



Parents Reference Guide to the New Family Online Enrollment Portal

This portal is ONLY for families that are NEW to the district. The family does not have a Skyward Family Access account with a previous student or a current student.

Nippersink Middle School

10006 Main Street
Richmond, IL 60071
(815) 678-7129
Fax: (815) 678-7210

Richmond Grade School

5815 Broadway
Richmond, IL 60071
815-678-4717
Fax: 815-678-2279

Spring Grove Elementary

2018 Main Street
Spring Grove, IL 60081
(815) 678-6750
Fax: (815) 678-6760

New Student Enrollment Portal: Account Request

SKYWARD Select Language Online Enrollment Access

New Student Enrollment: Account Request

This form is the first step to enrolling your new student online. Complete it to request an account that you will use to log in to a secure Online Enrollment system.
Complete required fields to request an account to enroll your students.

Enter the name of the legal parent/guardian of the student you want to enroll

* Enter Legal First Name:

* Enter Legal Last Name:

Enter Legal Middle Name:

Enter Legal Name Prefix: Enter Legal Name Suffix:

Enter contact information

I don't have an email

* Enter Email Address:

* Re-type Email Address:

Enter Primary Phone Number:

Asterisk (*) denotes a required field

[Click here to submit Online Enrollment Account Request](#)

This is the Portal Account Request page.

If the **Google Translator** was turned on in the Enrollment Portal Configuration, it will appear in the top right corner of the page. Click the drop down and select the language to translate the page into. There will then be a button to display the site in the original language.

In the blue box spanning the width of the page, you can see the information typed into one of the text areas in the Enrollment Portal Configuration screen.

****Enter Legal First Name:** This is the legal first name of the person requesting a Portal Account to enroll new students.

****Enter Legal Last Name:** This is the legal last name of the person requesting a Portal Account to enroll new students.

Enter Legal Middle Name: This is the legal middle name of the person requesting a Portal Account to enroll new students.

Enter Legal Name Prefix: The user can select the appropriate legal prefix for their name.

Enter Legal Name Suffix: The user can select the appropriate legal suffix for their name.

I don't have an email: This option will be available if the system is configured to not require an email address for guardian registration. The user can indicate they do not have an email address to receive their account information at. It is important to enter an email address for concordance purposes inside the enrollment form.



The screenshot shows a form titled "Enter contact information". At the top right, there is a checkbox labeled "I don't have an email" which is checked. Below this, there are two required fields for login: "* Enter Login:" and "* Re-type Login:". Both fields contain the text "sjonescr".

Once the I don't have an email option is selected, the Email Address fields change to the Login fields.

****Enter Login:** Enter a desired login to use to access the NSOE Portal, where a student application can be completed. You will be notified if the login is already in use upon submitting.

****Retype Login:** Reenter the desired login to use to access the NSOE Portal.

****Enter Email Address:** The guardian needs to enter a valid email to have their account information sent to. This will also be their login name for the Portal.

****Re-type Email Address:** The Email entered above must be reentered here as an exact match. If it does not match, the Account Request will not be processed. They will receive an error when trying to submit the request.

Enter Primary Phone Number: The guardian should enter their primary phone number, which will also become the primary phone number of the first family of the students they submit Enrollment Applications for. This field may be marked as required depend on the districts configuration.

Click here to Submit Online Enrollment Account Request: Once the form is filled out, click the button to complete the Account Request.

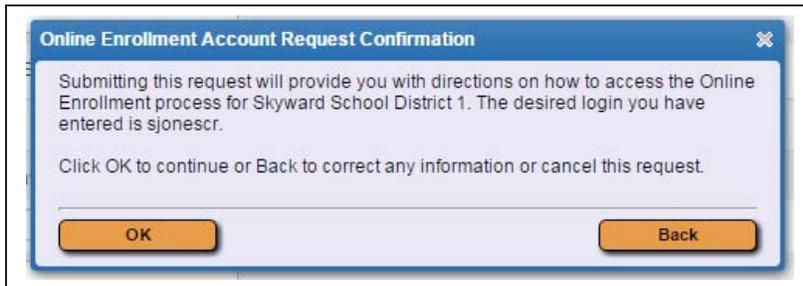
If a required field is missing, an error will display and the request will not be completed.



If the Email entered is linked to an existing guardian with an active Family Access account, they will receive the above message after clicking the button. This will not happen for Family Access users whose accounts are inactive.



