here to submit Account Request." This will generate the below pop-up.**



2. **The request generates a temporary account linked only to Skyward New Student Enrollment access. The email will contain a link, Login ID and password to access the New Student Enrollment Portal.**

Dear Jenny Jones,

Thank you for the request to enroll your student. You must now log into the system to complete the enrollment.

Please note - you must complete this last step to complete the enrollment.

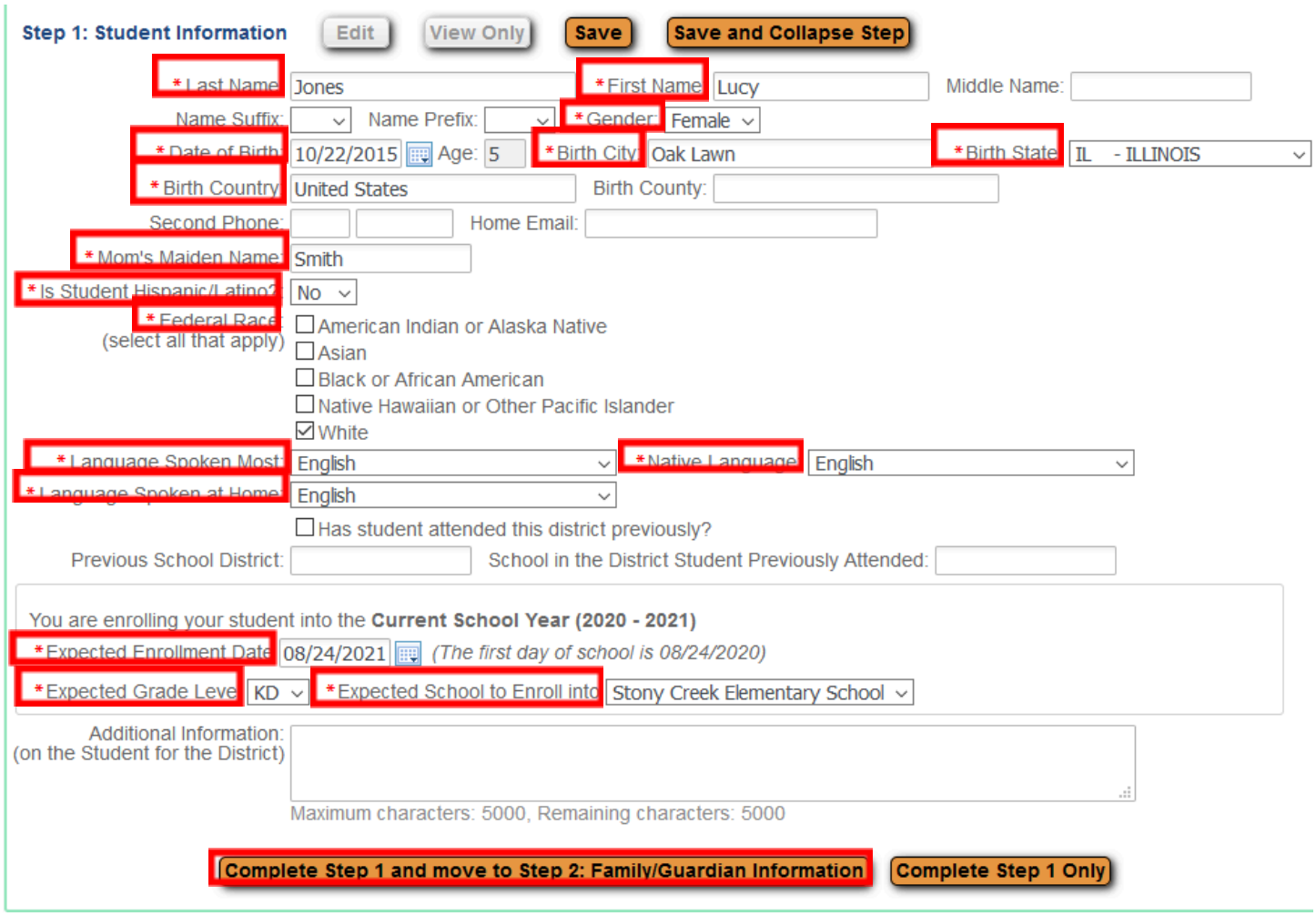
To complete the enrollment, please visit this url: https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsedualsiphgreenil/sfemnu01.w

