

Skyward Family Access Online Registration for 2014-15

These step-by-step instructions will walk you through the process of getting your student(s) ready to return to school in the fall.

Registration Steps:

1. Login to Skyward Family Access from the White Oak ISD homepage (www.woisd.net). Hover over the Resources tab, then click on For Parents. Click on the Skyward Family Access link to open the Family Access login page. Use your confidential username and password to login. **Note:** Only a parent in the first family may complete the Online Registration process.
2. The following screen will appear. To enter Online Registration, you may click the link(s) titled "Go to Online Registration for (student name)". Or you may click on Online Registration at the left of the page. A drop-down menu will open where you can choose which of your children you are registering. The complete registration process must be done for each child.

The screenshot shows the Skyward Family Access website interface. At the top, the browser address bar displays the URL: <https://skyward.iscorp.com/scripts/wsa.dll/WService=wseuwhiteoaktx/sfhome01.w>. The page header includes the Skyward logo, "Family Access", and "All Students" with a dropdown arrow. Navigation links include "MOTHER TEST", "My Account", "Contact Us", "Exit", and "District Links".

The left sidebar contains a navigation menu with the following items: Home, Online Registration, Ethnicity/Race, Calendar, Gradebook, Attendance, Student Info, Schedule, Discipline, Test Scores, Activities, Student Services, Academic History, Portfolio, Health Info, and Login History. A red arrow points to the "Online Registration" link.

The main content area features a "Post a message" box and two registration notices. The first notice states: "Online Registration is now open until 06/18/2014. Online Registration at WHITE OAK PRIMARY for the 2014-2015 school year is now open, yet has not been completed for PRI TEST. Go to Online Registration for PRI TEST". A red arrow points to the "Go to Online Registration for PRI TEST" link. The second notice states: "Online Registration is now open until 06/18/2014. Online Registration at WHITE OAK INTERMEDIATE SCHOOL for the 2014-2015 school year is now open, yet has not been completed for INT TEST. Go to Online Registration for INT TEST". A red arrow points to the "Go to Online Registration for INT TEST" link.

The right sidebar contains an "Upcoming Events" calendar. The events listed are: "Online Registration opens for 2014-15 WHITE OAK PRIMARY", "Online Registration closes for 2014-15 WHITE OAK PRIMARY", "Online Registration opens for 2014-15 WHITE OAK INTERMEDIATE SCHOOL", and "Online Registration closes for 2014-15 WHITE OAK INTERMEDIATE SCHOOL".

A red-bordered text box in the bottom center contains the following instructions: "To enter Online Registration, you may click the link(s) titled 'Go to Online Registration for (student name)'. Or you may click on Online Registration at the left of the page. A drop-down menu will open where you can choose which of your children you are registering. The complete registration process must be done for each child."

3. Steps 1a - 1f of Online Registration are to Verify Student Information. This step is broken down into six different sections. Be sure to complete each step. Information can be changed or added by clicking in the boxes and typing the correct information. Grayed-out fields are not editable.

4. To view information to help you decide how to share your student's directory information, click on the ? beside "Allow Publication of Student's Name for". Make any desired changes.

5. Be sure to click in the box beside “I have completed this step” before clicking the “Next Step” button. Clicking the “Next Step” button saves any changes or additions made. You will need to do this for each step throughout the whole Online Registration process in order to save each step.

The screenshot shows a web form for online registration. On the left is a navigation menu with 'Portfolio', 'Health Info', and 'Login History'. The main form area contains several input fields: 'School Email', 'Home Email', 'Birth County', 'Birth State' (a dropdown menu), and 'Birth Country'. Below these is a section titled 'Allow Publication of Student's Name for:' with a help icon. It includes five dropdown menus: 'Military Use: Yes', 'Higher Ed Use: Yes', 'Public Use: Yes', 'District Use: Yes', and 'Local Use: Yes'. At the bottom of this section is a checkbox labeled 'I have completed this step'. To the right is a vertical list of steps: '11. Family Survey (Migrant)', '12. Bus Form', '13. Demographic AGR Form', '14. Free/Reduced Lunch Form', and '15. Complete Online Registration'. Below the list are three buttons: 'Previous Step', 'Next Step', and 'Close and Finish Later'. Two red callout boxes with arrows point to the 'I have completed this step' checkbox and the 'Next Step' button. The first callout says 'Be sure to click in the box to check that you have completed each step.' The second callout says 'Click Next Step to save information and go the next step.'