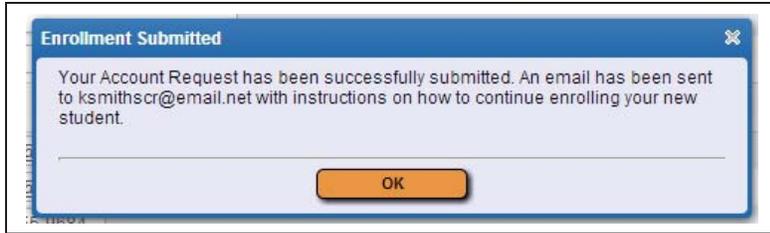
Above is an example message when an email address is entered.



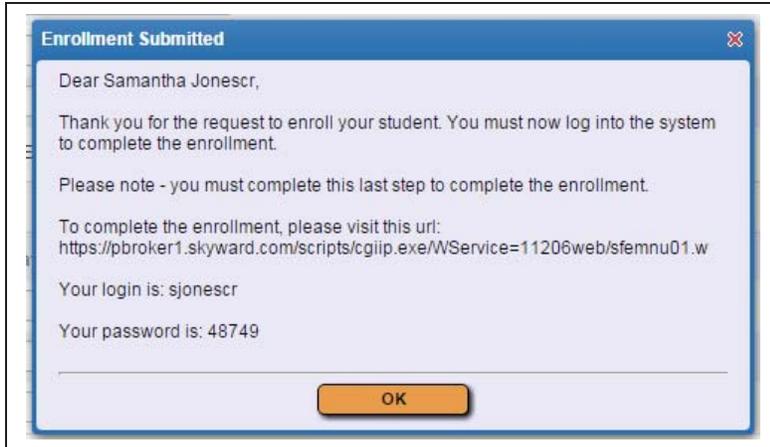
Above is an example when no email address is entered, but a login is.

If the form was filled out completely and there were no issues with matching data, one of the above messages will appear. Click **OK** to complete the Account Request, or **Back** to make changes to the information entered.

As indicated in the first of the two messages above, an email will be sent to the email address entered with directions on how to complete the Student Applications.



Above is an example message when an email address was entered.



Above is an example when no email address was entered, but a login was. This message is based on the same email that is sent to those entering an email address.

After clicking OK, one of the above confirmation messages appears. Click **OK** on this screen to refresh your page. The regular Login page for the Portal will then load. This is the same URL that will be included in the email sent to the guardian or the on-screen message displayed.

New Student Enrollment Portal: Login

SKYWARD®

Skyward School District
CSIT)Customer Service TX Reference - Student

Login ID:

Password:

[Forgot your Login/Password?](#)

05.13.06.00.00-10.2

Login Area: ▼

© 2013 Skyward, Inc. All rights reserved. Windows 7 / Chrome 26

This is the New Student Online Enrollment Portal Login page. This page can also be accessed with a slight change to the regular URL for the database, replacing “**seplug01.w**” with “**sfemnu01.w**”. Users can use their emailed credentials to access the NSOE Portal through the district’s main login page (All Areas), or the Enrollment Access one. A Family Access user will not be able to use their account info to log into the Enrollment Access area.

****Login ID:** This is the guardian’s email address used when they requested their account.

****Password:** This is the Password provided in the Account Information email that the user received.

Sign In: Click this once the account information has been entered to access the NSOE Portal.

Forgot your Login/Password?: This will allow the user to request a new Account Information email to be sent if they forgot their password.

SKYWARD®

Forgotten Login/Password Assistance

Please enter your email address or user name. If it matches the email or user name the district has on file, you will be sent an email containing your login and a link that can be used to reset your password.

Email or User Name:

After clicking the Forgot your Login/Password link, this screen will appear. The user's email they used when requesting their account will have to be entered. If they do not remember which email address they used, they will have to contact the district.

New Student Enrollment Portal: Overview

The screenshot shows the English version of the SKYWARD New Student Enrollment: Application Form. At the top right, the user's name "Krystal Smithscr" and an "Exit" button are visible. Below the SKYWARD logo, the text "Online Enrollment Access" is present. A "Select Language" dropdown menu is also visible. The main heading is "New Student Enrollment: Application Form". Below this, there are four orange buttons: "Save and Continue to Fill Out Application", "Save and go to Summary Page", "Print Application", and "Leave WITHOUT Saving". A blue box contains instructions for completing the student application. Below the instructions, a note states "Asterisk (*) denotes a required field" and "Please Note: Only one step may be edited at a time". The current step is "Step 1: Student Information", with buttons for "Edit", "View Only", "Save", and "Save and Collapse Step". The form fields include: Last Name, First Name, Middle Name, Name Suffix, Gender, Date of Birth, Birth City, Birth State, and Birth Country.

The first time a guardian logs into the Portal, they will be taken directly to the Application Form. This is the form to be filled out with the new student's information. If a guardian logs in for the first time after a previous application has been denied and they have no other pending applications, they will see this page with a red message in the upper left corner notifying them of the denied application.