Your login is [redacted]

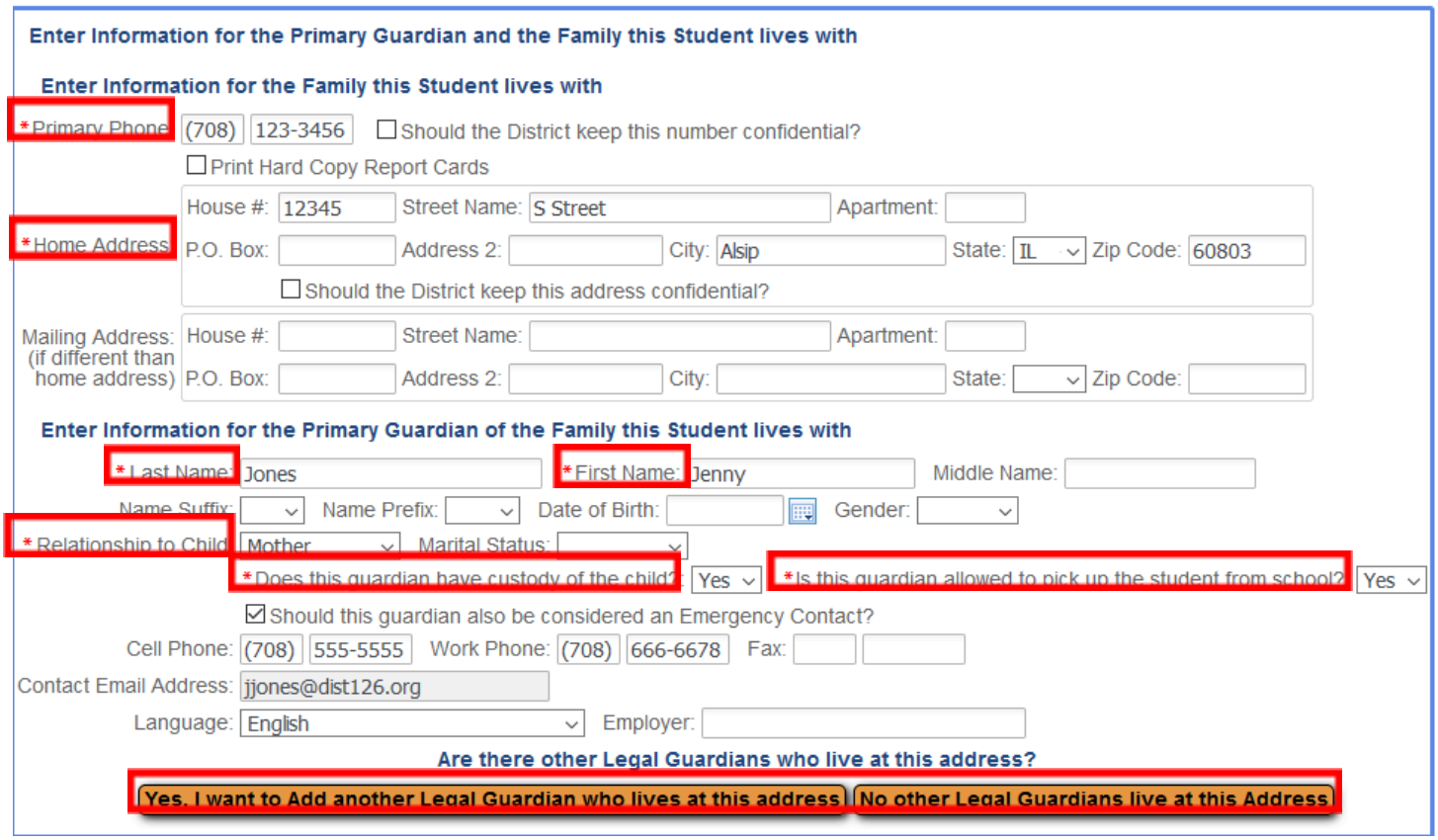
Your password is: [redacted]

