

Online Registration Step-By-Step Instructions

Updated 3/20/2024

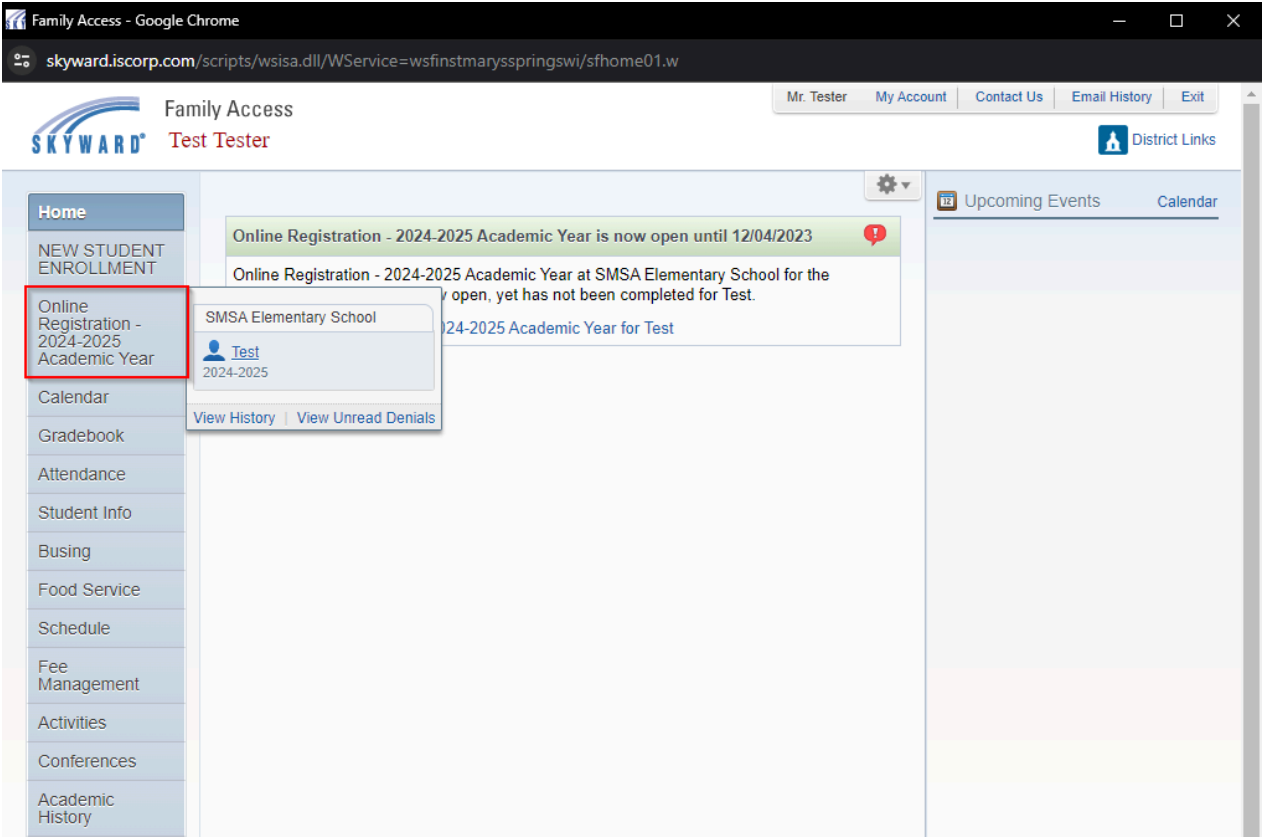
1. [Click here](#) to access St. Mary's Springs Academy's online registration via Skyward, Family/Student Access.
2. Login to Skyward using your login and passwords (if you have misplaced, or forgotten, your login credentials, please email jpoetzel@smsacademy.org.)
3. Under the Homepage of Skyward Family Access, a message will be displayed stating, *Online Registration - 2024-2025 Academic Year is now open*, click **Go to Online Registration - 2024-2025 School Year for...**(image A. below) to begin registration for your student.
4. Step 1a. should appear, if not, on the right hand side, click on *a. Student Information*. This will begin the online registration process.
5. When you have completed an item, click on *Complete Step ... and Move to Step ...* at the bottom center of the page. **Do not** click on Next Step on the right hand side of the screen (image B. below).
6. Proceed through each Step. If the item includes a Drop Down Box, you must click on the Drop Down Box to answer the question.
7. Step 3 is only applicable to families who are registering a P3/K4 student. **If you are not registering a P3/K4 student, click Complete Step 3 and move to Step 4 at the bottom of the page.** (If you are registering a student entering grades 6-12, this step will not appear.)
8. Step 5. Complete Online Registration – Steps not successfully completed will display in **red**. You must complete these items to finish the online registration process. Completed steps will display with a **green checkmark**. Click - Submit Online Registration - 2024-2025 School Year, located in the center of the page (image C. below).