In the upper right corner, the name of the guardian logged in is shown next to the **Exit** button.

Below that, the Google Language Translator is available. Selecting a different language from there will translate all buttons and text into that language.

The screenshot shows the French version of the SKYWARD Nouvelle inscription de l'étudiant: Formulaire de demande. At the top, a Google Translate widget is visible, showing the text translated to French. The user's name "Krystal Smithscr" and a "Quitter" button are visible. Below the SKYWARD logo, the text "Inscription en ligne Accès" is present. A "French" dropdown menu is also visible. The main heading is "Nouvelle inscription de l'étudiant: Formulaire de demande". Below this, there are four orange buttons: "Enregistrer et continuer à remplir à la demande", "Sauvegardez et allez à la page Sommaire", "Imprimer Demande", and "congé sans enregistrer". A blue box contains instructions for filling out the student request form. Below the instructions, a note states "Asterisque (*) indique un champ obligatoire S'il vous plaît Note: Une seule étape peut être éditée à la fois". The current step is "Étape 1: Informations étudiants", with buttons for "Modifier", "afficher uniquement", "Enregistrer", and "Enregistrer et Réduire l'étape". The form fields include: Prénom, Second prénom, Suffixe de nom, and Sexe.

Functionality described here may vary in availability depending upon your district/entity configuration.

** Denotes Required Field to save screen.

When the page is translated, there is a bar at the top with a button to return the page back to its original language.

In the above example, the Skyward image displayed directly above the phrase "New Student Enrollment: Application Form" is the image that was uploaded in the setup.

Save and Continue to Fill Out Application: This button will save the data filled in so far, and keep the screen open to allow the guardian to complete it.

Save and go to Summary Page: This button will save the data filled in so far and take the user back to the Portal's main page.

Print Application: This button will send the page to the guardian's printer.
Note: This will not run a process to a print queue and generate the form in a .PDF. It functions just like clicking print from the browser.

Leave WITHOUT Saving: This button will take the user back to the Portal's main page and not save any data entered into the form before doing so.

These buttons will also display at the very bottom of the form.

The area below the buttons displays part of the text that was entered during the setup. The display properties (font size, color, and background color) of this area and the others were set up in the Configuration. This should display instructions for the guardians, and give them any necessary reminders.

Creating and Submitting a New Student Enrollment Application

As previously noted, the first time a user logs into the Portal, they will be taken directly to the Application Form. A guardian who has at least started an Enrollment Application and is logging into the Portal to start a new one will have to click on the **Click to Enroll Additional Student** button from the "New Student Enrollment Applications: Summary Page."

The information at the top of the Application Form was discussed in the "New Student Enrollment: Overview" section of this document.

With the Application Form split into the different steps, it is important to know that guardians will only be able to have one step expanded and available for editing at a time. The currently active step will have the **Save** and **Save and Collapse Step** buttons active at the top of the section. If no step/section is in Edit mode, then the **Edit** and **View Only** buttons will be active. When one step/section is in Edit mode, the other sections will have the **View Only** button active so a guardian can review those sections while editing another.

Step 1: Student Information

Asterisk (*) denotes a required field Please Note: Only one step may be edited at a time

Step 1: Student Information Edit View Only Save Save and Collapse Step

* Last Name: Smithscr * First Name: Benjamin Middle Name: A

Name Suffix: * Gender: Male

* Date of Birth: 04/06/2008 Birth City: Birth State:

Birth Country: Birth County:

Does student live within this school district?

Social Security Number: State ID:

Is Student Hispanic/Latino?

* Federal Race: (select all that apply)

American Indian or Alaskan Native

Asian

Black or African American

Native Hawaiian or Other Pacific Islander

White

Ancestry:

* Language Spoken Most: ENGLISH * Language Spoken at Home:

* Language District should use:

Has student attended a state school? Has student attended this district previously?

Previous School District: Jefferson ISD School in the District Student Previously Attended:

* Expected Date of Enrollment: 08/02/2013 * Expected Grade Level: * Expected School to Enroll into: Don't Know

Additional Information: (on the Student for the District)
He prefers to go by Ben.

