



# **ECFE ONLINE REGISTRATION INSTRUCTIONS**

Hello Families! Registration is now open for all families  
to enroll and register in ECFE.

## **BRAND NEW STUDENT TO ECFE (NO EXISTING SKYWARD ACCT):**

Go to our district website online at <https://www.fairmont.k12.mn.us>

Under *Menu*, click on *New Student Enrollment*

Complete the initial portion requesting an account; you will then receive an email with your login information and a link to complete your student's enrollment. **[NOTE:** After completing the enrollment application you will be stopped in the registration process until the District has approved your application and you receive an email from Discovery Place Preschool/ECFE.] Once you receive the email, your next step will be:

Login to your Family Skyward Account (*Skyward Access* located under *New Student Enrollment* on the district website)

Register your student by completing the following:

- \*ECFE Registration tab - Complete ALL steps w/in this tab.
- \*Arena Scheduling tab - Choose desired class - click 'ADD'

## **CURRENT ECFE FAMILIES REGISTERING STUDENT TO ATTEND ADDTL CLASS:**

Login to your Family Skyward Account

Register your student by completing the following:

- \*ECFE Registration tab - Complete ALL steps w/in this tab.
- \*Arena Scheduling tab - Choose desired class - click 'ADD'

## **NEW STUDENT ENROLLING IN ECFE – ALREADY HAS AN EXISTING SKYWARD ACCOUNT DUE TO OLDER STUDENT:**

Login to your Family Skyward Account

Register your student by completing the following:

- \*New Student Online Enrollment. **[NOTE:** Following the enrollment steps, you will only be able to complete the registration process once the District has approved your application and you have received an email from Discovery Place Preschool/ECFE.] Once you receive the email, your next step will be:
- \*ECFE Registration tab - Complete ALL steps w/in this tab.
- \*Arena Scheduling tab - Choose desired class - click 'ADD'

If you have any questions, please feel free to call.

**Discovery Place Preschool & Early Childhood Family Education (ECFE)**  
**Direct Telephone Line (507) 235-6205**  
**Fairmont Elementary School**  
**Main Office Telephone (507) 238-4487**