

# 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](mailto: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 District Links

You have unread messages

Home

- New Student Online Enrollment
- Online Registration - 2023-2024 School Year
- Online Forms
- Calendar
- Attendance
- Student Info
- Busing
- Food Service
- Schedule
- Fee Management
- Activities
- Conferences
- Portfolio
- SkyAlert
- Login History

Online Registration - 2023-2024 School Year is now open

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, Isaac and Anna.

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

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

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

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

Term 2 Ends

Term 3 Starts

No School - Spring Break

Anna, Isaac, James

This week's Eledger...  
 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.

- 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

Home  
New Student Online Enrollment  
**Online Registration - 2023-2024 School Year**  
Online Forms  
Calendar  
Gradebook  
Attendance  
Student Info  
Busing  
Food Service  
Schedule  
Fee Management  
Activities  
Conferences  
Academic History

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](mailto:registration@smsacademy.org) All other areas will be editable. \*\*When done, click Complete Step 1a and move to Step 1b.



Online Registration - 2023-2024 School Year

Test (SMSA Elementary School 2023-2024)

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

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

**General Information**

First:  Middle:

Last:  Suffix:

Birthdate:  Gender:

\* Language:  Race:

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

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** Dad Student My Account Contact Us Email History Exit

**SKYWARD** Test F. Student District Links

### Online Registration - 2023-2024 School Year

Test (SMSA Elementary School 2023-2024) Completed 02/13/2023 10:36am

#### Step 4. Health Form (Required)

[Print](#) [View Full Screen](#)

#### 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

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



- Home
- New Student Online Enrollment
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- Conferences

### Online Registration - 2023-2024 School Year

Print

Test (SMSA Elementary School 2023-2024)

**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 |
|--|----------------------------|------------------------------|
| <i>Requested Changes Pending Approval by the District:</i> |                            |                              |
| <b>Area</b>  | <b>Field</b>               | <b>Requested For</b>         |
| Fam Info   | Change Address             | Test Student                 |
|  | Street Number              | 541                          |
|  | Street Dir                 |                              |
|  | Street Name                | Main                         |
|  | Apt Lot                    |                              |
|  | Street Appt                |                              |
|  | P.O. Box                   |                              |
|  | Address 2                  |                              |
|  | Zip Code                   | 54935                        |
|  | Plus 4                     |                              |

\* 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 |

**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

Guardian Name: Dad Student    Guardian Address:

**Submit Online Registration - 2023-2024 School Year**

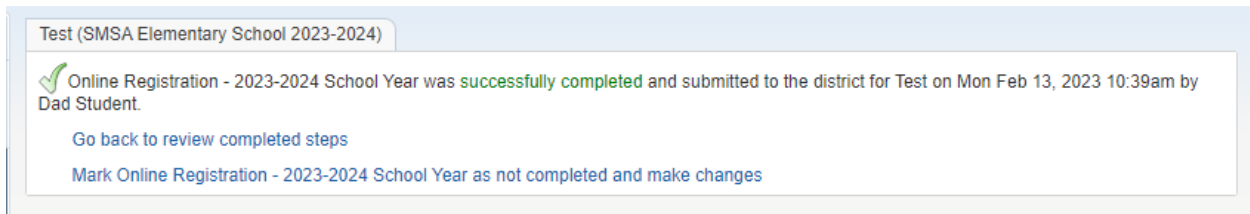
Previous Step
Next Step

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.



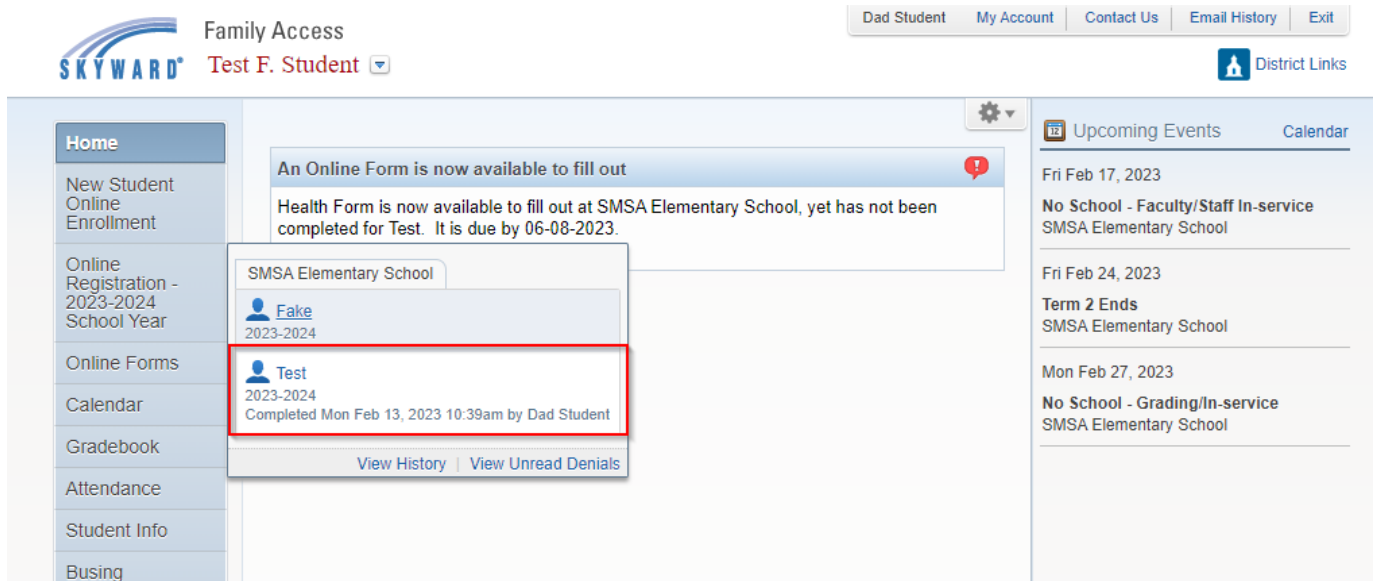
Test (SMSA Elementary School 2023-2024)

✓ Online Registration - 2023-2024 School Year was **successfully completed** and submitted to the district for Test on Mon Feb 13, 2023 10:39am by Dad Student.

[Go back to review completed steps](#)

[Mark Online Registration - 2023-2024 School Year as not completed and make changes](#)

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.



SKYWARD Family Access Test F. Student

Dad Student My Account Contact Us Email History Exit

District Links

Home

- New Student Online Enrollment
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- Busing

An Online Form is now available to fill out

Health Form is now available to fill out at SMSA Elementary School, yet has not been completed for Test. It is due by 06-08-2023.

SMSA Elementary School

- Fake 2023-2024
- Test 2023-2024** Completed Mon Feb 13, 2023 10:39am by Dad Student

[View History](#) | [View Unread Denials](#)

Upcoming Events Calendar

- Fri Feb 17, 2023  
No School - Faculty/Staff In-service  
SMSA Elementary School
- Fri Feb 24, 2023  
Term 2 Ends  
SMSA Elementary School
- Mon Feb 27, 2023  
No School - Grading/In-service  
SMSA Elementary School