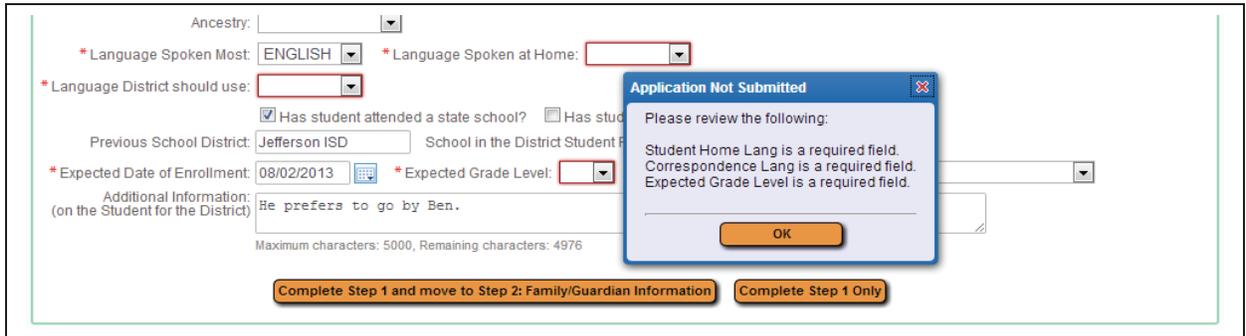
Maximum characters: 5000, Remaining characters: 4976

The next area is where the guardian begins entering the data for the student. The fields available, and those marked as required, will vary from district to district since they are based on options set in the Configuration.

At the bottom of this section, some fields that will make up the student's Entry record can be found. A guardian also has space in the **Additional Information** field to leave a note for the office to see as they process a student's application.



A guardian will then have to click the **Complete Step 1 and move to Step 2: Family/Guardian Information** to move on to adding the Family details. If the guardian does not wish to move on to the next step, they can click the **Complete Step 1 Only** button. Both buttons will scan through the fields for Step 1 and verify that all required data has been entered.



If something was missed, a screen listing the missed fields will display, and the field(s) will be highlighted with a red box. Click **OK** to close the box and fill in the missing data. Then click one of the Complete Step 1 buttons.



As a step is completed, a Date Completed will show to the right of the collapsed step. If the guardian clicks the **Edit** button for that step, the Date Completed will go away until they click one of the complete buttons again.

Step 2: Family/Guardian Information

Step 2: Family/Guardian Information

Enter Information for the Primary Guardian and the Family this Student lives with

Enter Information for the Family this Student lives with

Primary Phone: (555) 555-9684 Should the District keep this number confidential?

Family Home Language: ENGLISH

Home Address: House #: 6546 Direction: E Street Name: Main St Apartment:

P.O. Box: Address 2: City: Pleasant Ridge State: TX Zip Code: 78323

Enter Information for the Primary Guardian of the Family this Student lives with

* Last Name: Smithscr * First Name: Krystal Middle Name: May

Name Suffix: Name Prefix: Date of Birth: * Gender: Female

* Relationship to Child: Marital Status: Married

Should this guardian also be considered an Emergency Contact?

Cell Phone: (555) 555-4986 Work Phone: Contact Email Address: ksmithscr@email.net

Language: Employer: Stay-at-home mother

Work Hours:

Are there other Legal Guardians who live at this address?

Are there other Legal Guardians who live at a different address?

Some of the fields will be filled in for this guardian since it pulls the data from the form the guardian filled out when requesting the Portal account. Everything except the email can be updated from here.

Upon clicking the check box to add the guardian as an emergency contact, this guardian's information will show in that portion of the application form.

If a guardian is creating an additional Enrollment Application form, meaning they have already submitted one and have started a new one, the first family information will merge into the Family and Guardian fields; however the fields can be updated after they have merged in. There are a couple of fields that may have to be updated such as Relationship to Child.

If a guardian has submitted multiple Enrollment Applications and is now creating another one, the family information that will merge is based on the first Enrollment Application that is submitted, not the most recent.

If there are other guardians within this family (at this same address), click the **Yes, I want to Add another Legal Guardian who lives at this address** button at the bottom of the section. Notice the slightly thicker blue box around the guardians in this first family.

If there are additional Families that need to be attached to the student, click the **Yes, I want to Add a Legal Guardian who lives at a Different Address** button in the bottom left corner of the Family/Guardian Information Section. By clicking this button, the guardian will then be able to fill in the new family's information.

Functionality described here may vary in availability depending upon your district/entity configuration.

** Denotes Required Field to save screen.

Yes, I want to Add another Legal Guardian who lives at this address

Step 2A: Enter Information for the Family and a Guardian that lives at a different address

Enter Information for the Family that lives at a different address **Remove this Family**

Primary Phone: (555) 555-5163 Should the District keep this number confidential?

Family Home Language: ENGLISH

Home Address: House #: 5466 Direction: W Street Name: ELM ST Apartment:

P.O. Box: Address 2: City: State: Zip Code:

Enter Information for a Guardian of the Family that lives at this address

* Last Name: Smithscr * First Name: John Middle Name:

Name Suffix: Name Prefix: Date of Birth: * Gender: Male

* Relationship to Child: Father Marital Status:

Should this guardian also be considered an Emergency Contact?