3. **Follow the link in the email and enter the login and password to gain access to the New Student Online Registration. Click on Sign In once the information is entered.**

4. **Fill in the Student Information. Fields with an * are required fields and must be filled in or you will not be able to continue on to the next step. Click Complete Step 1 and move to Step 2: Family/Guardian Information when finished.**



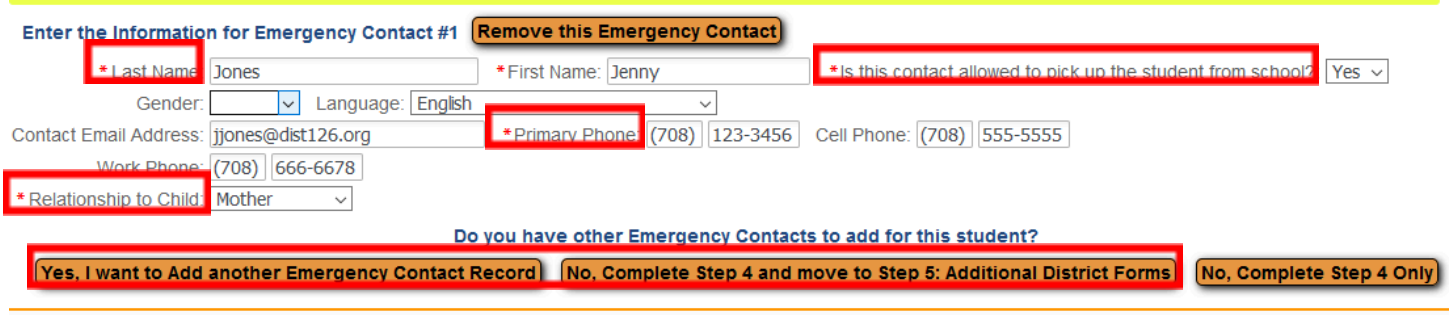
5. **Fill in the Family/Guardian information. Fields with an * are required fields and must be filled in or you will not be able to continue to the next step. Click either "Yes I want to Add another Legal Guardian who lives at this same address" to add additional family members or "No other legal guardians live at this Address".**



6. **Are there other Legal Guardians who live at a different address? Choose "Yes, I want to Add a Legal Guardian who lives at a Different Address" or "No, Complete Step 2 and move to Step 3: Medical/Dental Information"**

7. **Fill in the Medical/Dental Information. Fields with an * are required fields and must be filled in or you will not be able to continue to the next step. Click "Complete Step 3 and move to Step 4: Emergency Contact Information" when finished.**