Portfolio

Health Info

Login History

School Email: Home Email:

Birth County:

Birth State:

Birth Country:

Allow Publication of Student's Name for: ?

Military Use: Higher Ed Use: Public Use:

District Use: Local Use:

I have completed this step

(*) Indicates a required field.

11. Family Survey (Migrant)

12. Bus Form

13. Demographic AGR Form

14. Free/Reduced Lunch Form

15. Complete Online Registration

Previous Step Next Step

Close and Finish Later

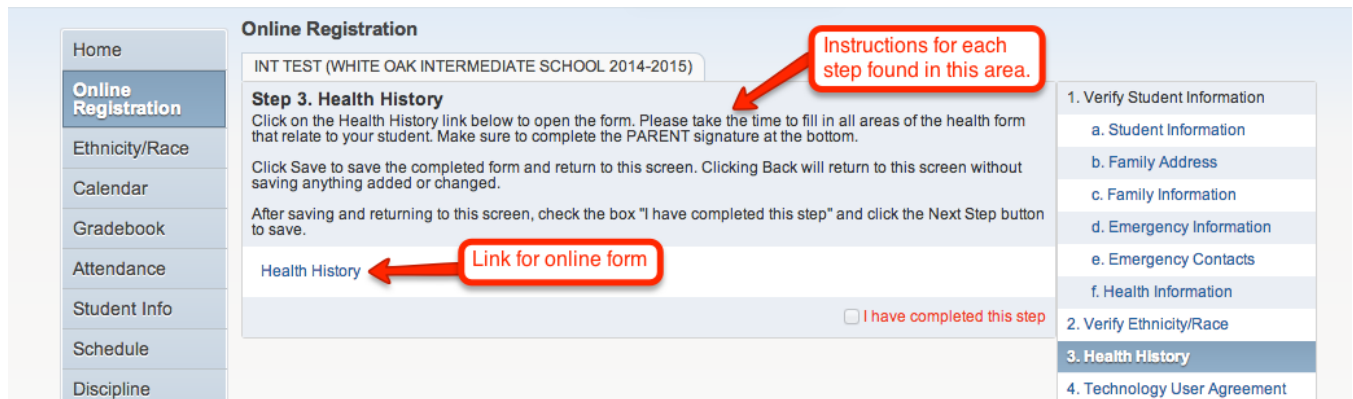
Be sure to click in the box to check that you have completed each step.

Click Next Step to save information and go the next step.