Cell Phone: Work Phone: Contact Email Address:

Language: Employer:

Work Hours:

Are there other Legal Guardians who live at this address?

Yes, I want to Add another Legal Guardian who lives at this address

Step 2A is to fill in the fields for the new family. This can be repeated to add as many families as needed for the student. Notice at the top of the screen, the blue box that is around the first family can be seen, and a new purple box is around this new family. Each different family added will have a new color around the guardians to help keep them visually separated.

If the new family was added in error, click the **Remove this Family** button to delete the record. Just like with the Primary family/guardian, additional family members can be added by clicking the **Yes, I want to Add another Legal Guardian who lives at this address** button at the bottom of Step 2A.



The above confirmation screen will display after clicking the **Remove this Guardian** and the **Remove this Family** buttons respectively.

A **Remove this Guardian** button will display above all guardians in a family with more than one guardian in it.

Enter Information for a Guardian of the Family that lives at this address **Remove this Guardian**

* Last Name: * First Name: Middle Name:

Name Suffix: Name Prefix: Date of Birth: * Gender:

* Relationship to Child: Marital Status:

Should this guardian also be considered an Emergency Contact?

Cell Phone: Work Phone: Contact Email Address:

Language: Employer:

Work Hours:

Are there other Legal Guardians who live at this address?

Yes, I want to Add another Legal Guardian who lives at this address

Are there other Legal Guardians who live at a different address?

Yes, I want to Add a Legal Guardian who lives at a Different Address
No, Complete Step 2 and move to Step 3: Medical/Dental Information
No, Complete Step 2 Only

Once all the Family/Guardian Information has been entered, the guardian completing the application needs to click either the **No, Complete Step 2 and move to Step 3: Medical/Dental Information** button or the **No, Complete Step 2 Only** button to complete the step.

Step 3: Medical/Dental Information

Step 3: Medical/Dental Information

Allergy/Medical Condition:

Physician Last Name: Physician First Name: Physician Middle Name:

Name Suffix: Name Prefix: Physician Phone:

Dentist Last Name: Dentist First Name: Dentist Middle Name:

Name Suffix: Name Prefix: Dentist Phone:

Insurance: Insurance Phone:

Insurance Policy Number:

Complete Step 3 and move to Step 4: Emergency Contact Information
Complete Step 3 Only

For this step, any fields that would show on the Emergency Info tab for the student will be available for the guardian to fill out depending on how the district set up their fields in the Enrollment Portal Configuration. If the district had none of these fields selected to be displayed, this whole section is ignored, and Step 3 would show as Emergency Contact Information.

Step 4: Emergency Contact Information

Any Guardians that had the checkbox marked to add them as an Emergency Contact during Step 2 will show automatically in this section and their contact information cannot be updated here. It will have to be updated in the Guardian portion of the form.

If contacts other than a guardian need to be entered, click the **Yes, I want to Add another Emergency Contact Record** button in the bottom left corner of the section. This will add another set of Emergency Contact fields to be filled in.

If an Emergency Contact record is added in error, the **Remove this Emergency Contact** button can be used.



Upon clicking the button, the above confirmation box will display. Click **Yes** to remove the Emergency Contact, or **No** to cancel the request.

After clicking either the **No, Complete Step 4 and move to Step 5...** button or the **No, Complete Step 4 Only** button the next step will become available (as long as Steps 1 through 3 are also marked complete).

*Note: The **No, Complete Step 4 and move to Step 5...** button will not be available if no other steps were configured for use in the application.*

Step 6: Requested Documents

If any Attachment Types were flagged to Allow Online Submission, they will display here. Guardians can select the **Choose File** button where they will be prompted to browse to a location on their computer to select a file. Once the file is selected, the file name will display as a link to open the file, and the **Remove File** button is available if one was uploaded in error.

Notice that no Attachment Types are indicated as required since the Required Document option, if selected during the setup, only applies to staff processing a submitted application. Also notice that only one file can be attached for each Attachment Type.

Once all of the Requested documents have been attached, the guardian completing the application needs to click either the **Complete Step 6 and move to Step 7...** button or the **Complete Step 6 Only** button to complete the step.

*Note: The **No, Complete Step 6 and move to Step 7...** button will not be available if no other steps were configured for use in the application.*

Step 7: Additional District Forms

In this optional step (it depends on how the district set up the configuration), the user can click on a Form button to fill in the data on the form. In the example above, clicking the **AUP** button will open a screen for the user to access the form.

Notice that a form may be flagged as required. When this is done, a guardian must open the form and complete it before completing this step.

