

STEP-BY-STEP ONLINE REGISTRATION INSTRUCTIONS

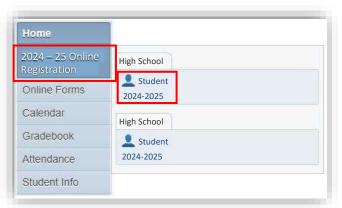
- 1) Go to www.oasd.org
- 2) Click the Quick Links icon then select Skyward Family Access from the list:



4) Click on the **Open Family Access button** in the upper right corner:



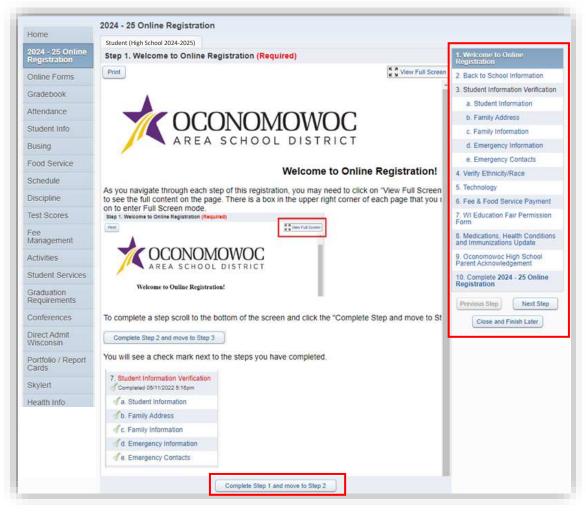
5) Click the **2024-25 Online Registration button** at the top of the left column, then select the first student you will register and click their name to begin.





ONLINE REGISTRATION

6) The registration steps are listed in the right column. Please complete all of the information within each step and click the **"Complete Step and Move To" button** at the bottom to move to the next step. There will be boxes to click, information that must be typed, and information that must be reviewed within each step:



7) As you navigate each step, you may need to click on "View Full Screen" to see the full content on the page. There is a box in the upper right corner of each page that you can click on to enter full screen mode.





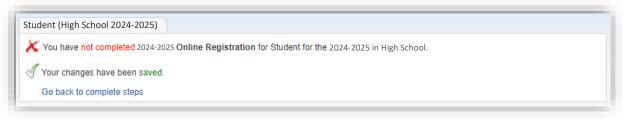
8) A check mark along with the time and date stamp will appear next to each registration step as you complete it.



9) If you need to stop during the registration process, click the "Close and Finish Later" button on the bottom right:



10) You will see a confirmation message that your registration is saved but not complete:





11) The Student Information Verification step includes several sub-steps that must all be completed before the full Information Verification step is complete. You'll see check marks next to each sub-step once it's completed:

3. Student Information Verification
da. Student Information
of b. Family Address
of c. Family Information
of d. Emergency Information
Je. Emergency Contacts

12) Once you have completed all of the steps, you must click the **"Submit 2024-25 Online Registration" button** at the bottom of the last page to formally submit your registration. If you are missing a step or would like to edit a step, simply click back to the step in the right column. You must complete all the required steps before a clickable "Submit" button will appear:

tudent (High School 2024-2025)		Print	6	
Step 10. Complete 2024 - 25 Online Registration (Required) By completing 2024 - 25 Online Registration, you are confirming that the Steps below have been finished. Are you sure you want to complete 2024 - 25 Online Registration		1. Welcome to Online Registration Completed 05/27/0024 11:47am		
			2. Back to School Information	
Review 2024 - 25 Online R	egistration Steps		Completed 08/27/2024 11:47am	
Step 1) Welcome to Online F	tegistration	Completed 06/27/2024 11:47am	3. Student Information Verification	
Step 2) Back to School Information		Completed 06/27/2024 11 47am	Completed 08/27/2024 11:48am	
Step 3) Student Information Verification		Completed 06/27/2024 11:48am		
No Requested Changes exist	for Step 3.		b Family Address	
Rep 4) Verify Ethnicity/Race	- Siddiet)	Completed 06/27/2024 11:48am		
No Requested Changes exist	for Step 4		C. Family Information	
Step 5) Technology		Completed 06/27/2024 11 45am	d. Emergency Information	
Step 6) Fee & Food Service Payment		Completed 06/27/2024 11:48am	de. Emergency Contacts	
Step 7) WI Education Fair Pe	rmission Form	Completed 06/27/2624 11 48am	4. Venty Ethnicity/Race	
Rep 8) Medications, Health Conditions and Immunizations Update		Completed 06/27/2024 11 48am	Completed 05/27/2024 11 48am	
Step 9) Oconomowoc High School Parent Acknowledgement Completed 06/27/2024 11 49am				
Guardian Name:	Guardian Address:		5. Technology Completes 06/27/2024 11:48em	
			6 Fee & Food Service Payment	
	Submit 2024 - 25 Online	1.	Completed 06/27/2024 11 48am	
	Registration	16	7. WI Education Fair Permission	
		J.,	Form	
			Completed 05/27/2024 11:48am	
			8. Medications, Health Conditions	
			and Immunizations Update Completed 65/27/2024 11:48am	
			 Oconomowoc High School Parent Acknowledgement 	
			of Completest 05/27/2024 11 49em	
			10, Complete 2024 - 25 Online Registration	
			Previous Step Next Step	
			Close and Finish Later	



13) If you successfully completed registration, you will receive a confirmation email from the Oconomowoc Area School District. You will also see a confirmation message within online Family Access:



- 14) If you need to make changes to your Online Registration after you have submitted, you can click the **"Mark 2024-25 Online Registration as not completed and make changes" link**, but please be aware:
 - You must make your changes and again click the "Submit 2024-25 Online Registration" button, explained on the previous page. Your revisions will not be submitted until you click this button.
 - You will only be able to make changes during the Online Registration period, which ends on August 7, 2024. The Online Registration portal will be locked after August 7.

