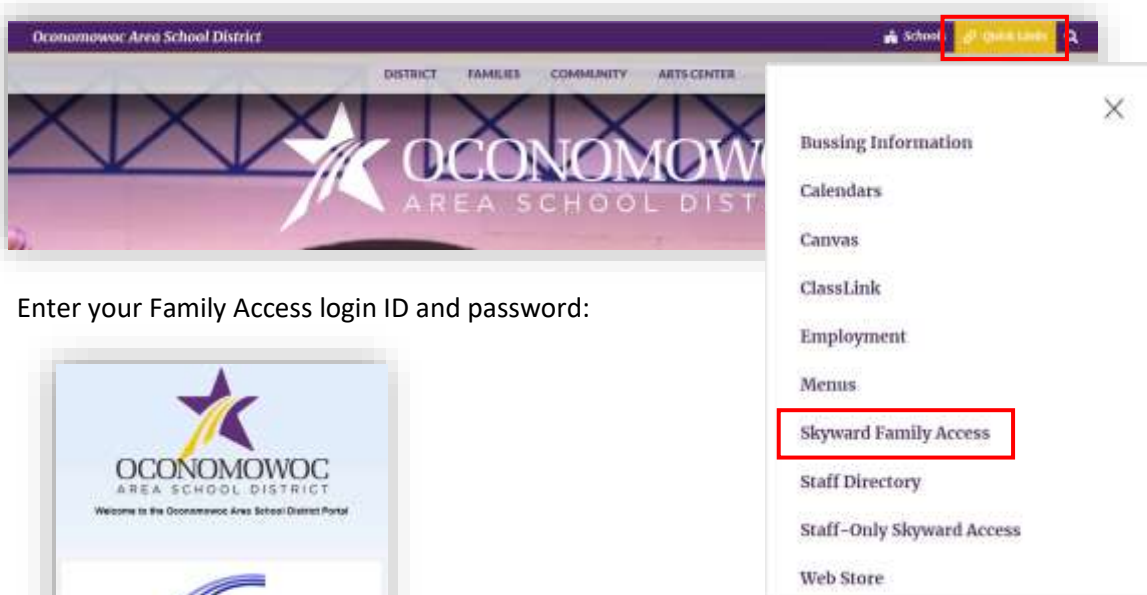


STEP-BY-STEP ONLINE REGISTRATION INSTRUCTIONS

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



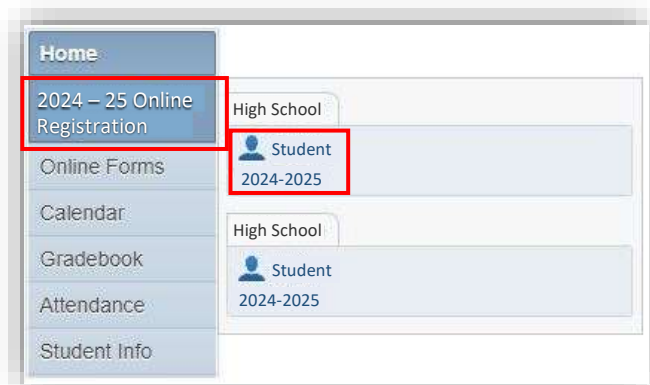
- 3) Enter your Family Access login ID and password:



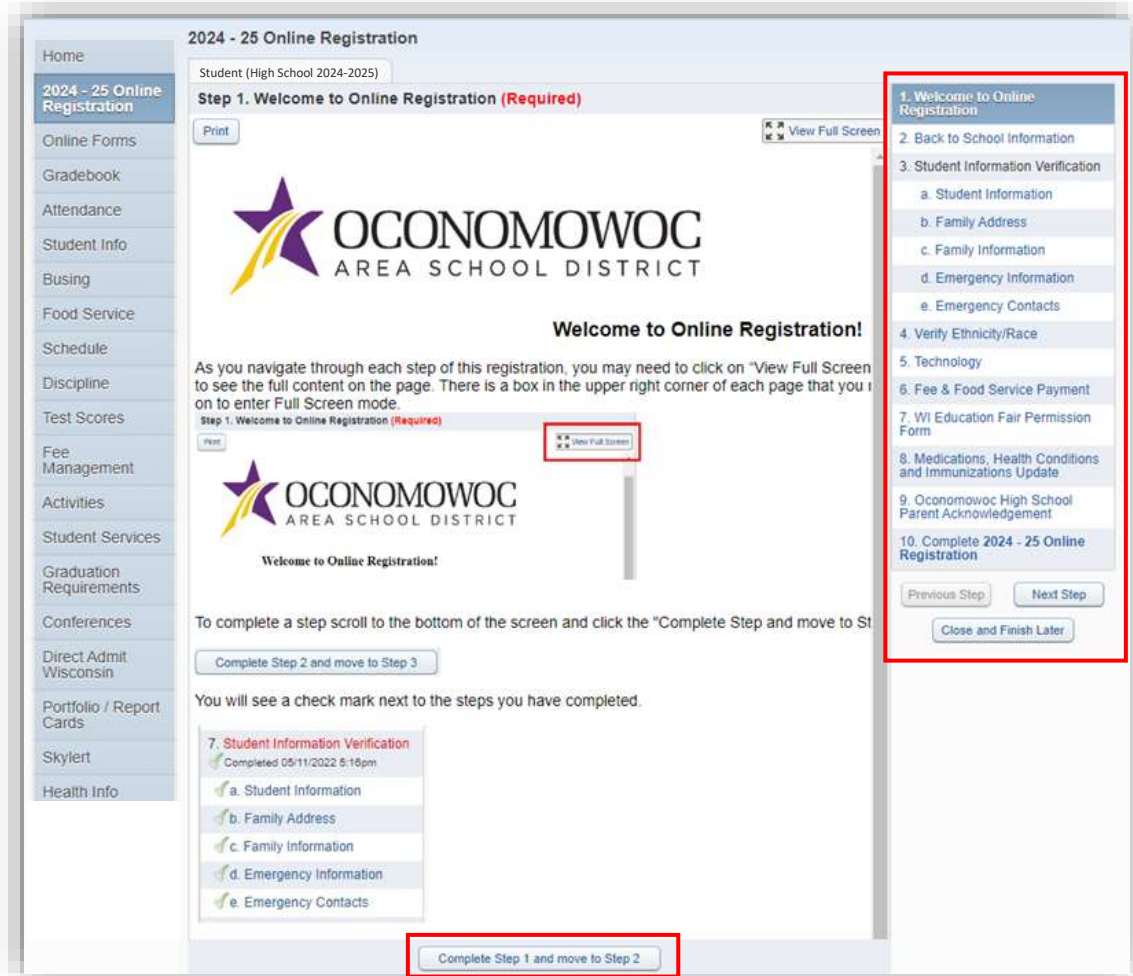
- 4) Click on the **Open Family Access** button in the upper right corner:



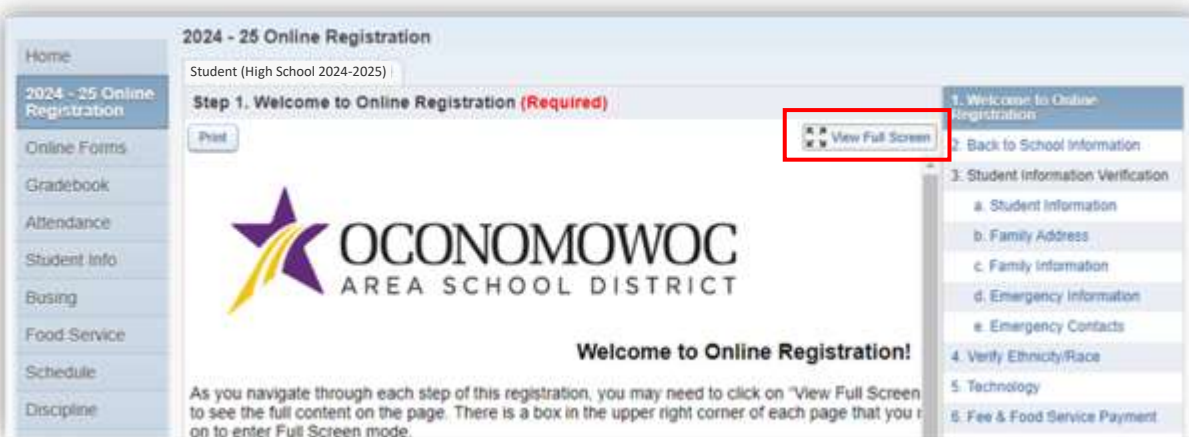
- 5) Click the **2024-25 Online Registration** button at the top of the left column, then select the first student you will register and click their name to begin.



