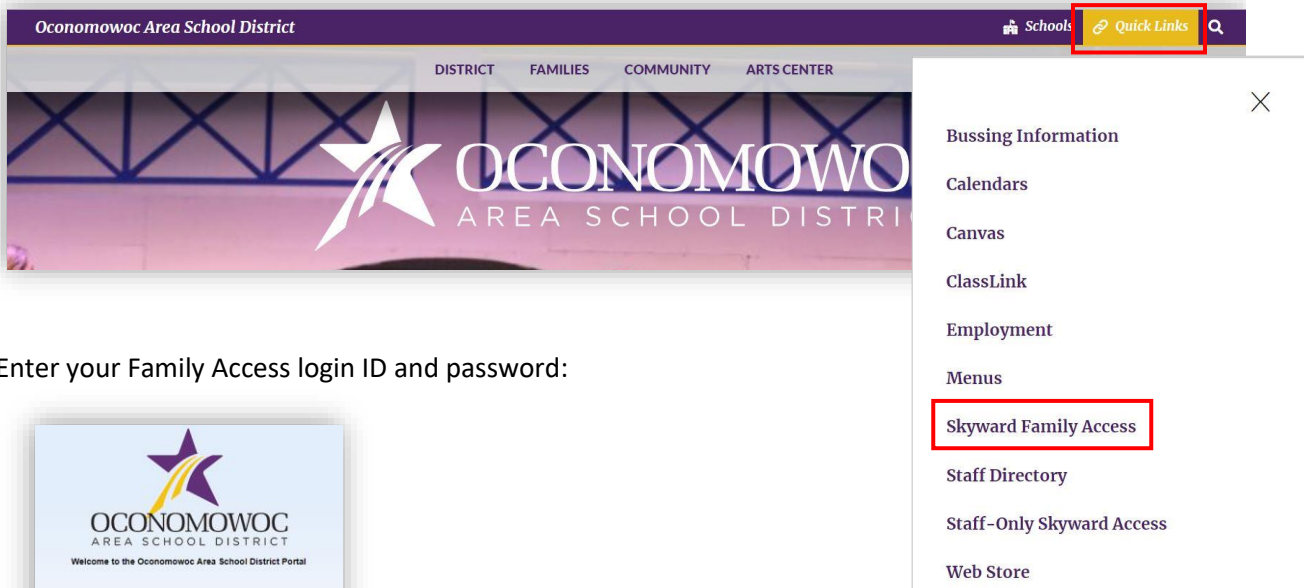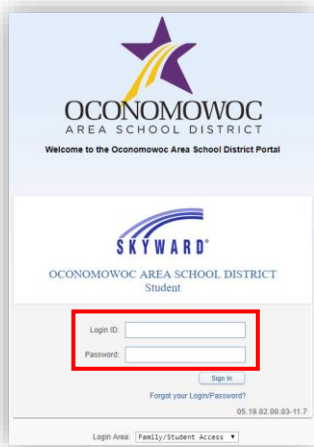# STEP-BY-STEP ONLINE REGISTRATION INSTRUCTIONS
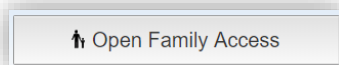
1) Go to www.oasd.org
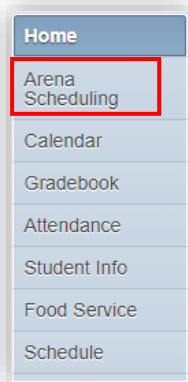2) Click the **Quick Links** icon in the upper right then select **Skyward Family Access** from the list:
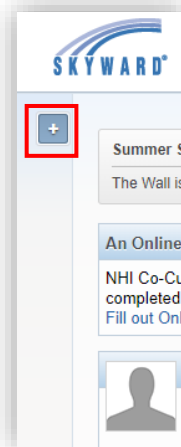

3) Enter your Family Access login ID and password:

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


5) Click on the **Area Scheduling button** in the left column:

* If **Arena Scheduling** does not appear, click the **+ Box** or open your browser window to the maximum size. This will expand the home column.