Functionality described here may vary in availability depending upon your district/entity configuration.

** Denotes Required Field to save screen.

Select Language | ▾

Name: **Lila Mae Jonescr** Gender: **Female**

Acceptable Use Policy

I allow ▾ access for my student **Lila Mae Jonescr** to the district's network. This includes access to school email, internet, and other pieces of computer software. I acknowledge the above student is aware of his/her responsibilities with this, has read the district's Acceptable Use Policy found [here](#), and they know that they may be disciplined if caught in breach of this agreement.

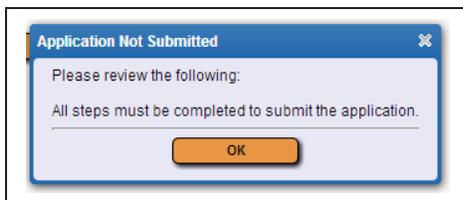
*Electronic Signature: **Smantha Jonescr** Date: **04/27/2015**

The guardian can then fill out the form and click the **Save** button.

* Required Form: **AUP** This form *has been completed*

The step will then be marked as completed. If it was not filled out and the guardian plans to come back to it, they can uncheck the box showing it as completed.

Note: If multiple forms are setup, they do not have to be completed in the order they are listed on screen.



If the **Complete Step 7** button is selected without all the forms being marked as completed beforehand, the above error message will display.

After all of the Additional District Forms have been marked as completed, the guardian can mark Step 7 complete.

Submitting the Application

Asterisk (*) denotes a required field Please Note: Only one step may be edited at a time

Step 1: Student Information	Edit	View Only	Date Completed: 04/27/2015
Step 2: Family/Guardian Information	Edit	View Only	Date Completed: 04/27/2015
Step 3: Medical/Dental Information	Edit	View Only	Date Completed: 04/27/2015
Step 4: Emergency Contact Information	Edit	View Only	Date Completed: 04/27/2015
Step 5: Immunization Information	Edit	View Only	Date Completed: 04/27/2015
Step 6: Requested Documents	Edit	View Only	Date Completed: 04/27/2015
Step 7: Additional District Forms	Edit	View Only	Date Completed: 04/27/2015

Submit Application to the District

* All steps must be Completed before an Application can be Submitted *

When all steps are complete and are showing a Date Completed, the **Submit Application to the District** button will be active at the bottom of the screen.

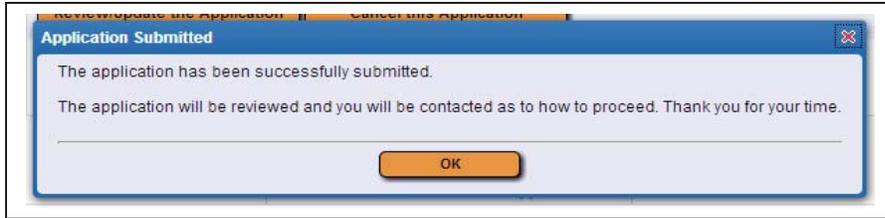
Before submitting, guardians should review all parts to make sure the information is correct. Once the application is submitted, they cannot make any changes to its content. They would have to contact the district to notify them of the inaccurate information.

Confirm ✕

Submitting will allow Skyward School District to review and process this application. After submitting you will only be able to view this application and will not be able to make any further changes.

Are you sure you want to submit this application to Skyward School District?

The above confirmation screen will display after clicking the Submit Application to the District button. Click **Submit Application** to complete the process, or **Cancel and Keep Screen Open** to still have the ability to review and update the application.



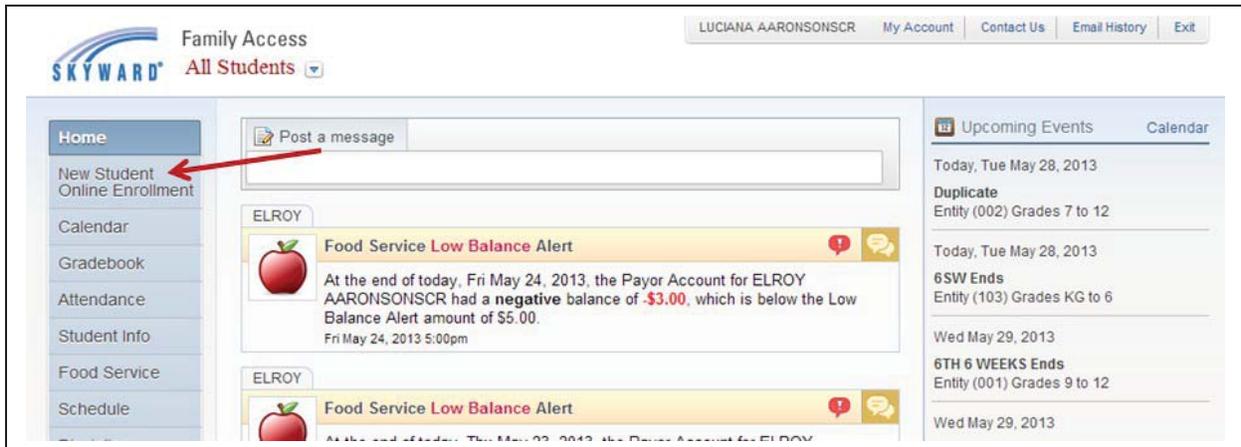
The above screen will display after clicking Submit Application. This information can be customized by the district in the configuration.