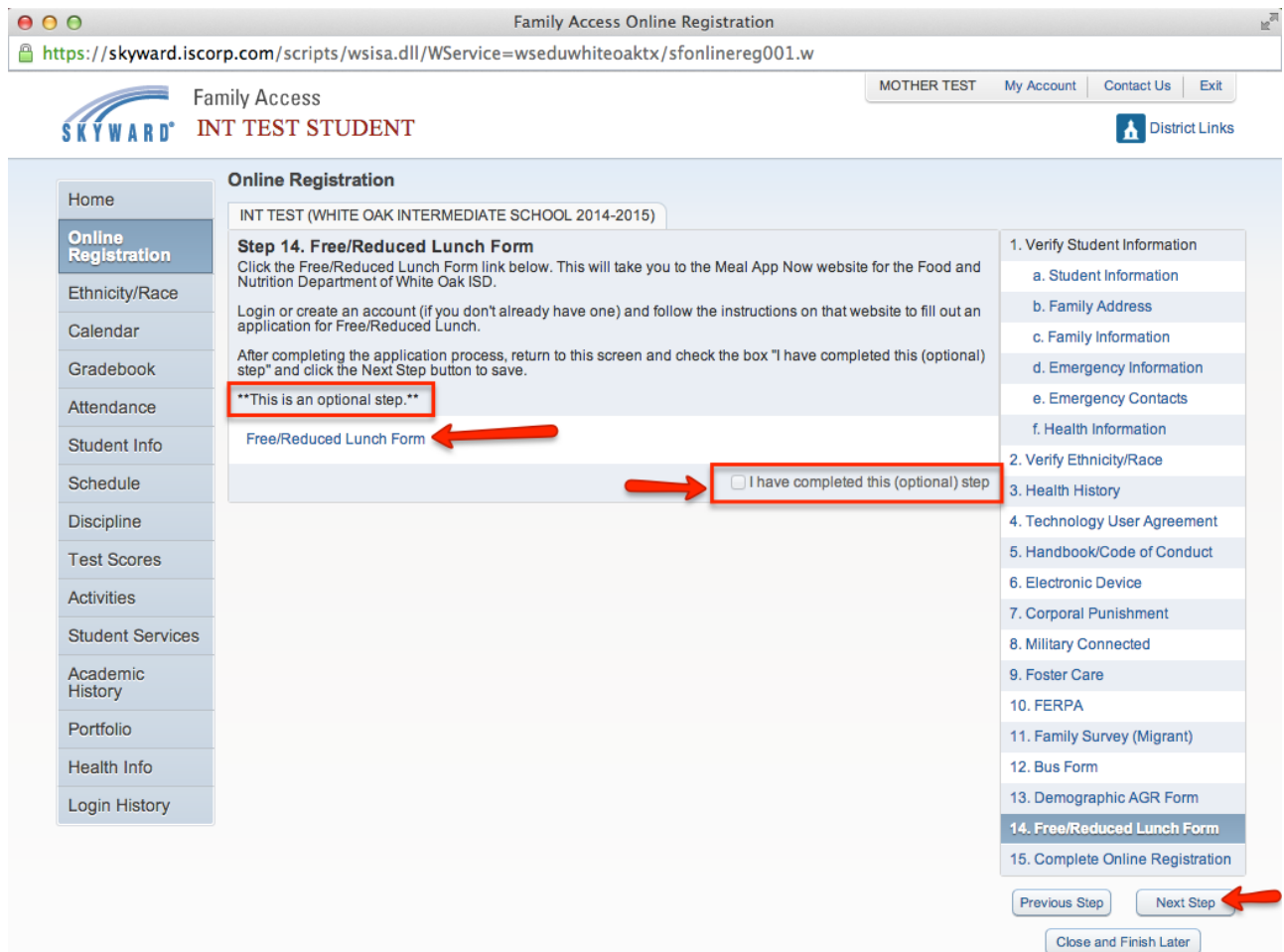
6. A description can be found in the marked area shown below for each step of Online Registration. Follow the instructions for each step as you progress through the registration process.