6) Select the first student you would like to register by clicking on the **Summer School year** under their name. You will begin the enrollment process at this step for every student you are enrolling in Summer School.
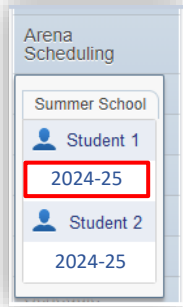
7) The classes available for your student will appear on your screen based on your student's grade level.
   - You can search for classes by **Period, Subject, Course,** or you can **click through the course listing**.
   - If you're using the **Period** or **Subject** search tools, you need to click the **Apply Filter button** to activate the search. Then click the **Reset Filter button** to clear your search and begin a new search.
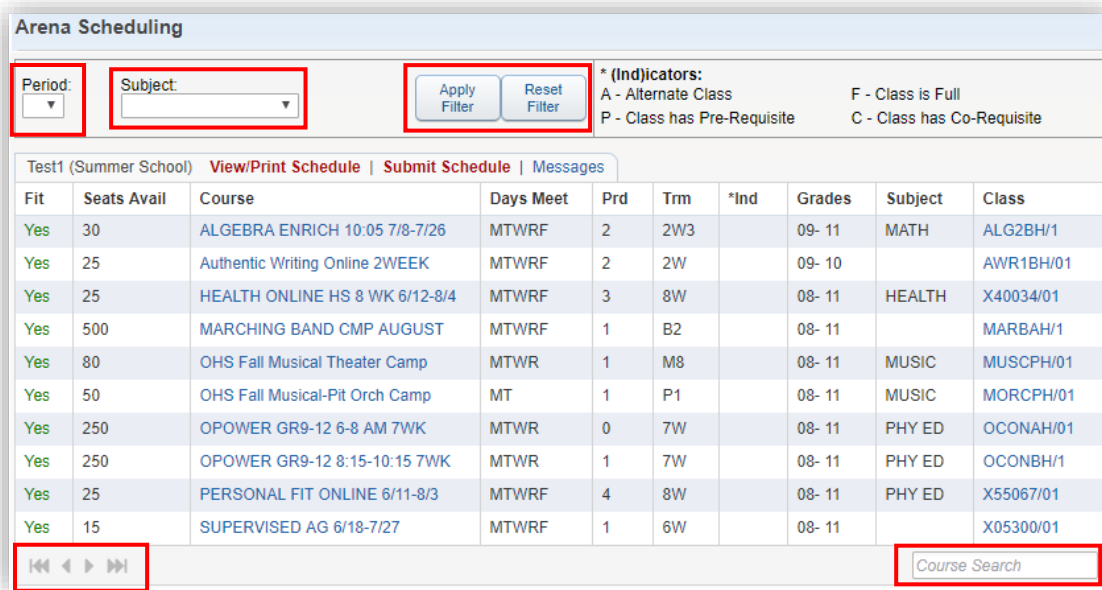
8) To select a course, click **Add,** next to the course listing:
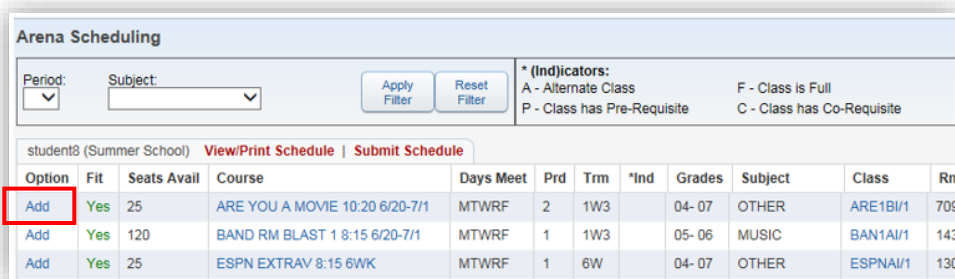
9) Repeat steps 7 and 8 for all of the courses you would like to enroll in.

10) Once you've selected your courses, click **View/Print Schedule** to see your full schedule:

student8 (Summer School)	View/Print Schedule	Submit Schedule								
Option	Fit	Seats Avail	Course	Days Meet	Prd	Trm	*Ind	Grades	Subject	Class
Remove	Enr	24	ARE YOU A MOVIE 10:20 6/20-7/1	MTWRF	2	1W3		04-07	OTHER	ARE1BI/1
Add	Yes	120	BAND RM BLAST 1 8:15 6/20-7/1	MTWRF	1	1W3		05-06	MUSIC	BAN1AI/1

11) If you would like to add or remove courses, click the red **X** in the right corner to return to the Arena Scheduling page:

12) To remove a course, click **Remove,** next to the course listing. To add a course, click **Add** next to the course listing, as mentioned in step 8.

student8 (Summer School)	View/Print Schedule	Submit Schedule								
Option	Fit	Seats Avail	Course	Days Meet	Prd	Trm	*Ind	Grades	Subject	Class
Remove	Enr	24	ARE YOU A MOVIE 10:20 6/20-7/1	MTWRF	2	1W3		04-07	OTHER	ARE1BI/1
Add	Yes	120	BAND RM BLAST 1 8:15 6/20-7/1	MTWRF	1	1W3		05-06	MUSIC	BAN1AI/1

13) Once you have enrolled in courses and your schedule is complete, click **Submit Schedule**, and the courses will be reserved.