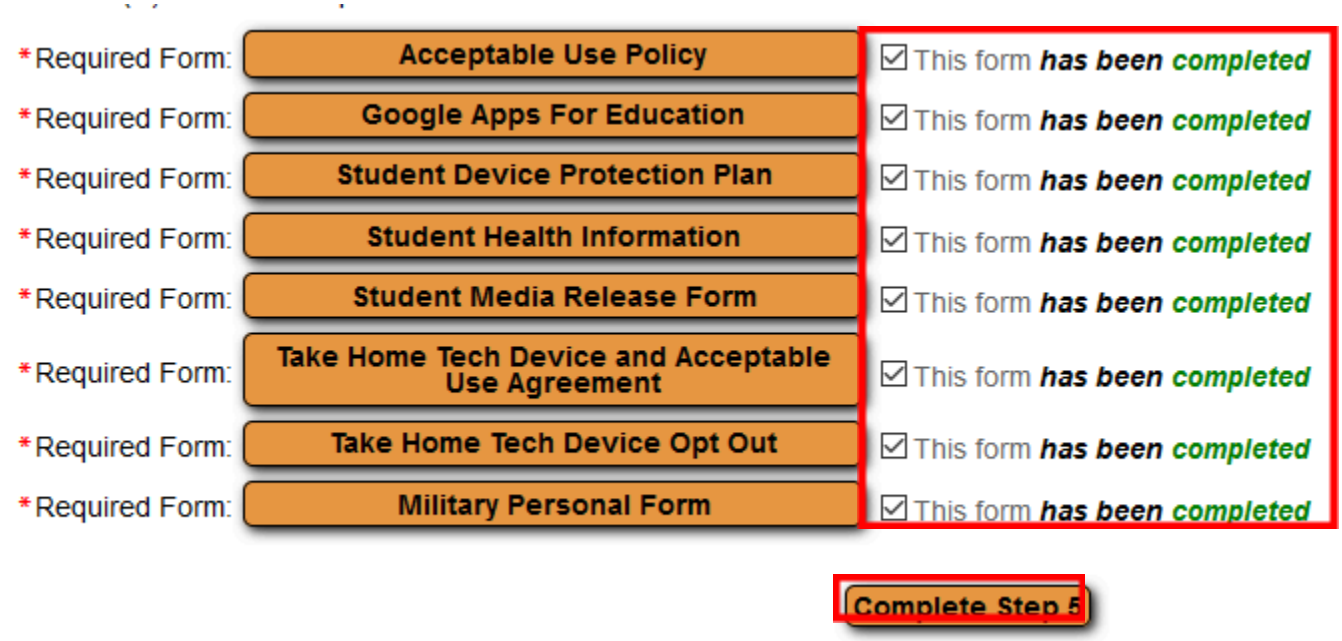
8. **Fill in the Emergency Contact Information. Fields with an * are required fields and must be filled in or you will not be able to continue to the next step. Click either "Yes, I want to Add another Emergency Contact Record" or "No, Complete Step 4 and move to Step 5: Additional District Forms"**



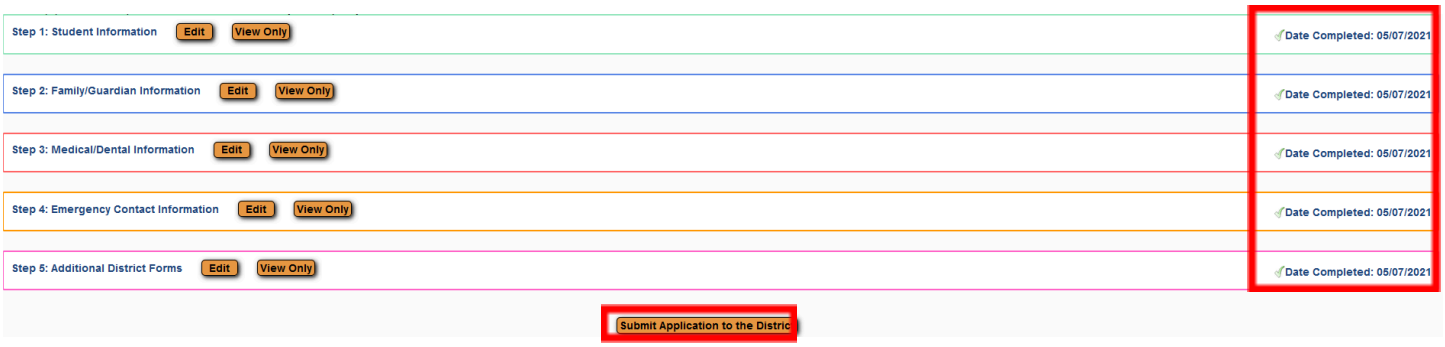
9. **Fill in the Additional District Forms. All forms are required and must be filled out or you will not be able to submit your child's enrollment application to the district. Click on each form name to fill them out.**