The screenshot displays the 'Family Access Online Registration' interface. At the top, the URL is <https://skyward.iscorp.com/scripts/wsisa.dll/WService=wseduwhiteoaktx/sfonlinereg001.w>. The page title is 'Family Access INT TEST STUDENT'. A navigation menu on the left includes links for Home, Online Registration, Ethnicity/Race, Calendar, Gradebook, Attendance, Student Info, Schedule, Discipline, Test Scores, Activities, Student Services, Academic History, Portfolio, Health Info, and Login History. The main content area is titled 'Online Registration' and shows 'INT TEST (WHITE OAK INTERMEDIATE SCHOOL 2014-2015)'. The current step is 'Step 2. Verify Ethnicity/Race'. The instructions state: 'This is a two-part step. (Step 1) After reviewing the letter, click Continue. (Step 2) Please verify that your child's race and ethnicity are correctly recorded. If you need to make a change, check the box next to the correct choice. Check the box "I have completed this step" and click the Next Step button to save.' Below the instructions is a message from the Superintendent of Schools. A 'Continue' button is present. At the bottom of the main content area, there is a checkbox labeled 'I have completed this step'. On the right side, a vertical list of steps is shown, with '2. Verify Ethnicity/Race' highlighted. At the bottom right, there are buttons for 'Previous Step', 'Next Step', and 'Close and Finish Later'. A red box highlights the step title and instructions, with an arrow pointing to a text box that says 'A description is found in this area of each step of the Online Registration process along with instructions on how to complete that step.' Another red arrow points to the 'I have completed this step' checkbox, and a third red arrow points to the 'Next Step' button.

7. Steps 3 through 13 of Online Registration have links to online forms that you will fill out. Please fill out all information requested on each form. Save each form, mark that you have completed that step, and click the Next Step button to move on to the next step.



8. You can apply for Free/Reduced Lunch in Step 14. *This is an optional step.* The link on this page will take you to a website where you will be able to apply for Free/Reduced Lunch.



9. As you mark “I have completed this step” for each step completed and click the Next Step button, you will notice that the steps you have finished are checked as shown below. Note: If you are interrupted while working on Online Registration for your student, you can click the Close and Finish Later button. You will get a message that you have not completed Online Registration for your student and that your changes have been saved. The next time you login to Skyward Family Access and go to Online Registration, it will take you to where you left off in the registration process.

Family Access Online Registration
<https://skyward.iscorp.com/scripts/wsisa.dll/WService=wseduwhiteoaktx/sfonlinereg001.w>

Online Registration
 INT TEST (WHITE OAK INTERMEDIATE SCHOOL 2014-2015)

Step 3. Health History
 Click on the Health History link below to open the form. Please take the time to fill in all areas of the health form that relate to your student. Make sure to complete the PARENT signature at the bottom.
 Click Save to save the completed form and return to this screen. Clicking Back will return to this screen without saving anything added or changed.
 After saving and returning to this screen, check the box "I have completed this step" and click the Next Step button to save.

Health History I have completed this step

Completed steps are checked as they are finished.

1. Verify Student Information
 Completed 06/19/2014 3:00pm
 - a. Student Information
 - b. Family Address
 - c. Family Information
 - d. Emergency Information
 - e. Emergency Contacts
 - f. Health Information
2. Verify Ethnicity/Race
 Completed 06/19/2014 3:00pm
3. Health History
4. Technology User Agreement
5. Handbook/Code of Conduct
6. Electronic Device
7. Corporal Punishment
8. Military Connected
9. Foster Care
10. FERPA
11. Family Survey (Migrant)
12. Bus Form
13. Demographic AGR Form
14. Free/Reduced Lunch Form
15. Complete Online Registration

Previous Step Next Step

Close and Finish Later

If interrupted while working on Online Registration, you can click Close and Finish Later. When you log back in, you can pick up where you left off.

10. Click on Step 15 - Complete Online Registration. The screen below will open showing all steps complete and the date and time each was completed.

Family Access Online Registration

https://skyward.iscorp.com/scripts/wsa.dll/WService=wseuwhiteoaktx/sfonlinereg001.w

MOTHER TEST My Account Contact Us Exit

SKYWARD Family Access INT TEST STUDENT District Links

Home

Online Registration

Ethnicity/Race

Calendar

Gradebook

Attendance

Student Info

Schedule

Discipline

Test Scores

Activities

Student Services

Academic History

Portfolio

Health Info

Login History

Online Registration

INT TEST (WHITE OAK INTERMEDIATE SCHOOL 2014-2015)

Print

Step 15. Complete Online Registration
By completing Online Registration, you are confirming that the Steps below have been finished. Are you sure you want to complete Online Registration for INT TEST?