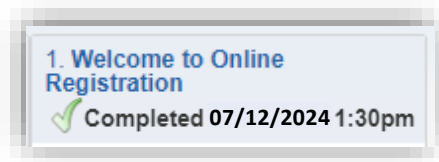
- 6) The registration steps are listed in the right column. Please complete all of the information within each step and click the **“Complete Step and Move To”** button at the bottom to move to the next step. There will be boxes to click, information that must be typed, and information that must be reviewed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



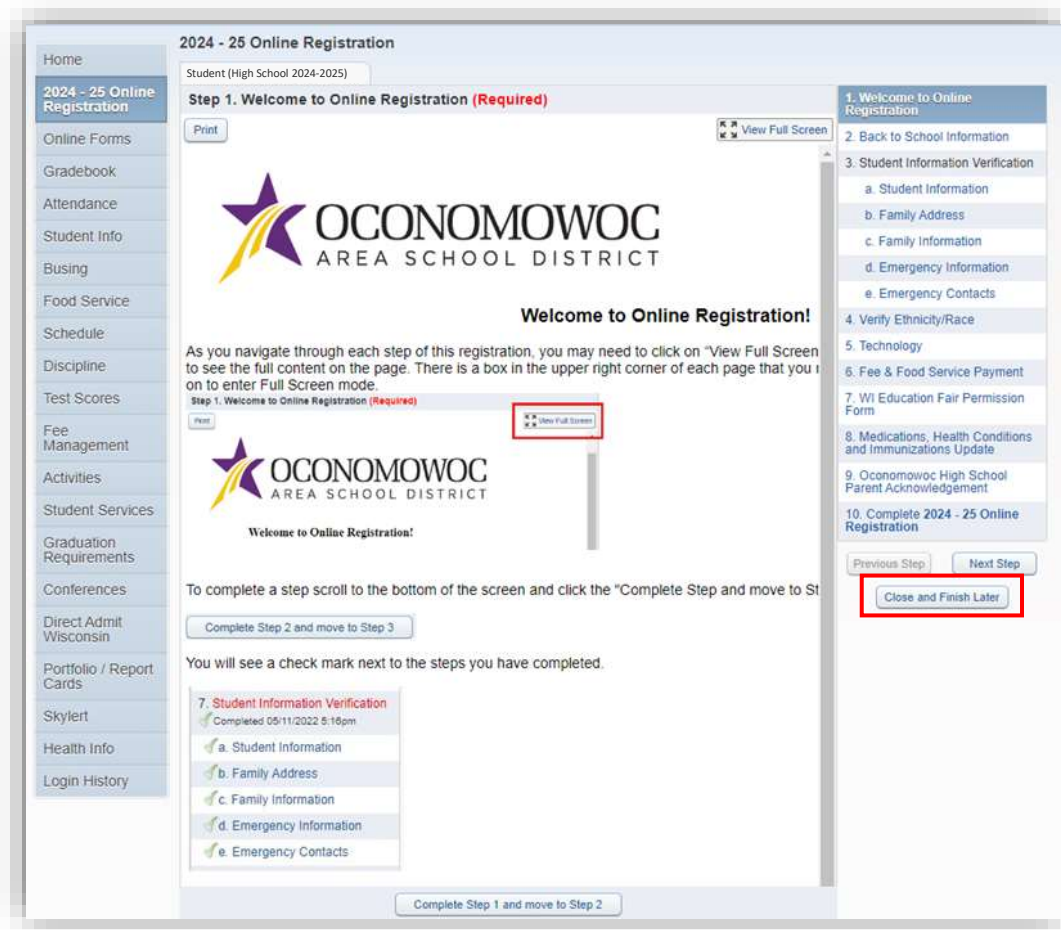
- 7) As you navigate each step, you may need to click on **“View Full Screen”** to see the full content on the page. There is a box in the upper right corner of each page that you can click on to enter full screen mode.



