

HOW TO COMPLETE THE ONLINE REGISTRATION - 2023-2024

1. Log into Skyward Family Access on a computer or chromebook. Online registration does NOT work on your cell phone.

New to St. Mary's Springs Academy? Please [click here](#) to access the Skyward User Guide.

Click the *Forgot your Login/Password?* link below to retrieve your username and password. Check your spam folder if you do not receive instructions in your Inbox.

SKYWARD®

St. Mary's Springs Academy
Combined Database

Login ID:

Password:

[Sign In](#)

[Forgot your Login/Password?](#)

05.22.10.00.10

Login Area: Family/Student Access

If for any reason you cannot log in, please use the Forgot Login/Password? link and follow the directions to reset your password. This needs to be done first.

If this does not work, please contact jpoetzel@smsacademy.org.

Login ID:

Password:

[Sign In](#)

[Forgot your Login/Password?](#)

05.22.06.00.04

2. In the main page of your Family Access you will see the notification **Online Registration - 2023-2024 School Year is now open.**
3. **Follow the link Go to Online Registration - 2023-2024 School Year for (Your student name)** to open the form. Please note the due date displayed in the notification. Make sure to fill out the form by the deadline or your student **WON'T** be able to attend school until you do. Remember to do this for each student in your household.

Family Access - Google Chrome

skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinstmarysspringswi/sfhome01.w

Family Access
All Students ▾

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District Links

You have unread messages ⚙️

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Online Registration - 2023-2024 School Year is now open [Green Checkmark]

Online Registration - 2023-2024 School Year at SMSA Elementary School for the 2023-2024 school year is now open, yet has not been completed for James, James and James

Go to Online Registration - 2023-2024 School Year for James

Go to Online Registration - 2023-2024 School Year for James

Go to Online Registration - 2023-2024 School Year for James

Upcoming Events [Calendar](#)

Today, Mon Feb 27, 2023

No School - Grading/In-service
SMSA Elementary School
James, James and James

Today, Mon Feb 27, 2023

Online Registration - 2023-2024 School Year opens for 2023-24
SMSA Elementary School

Today, Mon Feb 27, 2023

Term 2 Ends
SMSA Elementary School

Tue Feb 28, 2023

Term 3 Starts
SMSA Elementary School

Mon Mar 13, 2023

No School - Spring Break
SMSA Elementary School
James, James and James

Cheryl Smith (Parent - L'Amoretti)

Message Cheryl

Hi Cheryl, I am following you for updates. My son is currently in the 2nd grade. I am looking for information on the upcoming school year. I am looking for information on the upcoming school year. I am looking for information on the upcoming school year.

This week's Eledger... [Green Checkmark]

Happy Friday SMSA Parents/Guardians -

Please [click here](#) for this week's eLedger. Have a good weekend.

4. You will see the Online Registration display on the main page. On the right menu, you will see the areas of the registration that you will be completing. You will see a green check mark display next to each area that has been completed.

Family Access Online Registration - 2023-2024 School Year - Google Chrome

skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinstmarysspringswi/sfonlinereg001.w

Family Access
Test F. Student

Dad Student My Account Contact Us Email History Exit

District Links

Online Registration - 2023-2024 School Year

Test (SMSA Elementary School 2023-2024)

Online Registration - 2023-2024 School Year

We welcome you to the 2023-2024 online registration process, which will be completed in Skyward.

All families must complete online registration for each student.

Check that all of your information is accurate and up-to-date, as teachers and administrators will use this information frequently over the course of the school year.

If you need to enroll a new student, please complete the application by clicking on the "New Student Online Enrollment" tab found in Family Access.

Online Registration - 2023-2024 School Year

1. Verify Student Information
 - a. Student Information
 - b. Family Address
 - c. Family Information
 - d. Emergency Contacts
2. Religion/Parish
3. P3/K4 Registration
4. Health Form
5. Financial Responsibility
6. Complete Online Registration - 2023-2024 School Year

Next

Close and Finish Later

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5. Please go down the list of items to complete starting by clicking the link for **a. Student Information**. Please verify your student's information and make any changes if appropriate. Make sure to enter any information that might be missing from the record. Please note that the gray areas cannot be modified. If this information is incorrect, please contact registration@smsacademy.org All other areas will be editable.

****When done, click Complete Step 1a and move to Step 1b.**



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Online Registration - 2023-2024 School Year

Test (SMSA Elementary School 2023-2024)

Step 1a. Verify Student Information: Student Information (Required)

Undo

General Information

First: TestMiddle: Fake

Last: StudentSuffix:

Birthdate: 11/15/2011Gender: Female

* Language: English ProficientRace: White

Home Phone: Ext:

Ext:

Ext:

School Email:

Technology at Home

Can the student access the internet on their primary learning device at home?:

If the student is unable to access internet in their primary place of residence, why not?:

What is the primary type of internet service used at the residence?:

Can the student stream a video on their primary learning device without interruption?:

What device does the student most often use to complete school work at home?:

Complete Step 1a Only

Complete Step 1a and move to Step 1b

Online Registration - 2023-2024 School Year

1. Verify Student Information

a. Student Information

b. Family Address

c. Family Information

d. Emergency Contacts

2. Religion/Parish

3. P3/K4 Registration

4. Health Form

5. Financial Responsibility

6. Complete Online Registration - 2023-2024 School Year

Previous Step

Next Step

Close and Finish Later

A Green checkmark will appear next to a. Student Information, indicating that Step 1a has been completed and it will move to Step **1b. Family Address**

6. Continue verifying and adding any information for steps 1.b through 1.d and Step 2

Online Registration - 2023-2024 School Year

1. Verify Student Information

Completed 02/13/2023 10:29am

a. Student Information

b. Family Address


c. Family Information

d. Emergency Contacts

2. Religion/Parish


7. Steps 2 through 5 will ask for additional information regarding religion/parish, your student's health information, and P3/K4 registration (if applicable). Finally, you will fill out a financial responsibility form detailing your method of payment and grant eligibility.

You can press the "View Full Screen" button to have an easier time viewing the forms.



Family Access
Test F. Student

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Online Registration - 2023-2024 School Year

Test (SMSA Elementary School 2023-2024)

Step 4. Health Form (Required) Completed 02/13/2023 10:36am

[Print](#)

St. Mary's Springs Academy 2022-2023
Student Health Information

Name:

DOB: **Grade:** **Gender:**

Address:

Parent/ Guardian 1 Name: **Phone Number:**


Address:

Parent/ Guardian 2 Name: **Phone Number:**

Online Registration - 2023-2024 School Year
1. Verify Student Information
Completed 02/13/2023 10:29am
a. Student Information
b. Family Address
c. Family Information
d. Emergency Contacts
2. Religion/Parish
Completed 02/13/2023 10:34am
3. P3/K4 Registration
Completed 02/13/2023 10:34am
4. Health Form
Completed 02/13/2023 10:36am

[View Full Screen](#)

8. The main screen will display the status of the registration. Make sure to Press the **Submit Online Registration - 2023-2024 School Year** button.



Family Access
Test F. Student


Dad Student

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Test (SMSA Elementary School 2023-2024)

Print

Step 6. Complete Online Registration - 2023-2024 School Year (Required)

By completing Online Registration - 2023-2024 School Year, you are confirming that the Steps below have been finished.
Are you sure you want to complete Online Registration - 2023-2024 School Year for Test?

Review Online Registration - 2023-2024 School Year Steps

Step 1)	Verify Student Information	Completed 02/13/2023 10:29am	
Requested Changes Pending Approval by the District:			
Area	Field	Requested For	Requested Value
Fam Info	Change Address	Test Student	Street Number Street Dir Street Name Apt Lot Street Appt P.O. Box Address 2 Zip Code Plus 4
			541 Main 54935

* If a Requested Change is denied by the district, Online Registration - 2023-2024 School Year for this student will be marked as INCOMPLETE.

Step 2)	Religion/Parish	Completed 02/13/2023 10:34am
Step 3)	P3/K4 Registration	Completed 02/13/2023 10:34am
Step 4)	Health Form	Completed 02/13/2023 10:36am
Step 5)	Financial Responsibility	Completed 02/13/2023 10:38am

Guardian Name: Dad Student Guardian Address:

Submit Online Registration - 2023-2024 School Year

Online Registration - 2023-2024 School Year

1. Verify Student Information
Completed 02/13/2023 10:29am

a. Student Information

b. Family Address

c. Family Information

d. Emergency Contacts

2. Religion/Parish
Completed 02/13/2023 10:34am

3. P3/K4 Registration
Completed 02/13/2023 10:34am

4. Health Form
Completed 02/13/2023 10:36am

5. Financial Responsibility
Completed 02/13/2023 10:38am

6. Complete Online Registration - 2023-2024 School Year

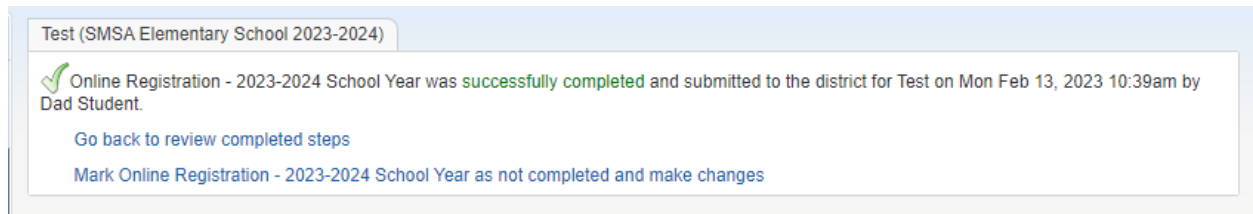
Previous Step Next Step

Close and Finish Later

Please note that any changes made and information added need to be approved on our end. If anything needs correction on your end (the way the address is entered, for example, so it meets the postal office's requirements) the changes will be denied and the Online Registration will be marked as incomplete so you can go back and make corrections. You will be notified via email of this action.

9. You will see a notification indicating that the Online Registration has been completed and you have the option to go back and review the completed steps.

You will no longer see the link to complete the Online Registration on the Main Page.



10. By clicking the Online Registration - 2023-2024 School Year link on the left hand menu, you will be able to get back to the notice above and review your completed steps.