2024-2025 Online Registration was successfully completed and submitted to the district for Student on Wed May 11, 2024 5:16pm by Test M Go back to review completed steps Mark 2024-2025 Online Registration as not completed and make changes		
	ully completed and submitted to the district for Student	May 11,2024 5:16pm by Test Mom.
Mark 2024-2025 Online Registration as not completed and make changes		
	completed and make changes	

15) Please repeat this process for each of your students attending the OASD for the 2024-25 school year.

Once you have completed Online Registration, follow the steps on the next pages to complete the Online Forms for your children.



STEP-BY-STEP ONLINE FORMS COMPLETION INSTRUCTIONS

NEW FOR 2024: Once you have completed Online Registration, please complete the online forms that apply to each child. There may be more than one online form that applies to your child. Please complete each form separately.

- 1) If you need to log back into Skyward Family Access, go to www.oasd.org
- 2) Click the Quick Links icon then select Skyward Family Access from the list:

Oconomowor Area School District	🛔 School 🥜 Quint Linds 🖓
OCONOMIC AREA SCHOOLD	Bussing Information
Enter your Family Access login ID and password:	ClassLink Employment Menus
	Skyward Family Access Staff Directory
AREA SCHOOL DISTRICT Westere In the Occementation Area School District Party	Staff-Only Skyward Access Web Store
(THAD)	

4) Click on the **Open Family Access button** in the upper right corner:

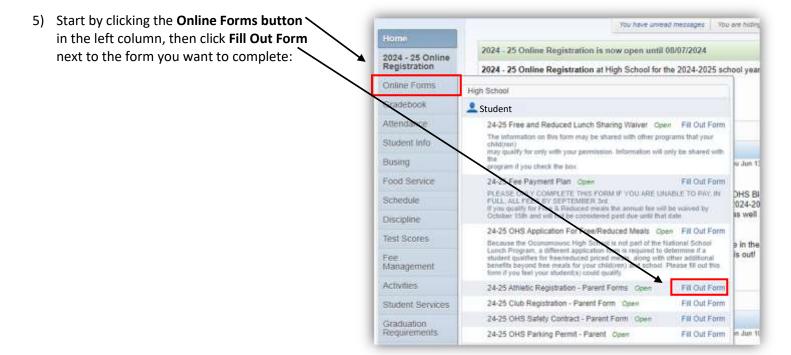
the backet management of



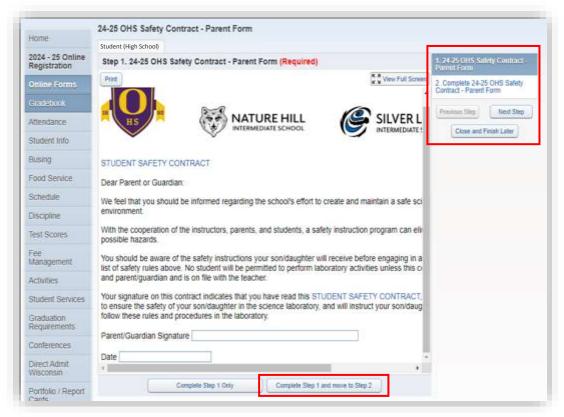
IONROWIC AREA SCHOOL DISTRICT



ONLINE REGISTRATION



6) Complete all the information within each step and click the **"Complete Step and Move To" button** at the bottom to move to the next step:





7) Once all the steps are complete, click the **Submit button** at the bottom. You will see a confirmation message within Family Access:

Home	Student (High School)		
2024 - 25 Online Registration	J 24-25 Athletic Regis	tration - Parent Forms was successfully completed and submitted to the district for	on Thu Jun 27, 2024 11:58am
Online Forms	Go back to review of Mark 24-25 Athletic	completed steps Registration - Parent Forms as not completed and make changes	

8) When you click the **Online Forms button** again, the form will include the completion time and date stamp and allow you to view the completed form:

Home	Student (High School)		
2024 - 25 Online Registration	J 24-25 Athletic Registration - Parent Forms was success	fully completed an	d submitted to the di
Online Forms	High School		te changes
Gradebook	L Student		e changes
Attendance	24-25 Free and Reduced Lunch Sharing Waiver Ope	n Fill Out Form	
Student Info	The information on this form may be shared with other pro- child(ren) may gualify for only with your permission. Information will o		
Busing	the program if you check the bax.		
Food Service	24-25 Fee Payment Plan Open	Fill Out Form	
Schedule	PLEASE ONLY COMPLETE THIS FORM IF YOU ARE UN FULL ALL FEES BY SEPTEMBER 3rd. If you qualify for Free & Reduced meals the annual fee will		
Discipline	October 15th and will not be considered past due until that	date.	
Test Scores	24-25 OHS Application For Free/Reduced Meals Ope		
Fee Management	Because the Oconormowoc High School is not part of the N Lunch Program, a different application form is required to d student qualifies for free/reduced priced meats, along with benefits beyond free meats for your child(ren) and school, i form if you feel your student(s) could qualify	etermine if a other additional	
Activities	24-25 Athletic Registration - Parent Forms	View	
Student Services	Completed, 06/27/2024 11 58am		
oind all a	24-25 Club Registration - Parent Form Open	Fill Out Form	
Graduation Requirements	24-25 OHS Safety Contract - Parent Form Open	Fill Out Form	
Conferences	24-25 OHS Parking Permit - Parent Open	Fill Out Form	

9) Complete this process for each online form that applies to each child.

After completing Online Registration and Online Forms, please complete the online payment process outlined on the next pages.