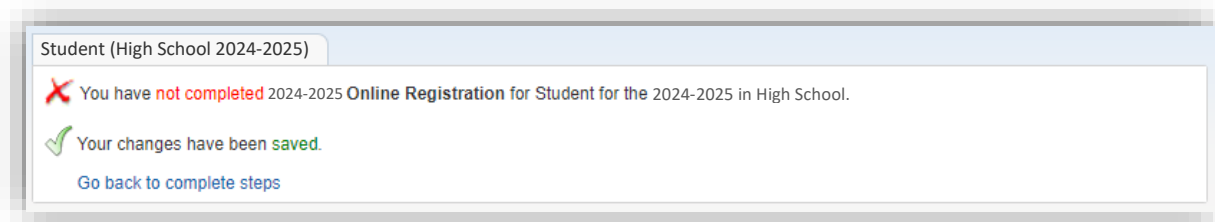
8) A check mark along with the time and date stamp will appear next to each registration step as you complete it.



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



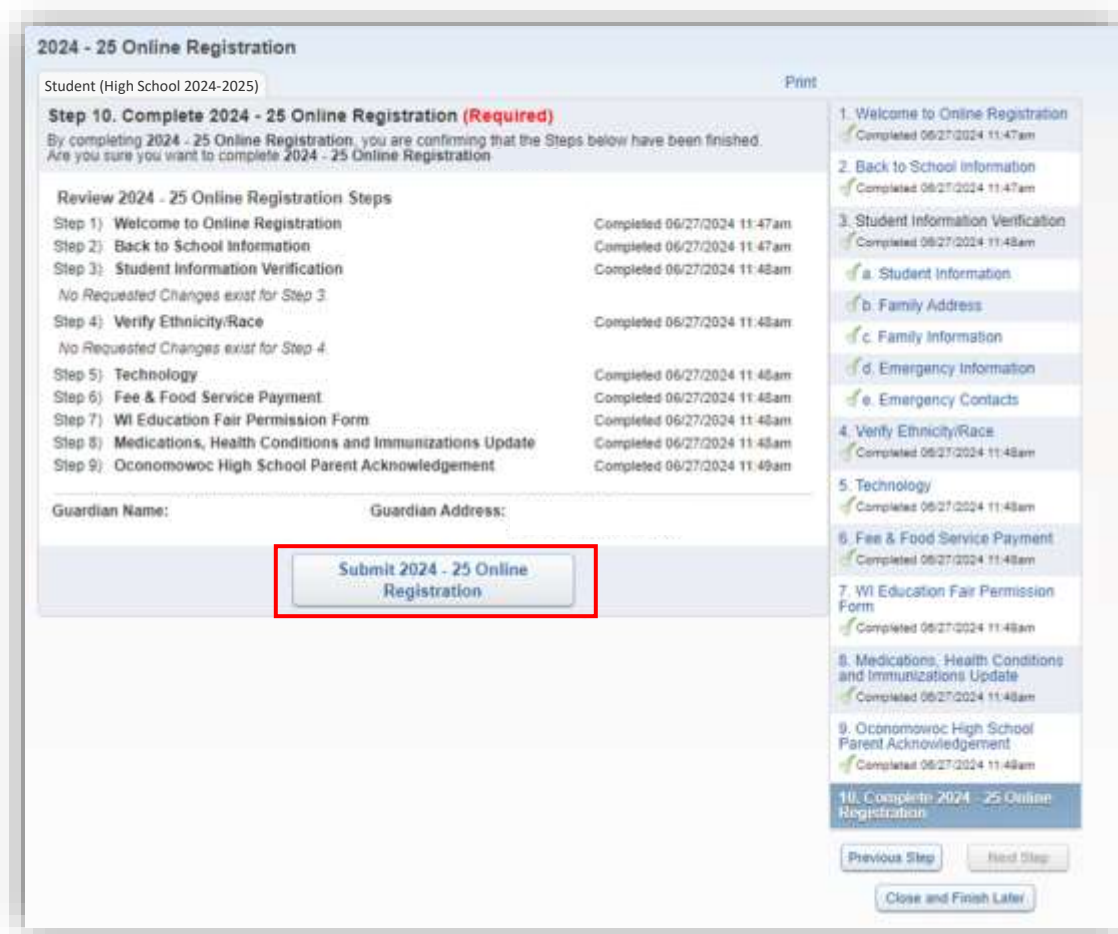
10) You will see a confirmation message that your registration is saved but not complete:



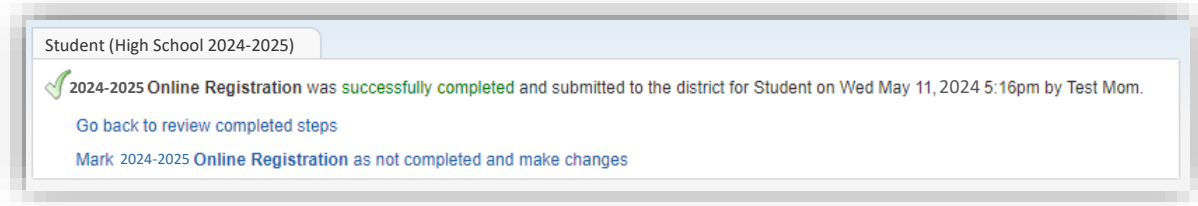
11) The Student Information Verification step includes several sub-steps that must all be completed before the full Information Verification step is complete. You'll see check marks next to each sub-step once it's completed:



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:

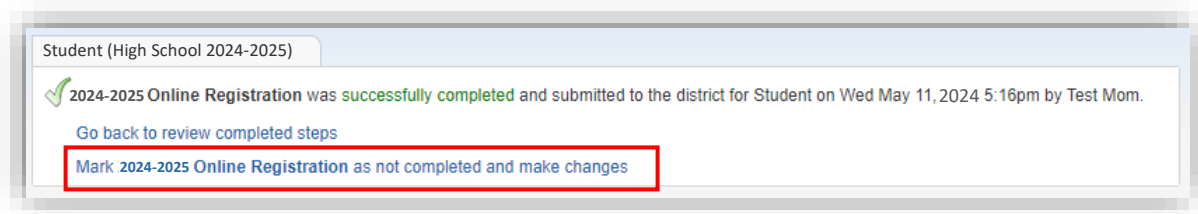


13) If you successfully completed registration, you will receive a confirmation email from the Oconomowoc Area School District. You will also see a confirmation message within online Family Access:



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.



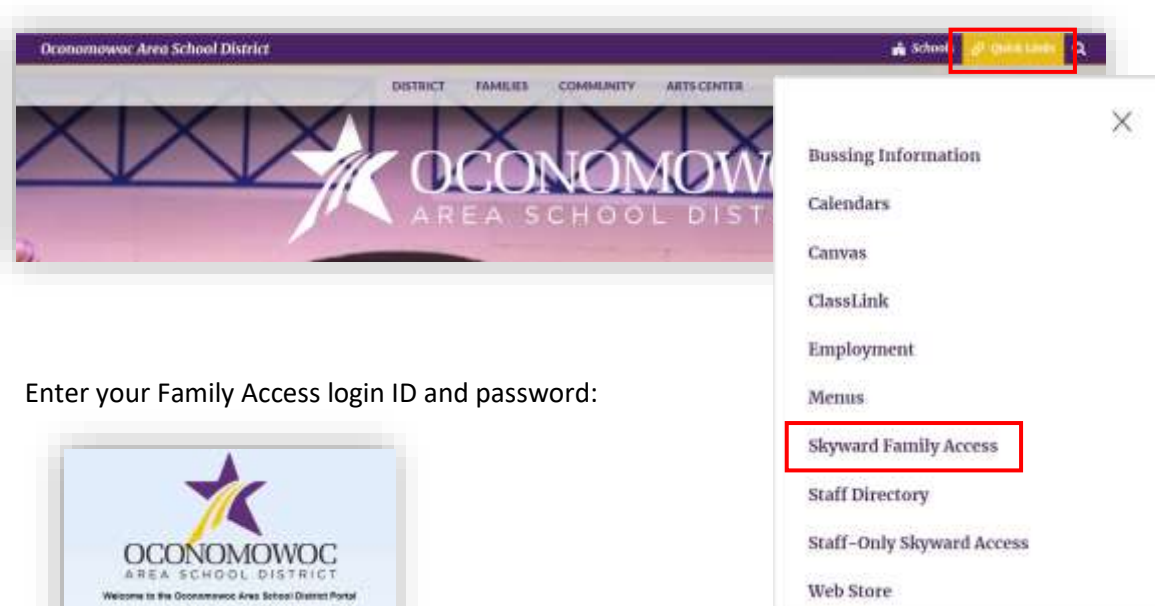
15) Please repeat this process for each of your students attending the OASD for the 2024-25 school year.