14) Click **Yes** to confirm:

15) You <u>will not</u> receive a confirmation email for your Summer School registration. To confirm or review your student's schedule, click the **Schedule** button in the left column in Family Access and the Summer School schedule will be listed there.
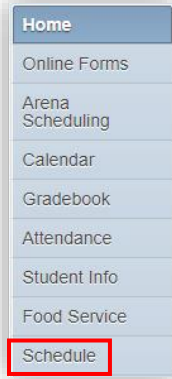
16) If you would like to enroll another student in Summer School courses, please begin this process again starting at step 6.

17) **Once you have completed Summer School registration for all of your students, please complete the online payment process outlined on the next pages. Summer School courses that are not paid within 24-hours of registration will be deleted from the system the following day at 9:00 a.m.**

If you have questions, need assistance, or need to make changes to your student's Summer School schedule after it has been submitted, please email Summer@oasd.org or call (262) 560-2115.
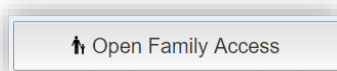
STEP-BY-STEP ONLINE PAYMENT INSTRUCTIONS

1) Go to www.oasd.org

2) Click the **Quick Links** icon in the upper right then select **Skyward Family Access** from the list:
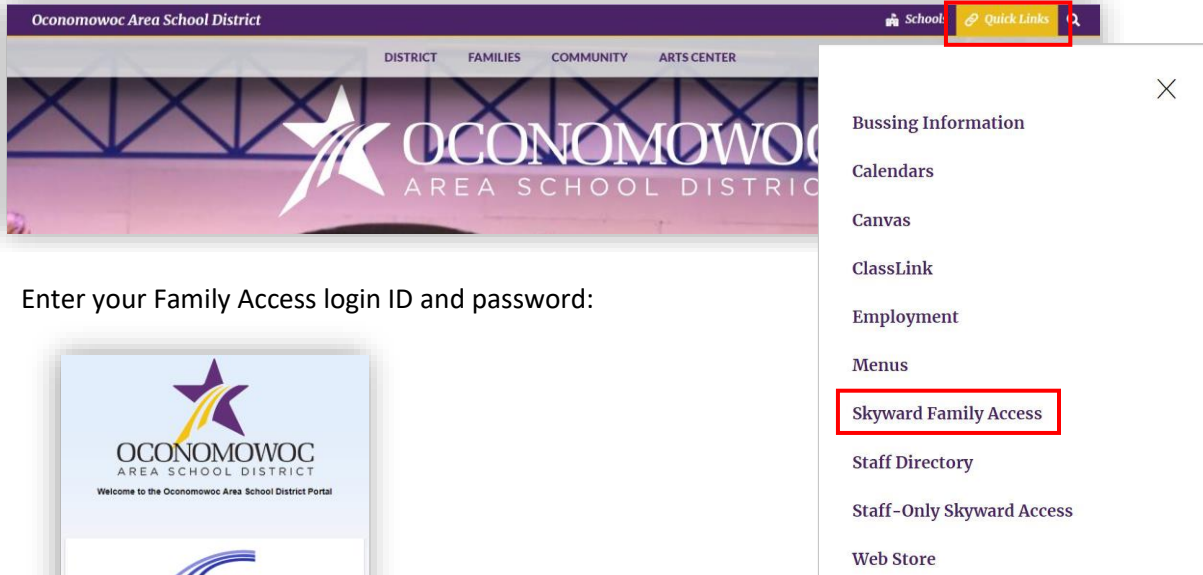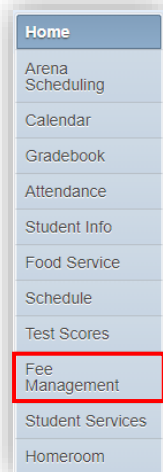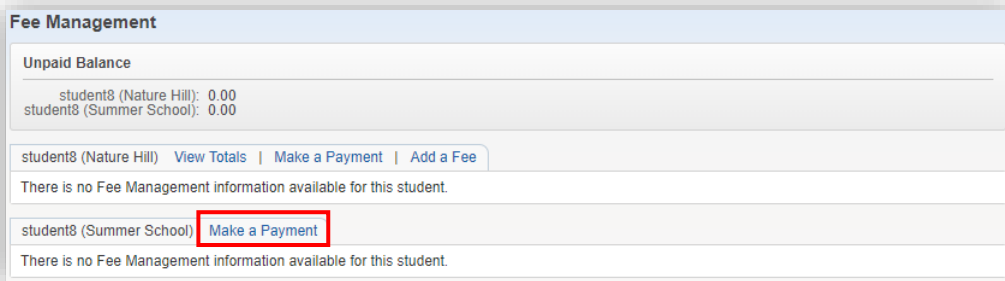