Review Online Registration Steps

Step 1)	Verify Student Information	Completed 06/19/2014 3:23pm
<i>No Requested Changes exist for Step 1.</i>		
Step 2)	Verify Ethnicity/Race	Completed 06/19/2014 3:23pm
<i>No Requested Changes exist for Step 2.</i>		
Step 3)	Health History	Completed 06/19/2014 3:47pm
Step 4)	Technology User Agreement	Completed 06/19/2014 3:47pm
Step 5)	Handbook/Code of Conduct	Completed 06/19/2014 3:49pm
Step 6)	Electronic Device	Completed 06/19/2014 3:49pm
Step 7)	Corporal Punishment	Completed 06/19/2014 3:50pm
Step 8)	Military Connected	Completed 06/19/2014 3:50pm
Step 9)	Foster Care	Completed 06/19/2014 3:51pm
Step 10)	FERPA	Completed 06/19/2014 3:51pm
Step 11)	Family Survey (Migrant)	Completed 06/19/2014 3:52pm
Step 12)	Bus Form	Completed 06/19/2014 3:53pm
Step 13)	Demographic AGR Form	Completed 06/19/2014 3:54pm
Step 14)	Free/Reduced Lunch Form	Completed 06/19/2014 3:54pm

Guardian Name: MOTHER TEST Guardian Address: 100 ROUGHNECK WAY
WHITE OAK, TX 75693

1. Verify Student Information
Completed 06/19/2014 3:23pm
- a. Student Information
- b. Family Address
- c. Family Information
- d. Emergency Information
- e. Emergency Contacts
- f. Health Information
2. Verify Ethnicity/Race
Completed 06/19/2014 3:23pm
3. Health History
Completed 06/19/2014 3:47pm
4. Technology User Agreement
Completed 06/19/2014 3:47pm
5. Handbook/Code of Conduct
Completed 06/19/2014 3:49pm
6. Electronic Device
Completed 06/19/2014 3:49pm
7. Corporal Punishment
Completed 06/19/2014 3:50pm
8. Military Connected
Completed 06/19/2014 3:50pm
9. Foster Care
Completed 06/19/2014 3:51pm
10. FERPA
Completed 06/19/2014 3:51pm

Submit Online Registration

11. Click the Submit Online Registration button. The screen below will open telling you that Online Registration was successfully completed and submitted for this student. There are also options to “Go back to review completed steps” or to “Mark Online Registration as not completed and make changes”.

Family Access

https://skyward.iscorp.com/scripts/wsa.dll/WService=wseuwhiteoaktx/sfonlinereg001.w

