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.)
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).
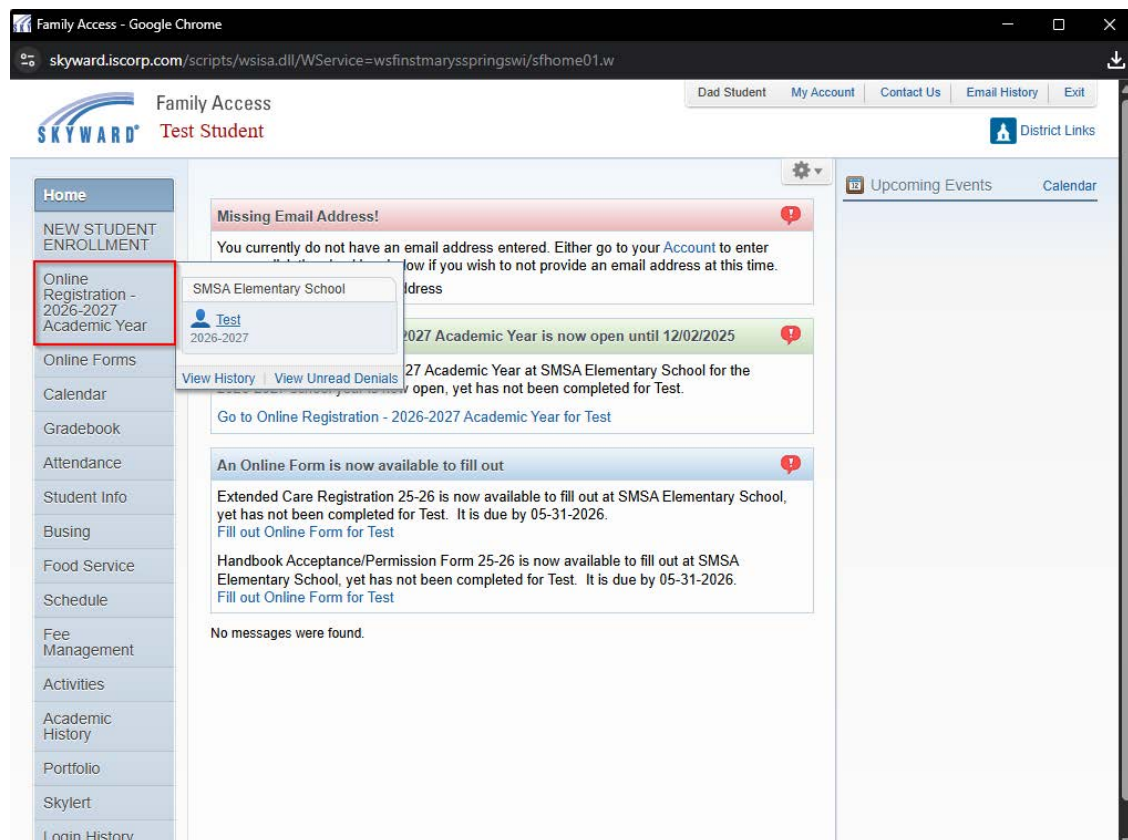
For Families with One Student

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.

C.

SKYWARD

Family Access
Test Student

Home

NEW STUDENT ENROLLMENT

Online Registration - 2026-2027 Academic Year

Online Forms

Calendar

Gradebook

Attendance

Student Info

Busing

Food Service

Schedule

Fee Management

Activities

Academic History

Portfolio

Skylert

Login History

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