3) Enter your Family Access login ID and password:
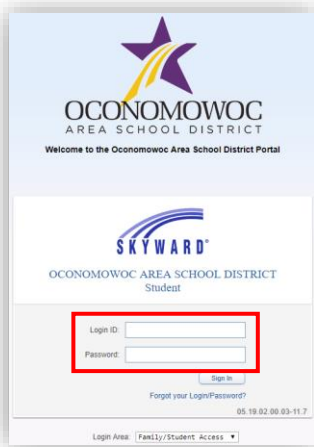
4) Click on the **Open Family Access button** in the upper right corner:

5) Click on the **Fee Management button** in the left column:

6) There will be a Summer School tab listed for each student that you have enrolled in Summer School. Click **Make a Payment** next to your student's Summer School tab:


7) A new web page will open for the OASD Web Store, which is operated by RevTrak. Summer School fees for all of your students will appear under the **Required Fees section**. You can either scroll down the page to reach the **Required Fees section**, or click the **Required Fees button** in the left column:
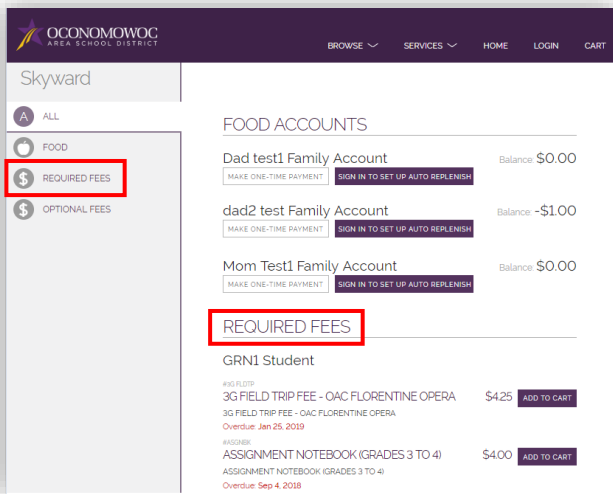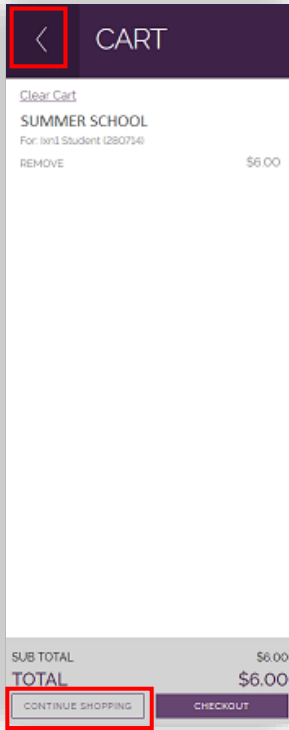

8) Click the **Add To Cart** button next to your student's Summer School fees:
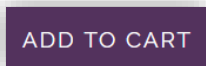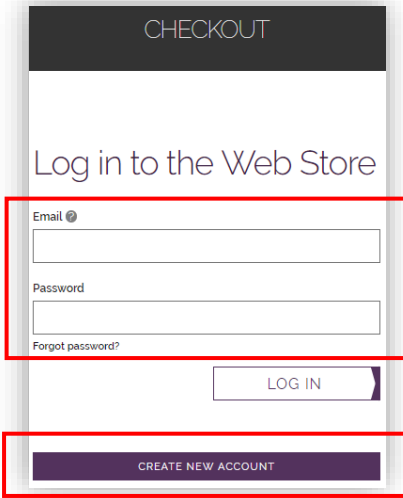