MOTHER TEST My Account Contact Us Exit

SKYWARD Family Access INT TEST STUDENT District Links

Home

Online Registration

Ethnicity/Race

Calendar

Gradebook

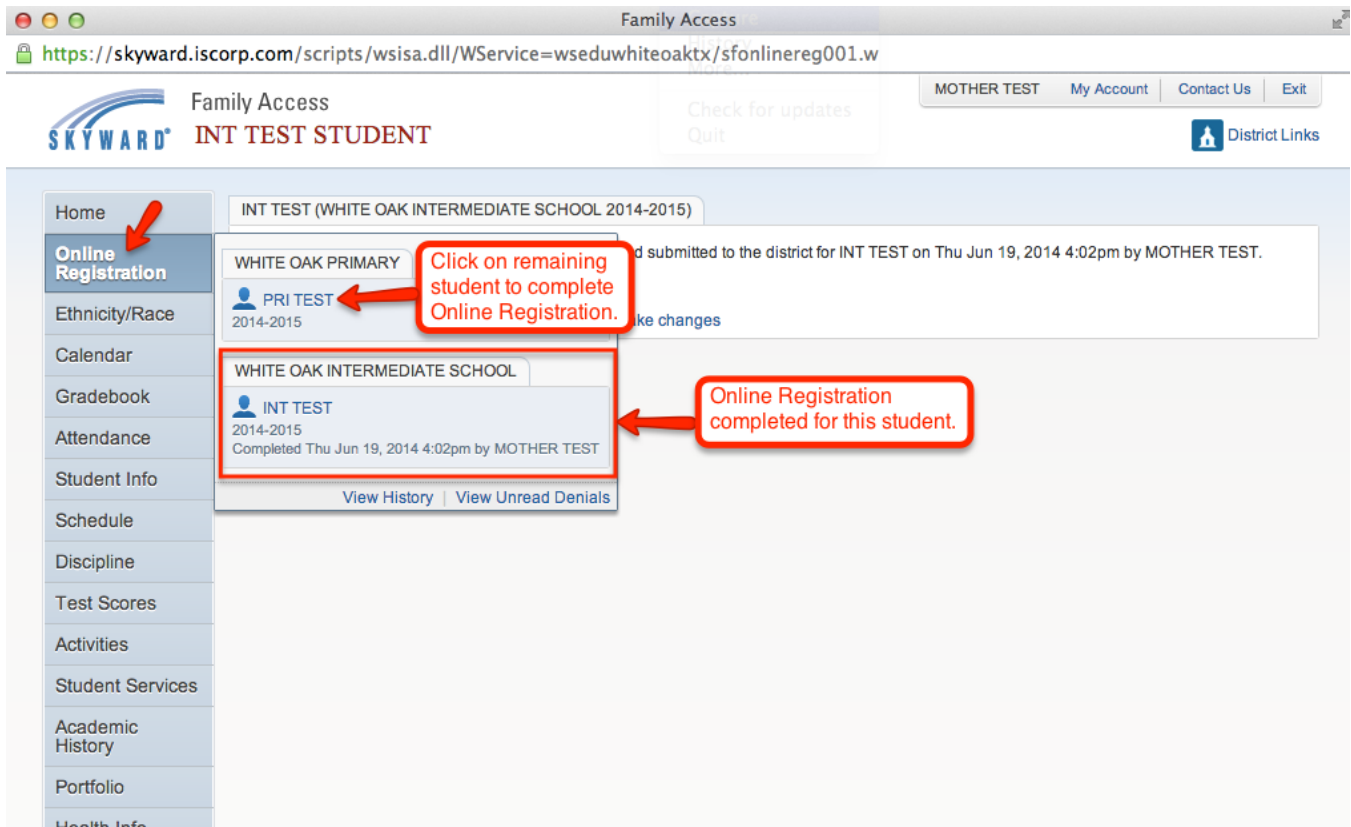
INT TEST (WHITE OAK INTERMEDIATE SCHOOL 2014-2015)

Online Registration was successfully completed and submitted to the district for INT TEST on Thu Jun 19, 2014 4:02pm by MOTHER TEST.

Go back to review completed steps

Mark Online Registration as not completed and make changes

12. If you have more than one child enrolled in White Oak ISD, the Online Registration process will have to be completed for each child. After completing Online Registration for your first child, click on the Online Registration tab to the left of the screen. A drop-down will open for you to click your student for whom Online Registration needs to be completed. Click on that child's name and Online Registration will open. Follow these instructions from the beginning for that child.



Online Registration will open for all campuses beginning on July 28, 2014. Online Registration must be completed before teacher placement/schedules will be given at In Person Registration. **At least one parent must attend In Person Registration on August 6 (8:30 AM - 4:30 PM) or August 7 (8:30 AM - 4:30 PM).**

In Person Registration will be much quicker if Online Registration is completed before In Person Registration. However, Primary and Intermediate campuses will provide computers at In Person Registration in order to accommodate parents without computer access.

Proof of Residency documentation must be presented at In Person Registration in order to complete the registration process. Acceptable forms of Proof of Residency are: Property Tax Receipts or Statements, Current Lease or Buyer Agreement, Current Utility Bill.