## **Online Registration Step-By-Step Instructions**

2026-2027 Academic Year Registration

- 1. <u>Click here</u> 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 2026-2027 Academic Year is now open*, click **Go to Online Registration 2026-2027 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. Complete the Health Form page. Once this is updated and signed, click Complete Step 4 and move to Step 5 at the bottom of the page.
- 8. Step 4 is the OTC Medication form, new to registration this year. Once you have completed the form and signed, click Complete Step 4 and move to Step 5 at the bottom of the page.
- 9. Step 5 is only applicable to families who are registering a P3/K4 student. If you are not registering a P3/K4 student, then 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.)
- 10. Step 6. For families with students entering P3 5 grade and in need of Extended Care through SMSA, complete this step. If you do not need Extended Care, please click the check box: *I do not wish to fill out this optional form.*. Once this form is updated, click Complete Step 6 and move to Step 7 at the bottom of the page.
- 11. Step 7. Complete the Financial Responsibility page (reminder to click "View Full Screen"). Once this form is updated, click Complete Step 7 and move to Step 8 at the bottom of the page.
- 12. Step 8. 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 2026-2027 School Year, located in the center of the page (image D. below).

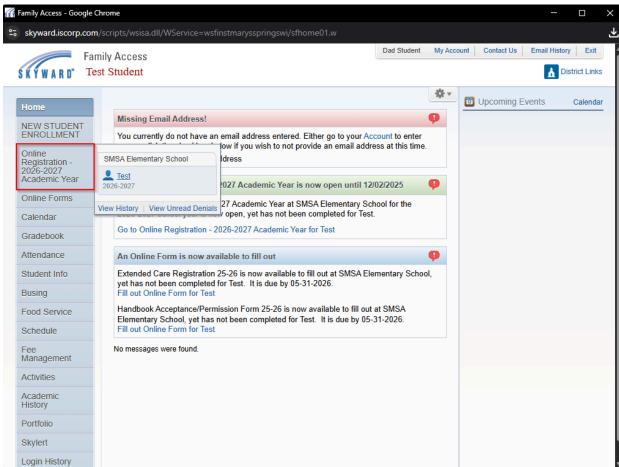
## For Families with One Student

- 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.

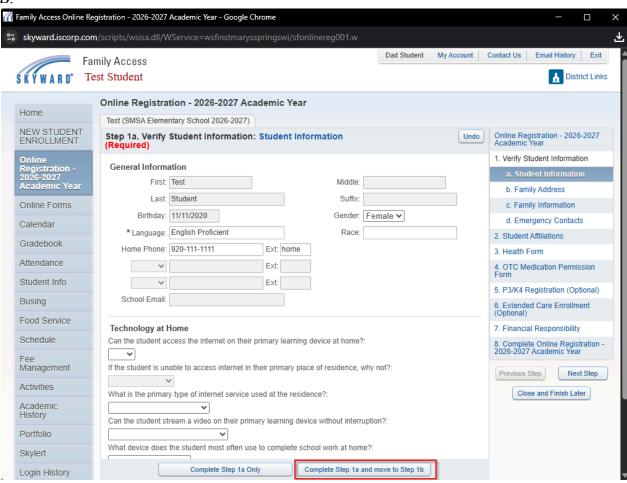
## For Families with Multiple Students -

- 15. Return to the Home link of Skyward Family Access and click Online Registration 2026-2027 School Year on the left hand side tabs to register your remaining students.
- 16. Repeat the steps taken for registering your first student, carefully review all drop down boxes to ensure information is updated correctly.
- 17. Click on *Complete Online Registration*. Steps not successfully completed will display in red. You must complete these items to finish the online registration process.
- 18. Click on Submit Online Registration.

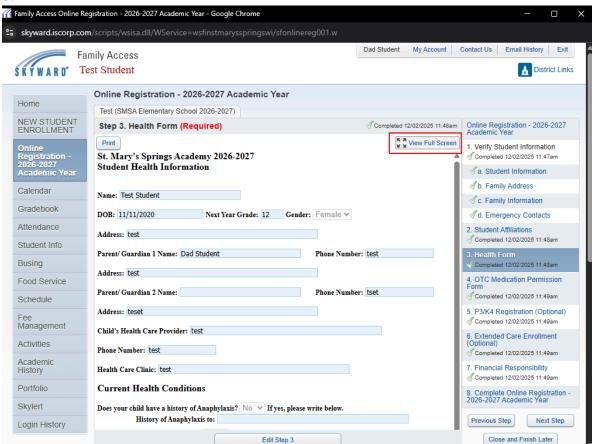




В.



## C.



D.