9) Click **Add To Cart** again in the pop-up box:
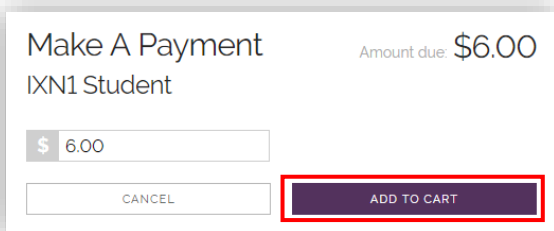
10) If you have additional Summer School fees that need to be added to your cart, click the **Continue Shopping button** or click the **arrow** to return to the previous screen. Complete steps 8, 9 and 10 until all of your student Summer School fees are in your cart:

11) Once all of your Summer School fees are in your cart, click the **Checkout button**:
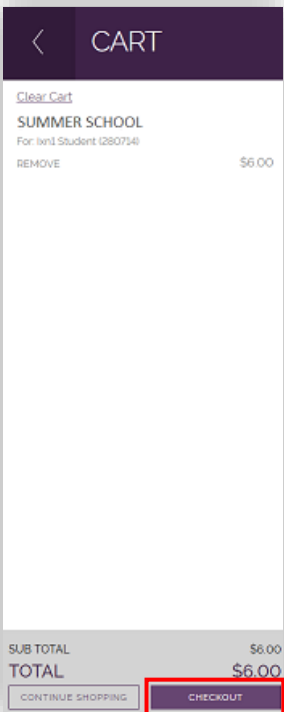
12) If you are a returning customer, enter your **Web Store login and password**. If you are a new customer, click the **Create New Account button**:

13) Select your preferred payment option by clicking the **Use Debit/Credit button** or **Use ECheck button**:
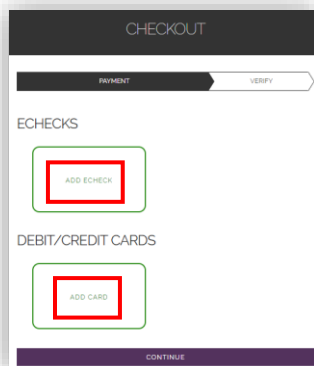
14) Click the **Add ECheck button** or the **Add Card button**:
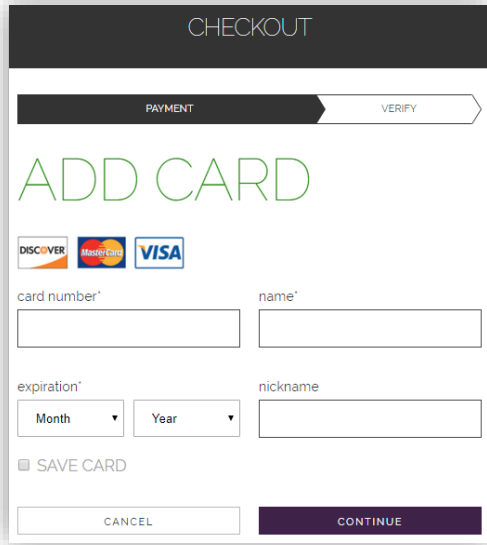
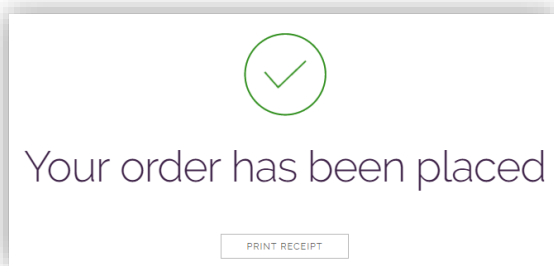15) Complete the required fields for credit/debit or eCheck payment, then click the **Continue button**:

16) The next screen will show a summary of your order. Click the **Place Order button** at the bottom of the screen to submit your payment:
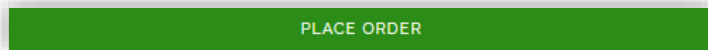
17) You will receive a confirmation and opportunity to print your receipt on the final screen:

If you have forgotten your password or have trouble logging in, please call RevTrak at (888) 847-7420.