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:



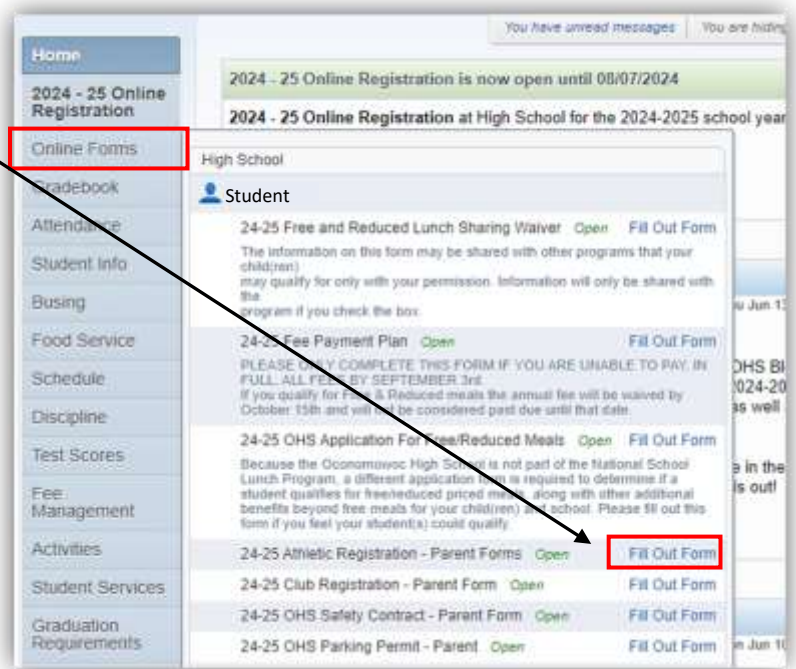
- 3) Enter your Family Access login ID and password:



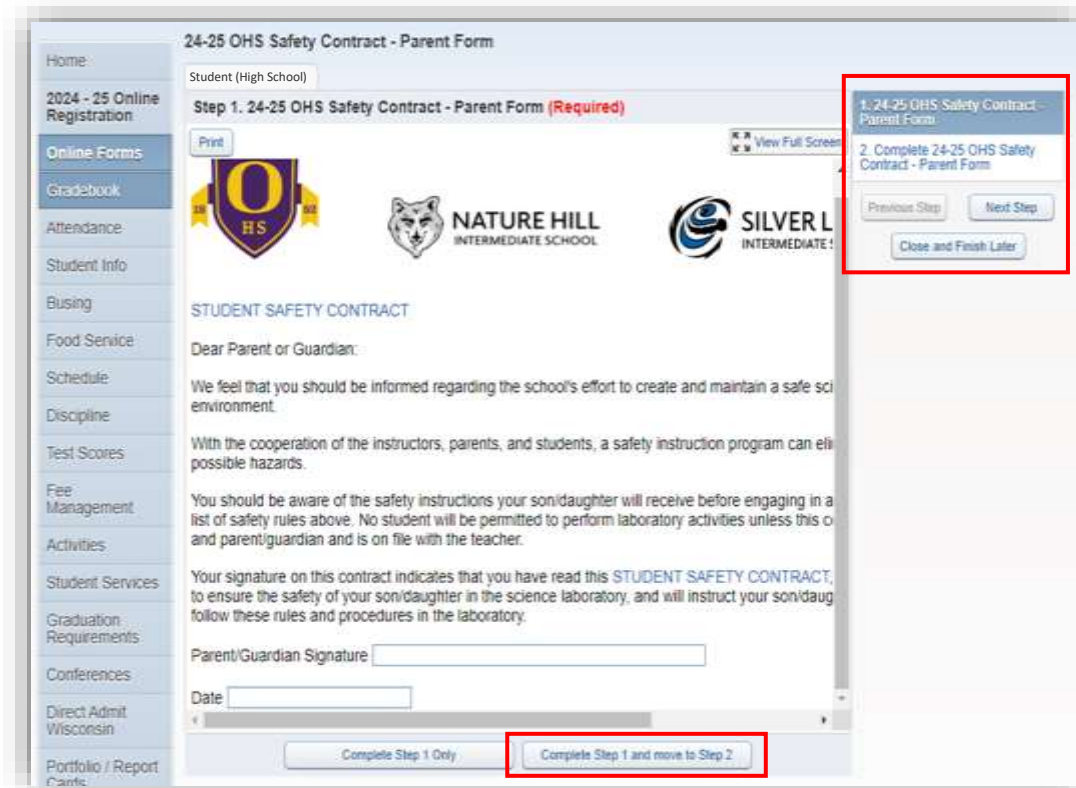
- 4) Click on the **Open Family Access** button in the upper right corner:



- 5) Start by clicking the **Online Forms** button in the left column, then click **Fill Out Form** next to the form you want to complete:



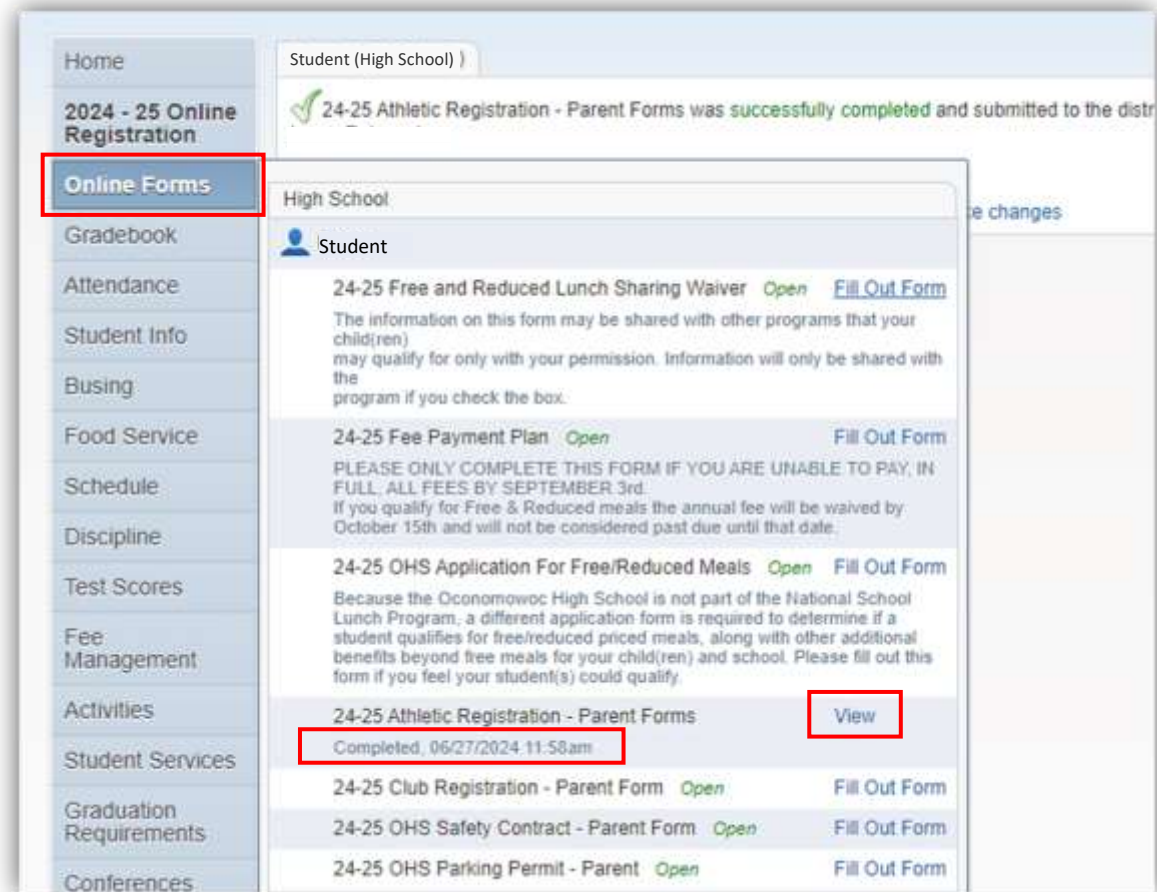
- 6) Complete all the information within each step and click the **“Complete Step and Move To”** button at the bottom to move to the next step:



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



- 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:



- 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.