10. **As you complete each form, you will see a check mark next to "This form has been completed"**

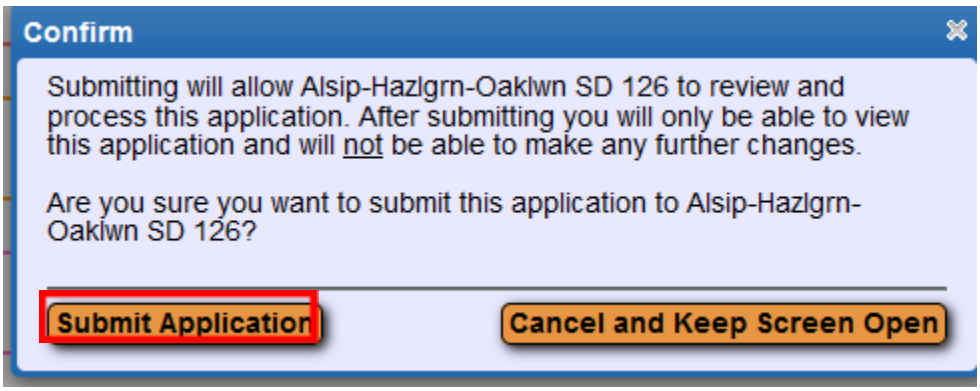
11. **Once you have completed all forms and ALL forms have been marked as completed, click "Complete Step 5"**



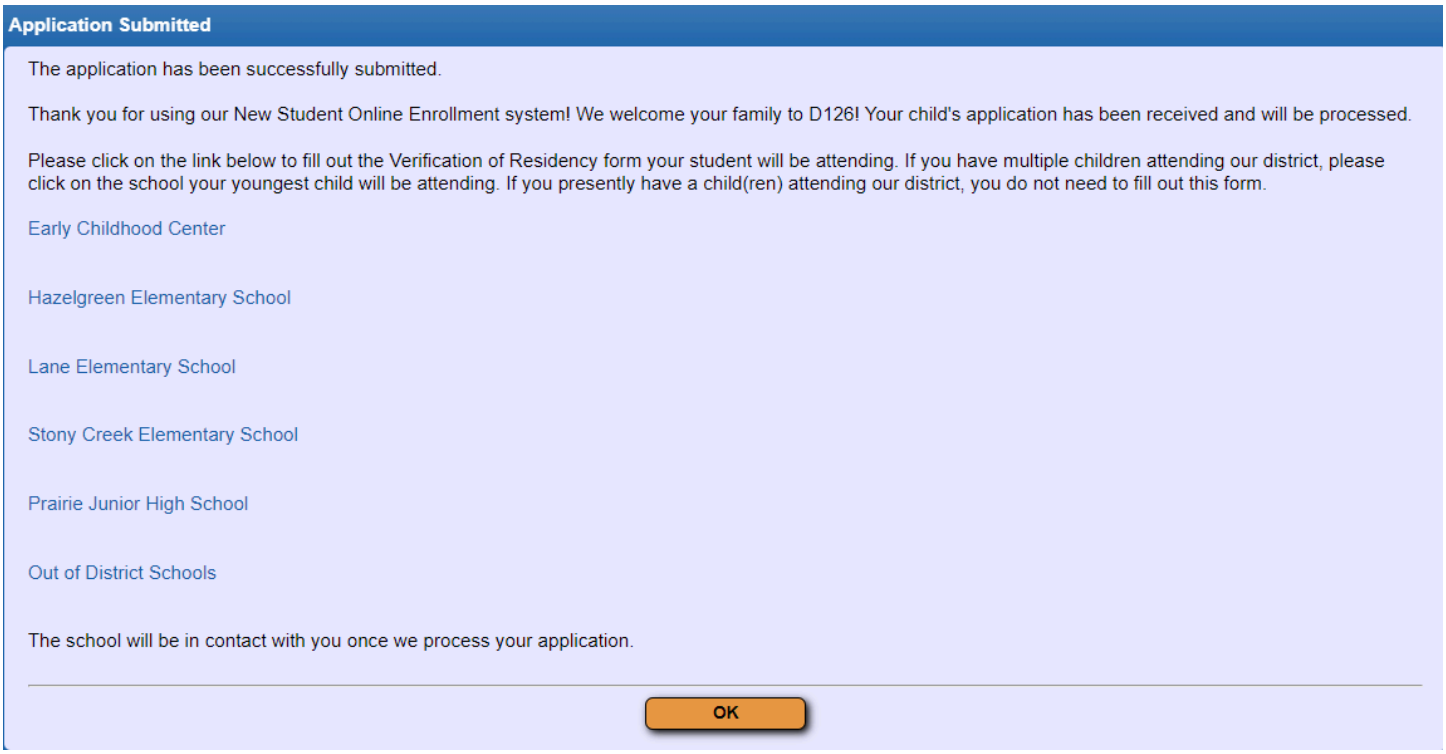
12. **Once all steps have been completed, click "Submit Application to the District"**