For Families with One Student

9. Click on *Complete Online Registration*. Steps not successfully completed will display in red. You must complete these items to finish the online registration process.
10. Click on *Submit Online Registration*.

For Families with Multiple Students –

11. Return to the Home link of Skyward Family Access and click Online Registration - 2024-2025 School Year on the left hand side tabs to register your remaining students.
12. Repeat the steps taken for registering your first student, carefully review all drop down boxes to ensure information is updated correctly.
13. Click on *Complete Online Registration*. Steps not successfully completed will display in **red**. You must complete these items to finish the online registration process.
14. Click on *Submit Online Registration*.

A. 

B.



Online Registration - 2024-2025 Academic Year

Test (SMSA Elementary School 2024-2025)

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

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?:

Who provided the primary learning device to the student?:

Is the primary learning device shared with anyone else in the household?:

(*) Indicates a required field.

Online Registration - 2024-2025 Academic Year

1. Verify Student Information
 - a. Student Information
 - b. Family Address
 - c. Family Information
 - d. Emergency Contacts
2. Student Affiliations
3. P3/K4 Registration (Optional)
4. Health Form 24-25
5. Financial Responsibility
6. Extended Care Enrollment
7. Complete Online Registration - 2024-2025 Academic Year

C.



Online Registration - 2024-2025 Academic Year

(SMSA New Enrollment 2024-2025) Print

Step 7. Complete Online Registration - 2024-2025 Academic Year (Required)

By completing Online Registration - 2024-2025 Academic Year, you are confirming that the Steps below have been finished.

Are you sure you want to complete Online Registration - 2024-2025 Academic Year for ?

Review Online Registration - 2024-2025 Academic Year Steps

Step	Step Name	Completion Date
Step 1)	Verify Student Information	Completed 03/18/2024 1:53pm
No Requested Changes exist for Step 1.		
Step 2)	Student Affiliations	Completed 03/18/2024 1:53pm
Step 3)	P3/K4 Registration (Optional)	Completed 03/18/2024 1:53pm
Step 4)	Health Form 24-25	Completed 03/18/2024 1:54pm
Step 5)	Financial Responsibility	Completed 03/18/2024 1:54pm
Step 6)	Extended Care Enrollment	Completed 03/18/2024 1:55pm

Guardian Name: Guardian Address:

Online Registration - 2024-2025 Academic Year

1. Verify Student Information
 - ✓ Completed 03/18/2024 1:53pm
 - ✓ a. Student Information
 - ✓ b. Family Address
 - ✓ c. Family Information
 - ✓ d. Emergency Contacts
2. Student Affiliations
 - ✓ Completed 03/18/2024 1:53pm
3. P3/K4 Registration (Optional)
 - ✓ Completed 03/18/2024 1:53pm
4. Health Form 24-25
 - ✓ Completed 03/18/2024 1:54pm
5. Financial Responsibility
 - ✓ Completed 03/18/2024 1:54pm
6. Extended Care Enrollment
 - ✓ Completed 03/18/2024 1:55pm
7. Complete Online Registration - 2024-2025 Academic Year

- Home
- NEW STUDENT ENROLLMENT
- Online Registration - 2024-2025 Academic Year**
- Calendar
- Gradebook
- Attendance
- Student Info
- Busing
- Food Service
- Schedule
- Fee Management
- Activities
- Conferences
- Academic History
- Portfolio
- Skylert
- Login History

Test (SMSA Elementary School 2024-2025)

✔ Online Registration - 2024-2025 Academic Year was successfully completed and submitted to the district for Test on Mon Dec 4, 2023 1:51pm by Mr. Tester.

[Go back to review completed steps](#)

[Mark Online Registration - 2024-2025 Academic Year as not completed and make changes](#)