Using NSOE through Family Access

Accessing NSOE from Family Access
Creating and Submitting a New Student Enrollment Application

Accessing NSOE from Family Access

The NSOE Application area can be used by existing guardians while they are in Family Access. The option in the Enrollment Portal Configuration must be checked as well for guardians to see it.



Once in Family Access, users will have a link on the left side to access **New Family Online Enrollment**. Clicking there will open the Portal screen discussed previously.

ABBY ADUSCR Go To Family Access Exit

SKYWARD[®] Online Enrollment Access District Links

SKYWARD[®]
New Student Enrollment: Application Form

Save and Continue to Fill Out Application Save and go to Summary Page Print Application Leave WITHOUT Saving

Instructions for completing the student application
Answer the questions to progress through the application form.
For Step 2, check to see if the guardian info can be populated from someone already in the system before filling out the info manually.
Click 'Save and Continue to Fill Out Application' to save your progress and stay on this screen.
Click 'Save and Come Back Later' to save your progress and return to the summary page.
Click 'Leave WITHOUT Saving' to return to the summary page without saving.

Asterisk (*) denotes a required field Please Note: Only one step may be edited at a time

Step 1: Student Information Edit View Only Save Save and Collapse Step

* Last Name: * First Name: Middle Name:
Name Suffix: * Gender:
* Date of Birth: Birth City: Birth State:
Birth Country: Birth County:
 Does student live within this school district?

Upon clicking the link to open the NSOE area from Family Access, guardians will be taken to one of two pages.

If they have not begun any applications before, they will be taken to the Application Form to begin filling out as shown above.

If they have begun an application, they will be taken to the Summary Page.

Once in the NSOE area, they can get back into Family Access by clicking the **Go to Family Access** button in the upper right corner.

Creating and Submitting a New Student Enrollment Application

The process of filling out the application is very similar to that of guardians using the Portal only to complete one. The main difference comes in when entering the Primary Family information.

Step 2: Family/Guardian Information Edit View Only Save Save and Collapse Step

Your Family information has been imported onto the application.

All the fields not specific to the student have been pre-populated. Any changes needed, will be conducted by the Registrar.

Primary Phone: (555) 135-8435 Should the District keep this number confidential?

Family Home Language: SPANISH

Home Address: House #: 1254 Direction: E Street Name: MAPLE ST Apartment:

P.O. Box: Address 2: City: AUSTIN State: TX Zip Code: 55555

For the guardian listed, complete any remaining fields related to the student.

* Last Name: ADUSCR * First Name: ABBY Middle Name:

Name Suffix: Name Prefix: Date of Birth: * Gender: Female

* Relationship to Child: Marital Status:

Should this guardian also be considered an Emergency Contact?

Cell Phone: Work Phone: Contact Email Address: abby@scramble.com

Language: Employer:

Work Hours:

For the guardian listed, complete any remaining fields related to the student.

* Last Name: Aduscr * First Name: Alonso Middle Name:

Name Suffix: Name Prefix: Date of Birth: * Gender:

* Relationship to Child: Marital Status:

Should this guardian also be considered an Emergency Contact?

Cell Phone: () - Work Phone: () - Contact Email Address:

All fields for the Primary Family will be locked from editing. Only the options to change the relationship and mark the guardian as an Emergency Contact will be available to guardians.

If any of the information is incorrect, it will need to be changed through Family Access Pseudo Family Changes (if available), or by contacting the school/district directly. The reason for this is because a guardian's information should always be current in Skyward, and the portal is not intended to be used as a means to have it updated.

Additional families can still be added as needed by clicking the **Yes; I want to Add a Legal Guardian who lives at a Different Address** button in the lower left corner of the section.

The other parts of the application are accessed and submitted to the district the same as previously described in [Creating and Submitting a New Student Enrollment Application](#).