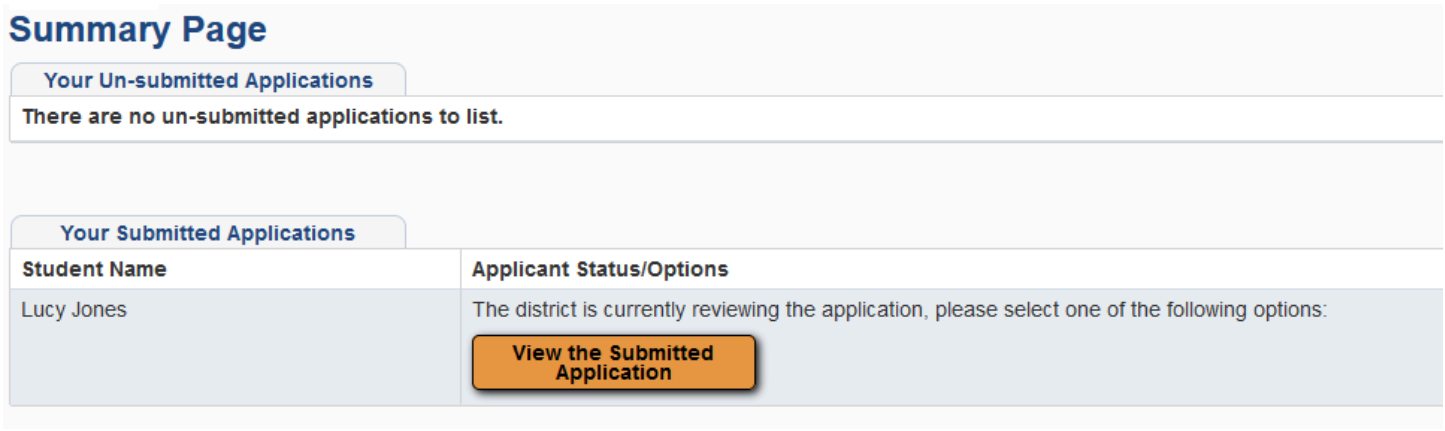
13. **The following pop up will appear. Click "Submit Application" to confirm you would like to submit the application.**



14. Once your enrollment application is submitted, you will receive the following pop-up.



Please click on the appropriate link for the school your child(ren) will be attending and fill out the residency form.



***** If you have any additional children that ARE NOT ENROLLED IN OUR DISTRICT, click "Click to Enroll Additional Students" found in the upper right corner of the screen.**