

2022-2023 Skyward Registration Instructions for Returning Students



What you will need:

- Skyward login and password (Click forgot login or password in Skyward Parent Portal to reset)
- Keeneyville Webstore (RevTrak) password to make a credit/debit card payment (<https://esd20.revtrak.net/> to reset)

1. Login to District website www.esd20.org
2. Click “**REGISTRATION**” tab and follow **ALL 10 STEPS** for Grades 1-8 Registration to fully enroll your returning student, including logging into **SKYWARD FAMILY ACCESS** and enter your Skyward login and password.
3. Click “**RETURNING STUDENT REGISTRATION**” in left side menu and select the student you would like to register.
4. Please read the **District Message** to review important information regarding the registration process including submitting your proof of residency online. Click “**Next**” on the right side of the screen.
5. **STEP 1 FAMILY RESIDENCY VERIFICATION:** All families (K-8th grade) must submit proof of residency, including completing the **Family Residency Verification Form** one time only (under your youngest child’s registration). Click “**Complete Step 1**” at the bottom of the box; Click “**Next Step**”
6. **STEP 2 PROOF OF RESIDENCY ATTACHMENTS:** Submit online scanned copies or photos of your proof of residency documents. *Please see instructions on our website under **REGISTRATION** tab, **Uploading Documents**.* After you have submitted all documents click “**Complete Step 2**” at the bottom of the box; Click “**Next Step**”
7. **STEP 3 VERIFY STUDENT INFORMATION:** Review student information; change home phone number and alternate phone numbers, and home email if necessary; if student is connected to a current active duty military parent/guardian, please mark **Military** connected box.
8. Click “**Complete Step 3a**” at the bottom of the box; Click “**Next Step**”
9. Verify your address is complete. **Contact the office if your address has changed.**
10. Click “**Complete Step 3b**” at the bottom of the box; Click “**Next Step**”
11. Verify that all parent/guardian phone numbers and email addresses are correct; **make changes as necessary.**
12. Click “**Complete Step 3c**” at the bottom of the box; Click “**Next Step**”
13. Verify emergency contact information is accurate; change, delete or add as necessary. These contacts must be someone other than parent/guardian listed in Step 3b.
14. Click “**Complete Step 3d**” at the bottom of the box; Click “**Next Step**”
15. **STEP 4 ONLINE PAYMENT OF FEES:** Click “**MAKE A FEE PAYMENT**” You will be directed to log in to the **KEENEYVILLE WEBSTORE (REVTRAK)**. *If you have used this portal before enter your email address and password. If you have forgotten your password, you can click forgot password or create new account if you are a new user.*

In the Webstore, Click “**PURCHASE FEES,**” required and optional fees will appear. Select the required fees and click “**ADD SELECTED TO CART**”; (You can “add additional items you want to pay for from the OPTIONAL area at the bottom of the screen; simply click the amounts, then click “**ADD SELECTED TO CART.**”) Verify all the items in your cart; then proceed to Click “**CHECKOUT**” (bottom right). *Please contact your school office if you would like to learn more about payment options or fee waivers.*
16. Close the Webstore browser screen only; you will then **RETURN TO SKYWARD** and click “**Complete Step 4**” at the bottom of the box; Click “**Next Step**”
17. **STEP 5 PERMISSION FORMS:** answers are the same as you responded last year. Scroll to the bottom of the screen to access the “Complete Step 5”; scroll to the right to view last year’s answers and make sure all fields are filled in. Click “**Complete Step 5**” at the bottom of the box; Click “**Next Step**”
18. **STEP 6 CUSTODY PAPERS:** answer should be “No” unless you have a custody agreement between the parents. Scroll to the bottom of the screen to access the “**Complete Step 6**”; scroll to the right, or click View Full Screen to view the “Yes/No” response. Click “**Complete Step 6**” at the bottom of the box; Click “**Next Step**”
19. **STEP 7 HOMELESS STATUS:** as a parent/guardian, if you claim your student as homeless please select “yes.” Scroll to the bottom of the screen to access the “**Complete Step 7**”; Click “**Complete Step 7**”; Click “**Next Step**”.
20. **STEP 8 TECHNOLOGY HANDBOOK & STUDENT/PARENT AGREEMENT:** you will be signing your name electronically to confirm you have read and understand the Technology Handbook provided in the link. Parent and student will sign electronically the Technology AUP, Parent/Guardian agreement, and confirming Chromebook hardware that will be received. Click “**Complete Step 8**” at the bottom of the box; Click “**Next Step**” Please do not skip signature part as this assures your child will receive a Chromebook device.
21. **STEP 9 VERIFY ROBOCALL PREFERENCES (SKYLERT):** Please make sure that you have the correct contact numbers for robocall, email, and text messaging. To receive text, you must complete the “Text Message Numbers” field (at the bottom of the screen) with your cell number and designate your preferences; Click “**Complete Step 9**” at the bottom of the box; Click “**Next Step**”
22. **STEP 10 COMPLETE ONLINE REGISTRATION:** confirm all STEPS have been finished, and click “**Submit Online Registration**” to finalize the registration process. **You must complete all 10 STEPS (above) to ensure that your student’s enrollment is complete.**