

# Online Registration Step-By-Step Instructions

Updated 12/02/2025

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](mailto:jpoetzel@smsacademy.org).)
3. Under the Homepage of Skyward Family Access, a message will be displayed stating, *Online Registration - 2025-2026 Academic Year is now open*, click **Go to Online Registration - 2025-2026 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).

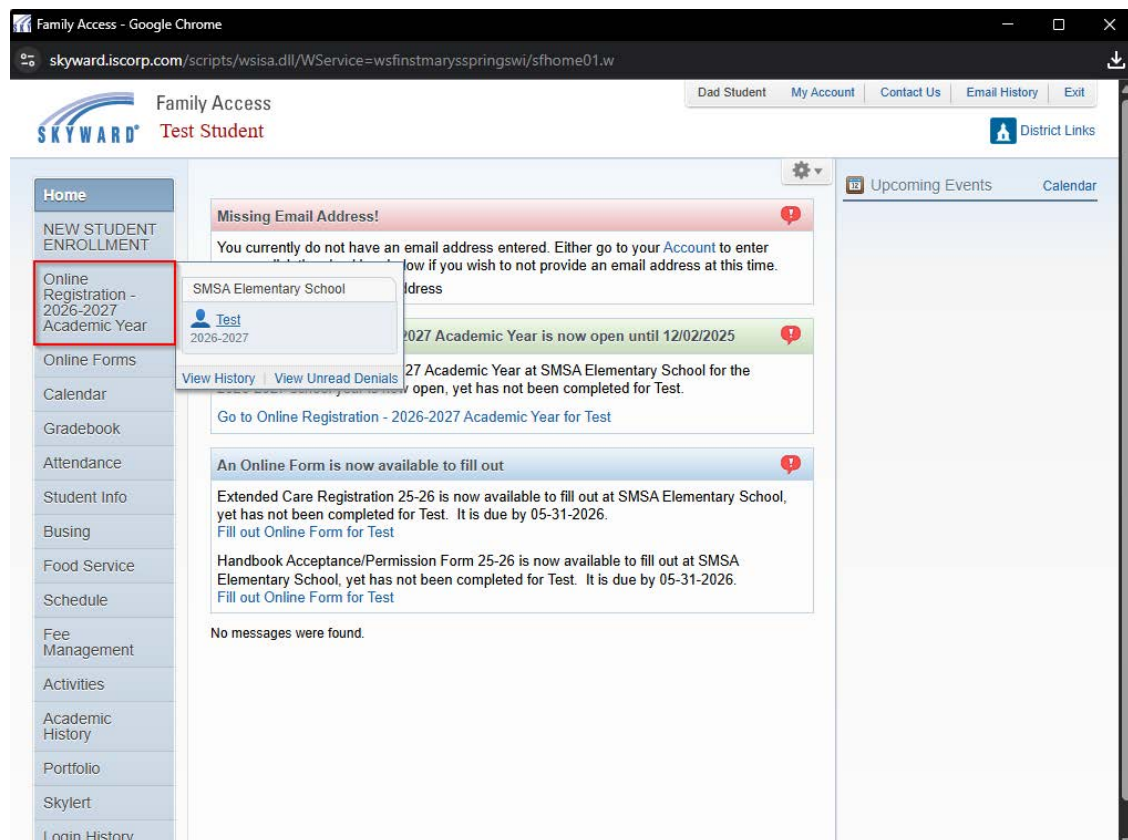
## For Families with One Student

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 - 2025-2026 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.

Family Access Online Registration - 2026-2027 Academic Year - Google Chrome

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

Family Access Test Student

Online Registration - 2026-2027 Academic Year

Test (SMSA Elementary School 2026-2027)

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

General Information

First: Test Middle: Suffix: Last: Student Birthdate: 11/11/2020 Gender: Female \* Language: English Proficient Race: Home Phone: 920-111-1111 Ext: home 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 - 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

Next Close and Finish Later

8. Complete Online Registration - 2026-2027 Academic Year

Previous Step Next Step Close and Finish Later

C.

Family Access Online Registration - 2026-2027 Academic Year - Google Chrome

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

Family Access Test Student

Online Registration - 2026-2027 Academic Year

Test (SMSA Elementary School 2026-2027)

**Step 8. Complete Online Registration - 2026-2027 Academic Year (Required)**

By completing Online Registration - 2026-2027 Academic Year, you are confirming that the Steps below have been finished. Are you sure you want to complete Online Registration - 2026-2027 Academic Year for Test?

Review Online Registration - 2026-2027 Academic Year Steps

Step	Step Name	Status
Step 1)	Verify Student Information	Completed 12/02/2025 11:47am
No Requested Changes exist for Step 1.		
Step 2)	Student Affiliations	Completed 12/02/2025 11:48am
Step 3)	Health Form	Completed 12/02/2025 11:48am
Step 4)	OTC Medication Permission Form	Completed 12/02/2025 11:49am
Step 5)	P3/K4 Registration (Optional)	Completed 12/02/2025 11:49am
Step 6)	Extended Care Enrollment (Optional)	Completed 12/02/2025 11:49am
Step 7)	Financial Responsibility	Completed 12/02/2025 11:49am

Guardian Name: Dad Student Guardian Address: 541 Main Street Fond du Lac, WI 54935

Submit Online Registration - 2026-2027 Academic Year

Online Registration - 2026-2027 Academic Year

1. Verify Student Information
  - a. Student Information
  - b. Family Address
  - c. Family Information
  - d. Emergency Contacts
2. Student Affiliations
3. Health Form
4. OTC Medication Permission Form
5. P3/K4 Registration (Optional)
6. Extended Care Enrollment (Optional)
7. Financial Responsibility
8. Complete Online Registration - 2026-2027 Academic Year

Previous Step Next Step Close and Finish Later



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Test (SMSA Elementary School 2026-2027)

✓ Online Registration - 2026-2027 Academic Year was **successfully completed** and submitted to the district for Test on Tue Dec 2, 2025 11:51am by Dad Student.

[Go back to review completed steps](#)

[Mark Online Registration - 2026-2027 Academic Year as not completed and make changes](#)