Accessing Existing Enrollment Requests

SKYWARD Online Enrollment Access

Krystal Smithscr Exit

Select Language | ▼

SKYWARD New Student Enrollment Applications: Summary Page

Your Un-submitted Enrollment Applications

Student Name	Application Status/Options
Lilyann Marie Smithscr	All Steps have been completed, please select one of the following options: Submit Application to the District Review/Update the Application Cancel this Application
Bethany Joy Smithscr	All Steps have NOT been completed, please select one of the following options: Review/Update the Application Cancel this Application

[Click to Enroll Additional Students](#)

Your Submitted Enrollment Applications

Student Name	Applicant Status/Options
Benjamin A Smithscr	The district is currently reviewing the applicaiton, please select one of the following options: View the Submitted Application

If a user has started an application and exited out of the Portal or Family Access, the next time they log in or access the NSOE area, they will be brought to the Summary Page as seen above. If a user had an application denied, and this is their first time logging in since then, they will see a red message in the upper left portion of the screen notifying them of this.

From here, the guardian can click the **Click to Enroll Additional Students** button to start a new Enrollment Application.

In the table where Un-submitted Enrollment Applications are found, the options available will depend upon how far they have gotten in the application process. If all parts are complete, they will have all three buttons seen in the example above for Lilyann. If some parts are not complete, the red message displays, and only the two buttons will be available seen in the example above for Bethany.

Submit Application to the District: This button will submit the completed Enrollment Application to the district for processing.

Review/Update the Application: This button will open the Enrollment Application screen (Student, Guardian/Family, Health, and Emergency Contact Information) so the guardian can modify or complete it.

Review/Update Additional Forms: This button will open the Additional Forms screen (the district specified Custom Forms) so the guardian can update those other forms.

Cancel this Application: This button will void and delete the existing application. There will be no way to get it back. The guardian would need to start a new application.

In the table where Submitted Applications are found, the guardian will be able to see any applications that have **not** been approved, denied, or canceled by the district staff. A user

Functionality described here may vary in availability depending upon your district/entity configuration.

** Denotes Required Field to save screen.

will only be able to **View the Submitted Application**. They will not have the ability to make changes to the submitted information, except by directly contacting the district and having the changes made from the Student Management side of the software.

Completing Enrollment through Online Registration

After an application has been processed by the district staff and approved, they can open up Online Registration for the students/guardians added through the NSOE module.

For this to work, a few things must be set up. First and foremost, Online Registration must have been set up, and must still be enabled. The registration window does not need to be open. Second, in the Enrollment Portal Configuration, the option to keep Online Registration for entities using it open a number of days must be activated. Lastly, the New Family Access must be activated for the entity.

The guardian will have to log into the system using their Family Access account information. They cannot use their Portal email login and password.

The screenshot shows the Skyward Family Access interface. At the top, there is a navigation bar with links for 'Crystal Fleescr', 'Examples', 'My Account', 'Contact Us', 'Email History', and 'Exit'. Below this is the 'Family Access' header with the 'All Students' dropdown and a 'Select Language' button. On the left is a sidebar menu with options: Home, New Student Online Enrollment, Online Registration, Calendar, Gradebook, Attendance, Student Info, and Food Service. The main content area features two identical alert messages. Each message states: 'Online Registration is now open at Entity (103) Grades KG to 6 until 04/30/2012' (or 2013). Below each message is an 'Attention' note: 'You have been granted an extended amount of time to complete Online Registration for Lucy and Benjamin.' Underneath the attention note are two links: 'Go to Online Registration for Lucy' and 'Go to Online Registration for Benjamin'. On the right side, there is an 'Upcoming Events' section with a 'Calendar' link, showing 'Sat Jun 1, 2013' and 'Last Day of School Entity (103) Grades KG to 6'.

When the guardian logs in, they go to the New Family Access. Once they are in there, they will have at least one alert message that Online Registration is now open. In the case above, they have a message for the 2015-16 Online Registration and another for the 2016-17 Online Registration. Also, since two students were added for this guardian, they have to complete registration for both of them.

This screenshot is similar to the previous one but shows the 'Online Registration' button in the left sidebar menu highlighted. A dropdown menu is open over this button, listing the following items: 'Entity (103) Grades KG to 6', 'Benjamin 2012-2013', 'Lucy 2012-2013', 'Benjamin 2013-2014', and 'Lucy 2013-2014'. At the bottom of the dropdown are two links: 'View History' and 'View Unread Denials'. The rest of the interface, including the alert messages and the 'Upcoming Events' section, remains the same as in the previous screenshot.

They can also click on the Online Registration button to see the registration options.

Functionality described here may vary in availability depending upon your district/entity configuration.

** Denotes Required Field to save screen.