



2021-2022 Registration Process

Returning Students ONLY

- 1.) You will receive an email from Skyward@hsd36.org with login information to our Skyward Family Access system. You will need this information in order to re-register your child(ren). Please be sure to look in your spam folder, as it may get filtered to that folder.

The email will look like this:

Subject: Family Access Account Information

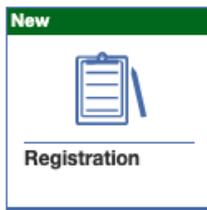
You have been given permissions to use Family Access to view information on your students at Harrison School District 36. A user account with User Name :

Follow the link below to reset the password on your user account and begin using Family Access.

[Reset Password](#)

If you already have a Skyward password set up, please disregard this message and [Click Here](#) to log in.

- 2.) Use the link provided to reset your password.
- 3.) Once your password is set, be sure to save the website link and your login information.
- 4.) Log into Skyward Family Access using the information that was provided and your new login password.
- 5.) In Skyward Family Access, please follow the next steps:
 - a.) Look for the Registration button and click it.



- 6.) Your first screen will look like this:

A screenshot of the registration process flowchart and form. The flowchart shows four steps: Instructions, Step 1 (Student Address), Step 2 (Guardian Contact Information), Step 3 (Emergency Contacts), and Review. Below the flowchart is a form with a "Student name" input field and a "Start >" button.

Please verify your student's primary address, guardian contact information, and add emergency contacts.

7.) Click Start



8.) Step 1 - Verify Student Address



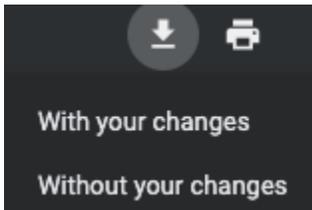
If your student's address information is correct, you may scroll to the bottom and click the complete and next button and move to step 9. (next page)



If your student's address is incorrect, please head to our website ([CLICK HERE](#)) to complete the Change of Address form. You may type directly into the form that opens. Save that document by using the download button in the top right hand corner of the document:

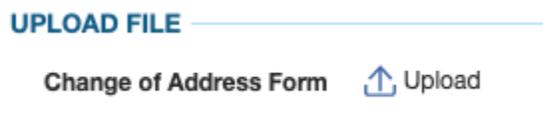


It will prompt you to choose how to download the document. Be sure to choose SAVE WITH YOUR CHANGES.



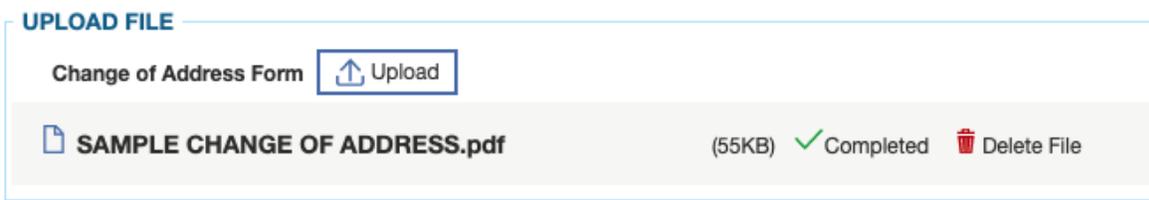
Save the document where you will find it later.

You are now ready to upload your document. Scroll to the bottom of your screen and click the upload button.



Find the file on your device.

You should now see this in that box:



You are now ready to move to the next step. Please scroll to the bottom and click the complete and next button and move to step 9.



9.) Please verify your student's guardian information

Step 2

Guardian Contact Information

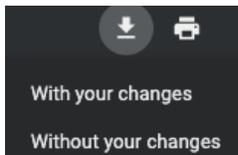
If your student's guardian information is correct, you may scroll to the bottom and click the complete and next button and move to step 10.

Complete & Next >

If the guardian information is incorrect, please head to our website ([CLICK HERE](#)) to complete the Change of Guardian form. You may type directly into the form that opens. Save that document by using the download button in the top right hand corner of the document:



It will prompt you to choose how to download the document. Be sure to choose SAVE WITH YOUR CHANGES.



Save the document where you will find it later.

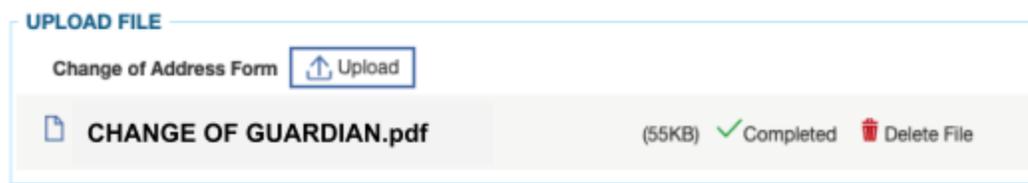
You are now ready to upload your document. Scroll to the bottom of your screen and click the upload button.

UPLOAD FILE

Change of Address Form Upload

Find the file on your device.

You should now see this in that box:



You are now ready to move to the next step. Please scroll to the bottom and click the complete and next button and move to step 10.

Complete & Next >

10.) Please enter all emergency contact information on the next tab. **We only need first and last name, phone number, phone type and allow student pickup information.**

Step 3

Emergency Contacts

EMERGENCY CONTACT #1

*First Name	<input type="text" value="Sample"/>	1st Phone Type	<input type="text" value="Work"/>	Number	<input type="text" value="815-653-2311"/>	Extension	<input type="text"/>
Middle Name	<input type="text"/>	2nd Phone Type	<input type="text" value="Select Type"/>	Number	<input type="text"/>	Extension	<input type="text"/>
*Last Name	<input type="text" value="Student"/>	3rd Phone Type	<input type="text" value="Select Type"/>	Number	<input type="text"/>	Extension	<input type="text"/>
Relationship	<input type="text"/>	1st Email Type	<input type="text" value="Select Type"/>	Email	<input type="text"/>		
Allow Student Pickup	<input checked="" type="checkbox"/>	2nd Email Type	<input type="text" value="Select Type"/>	Email	<input type="text"/>		
Driver's License Number	<input type="text"/>	3rd Email Type	<input type="text" value="Select Type"/>	Email	<input type="text"/>		
Comment	<input type="text"/>						

If you need to add more than one emergency contact, please click the green plus sign at the bottom left of your screen:

 Add Emergency Contact

When all emergency contacts have been entered, you will click the Complete and Review button to move on.

[Complete & Review >](#)

11.) This last page allows you to verify the information entered one final time. If you find any errors, you may click the previous button to go back and make changes:

[< Previous](#)

If everything is correct, please click the box verifying that everything is correct.

I confirm that all of the above information is correct to the best of my ability.

12.) Submit form

[Submit Form >](#)

If any changes are uploaded, Harrison will contact you for any additional information.