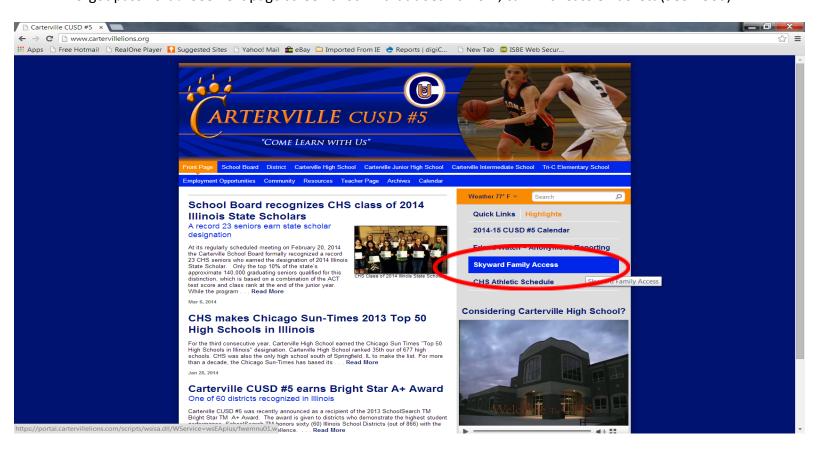
ON-LINE REGISTRATION (takes about 10-15 minutes to complete)

Go to www.cartervillelions.org

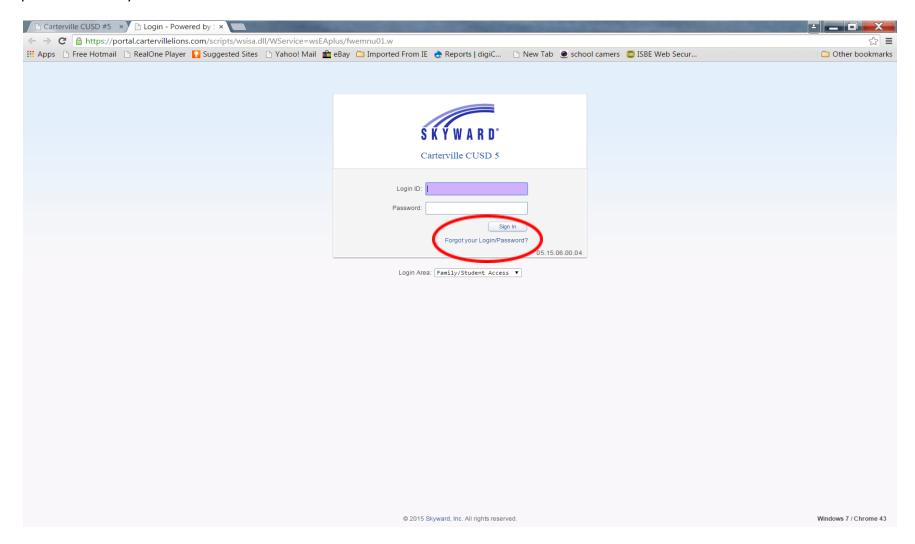
Note – make sure your screen is maximized (fully open to the size of your monitor) or you <u>WILL</u> miss information on the top, bottom, left and right sides of the screen. We <u>strongly discourage</u> using a tablet or phone for this reason as well.

Click on Skyward link on main page. This will take you to Skyward where you can enter your login and password.

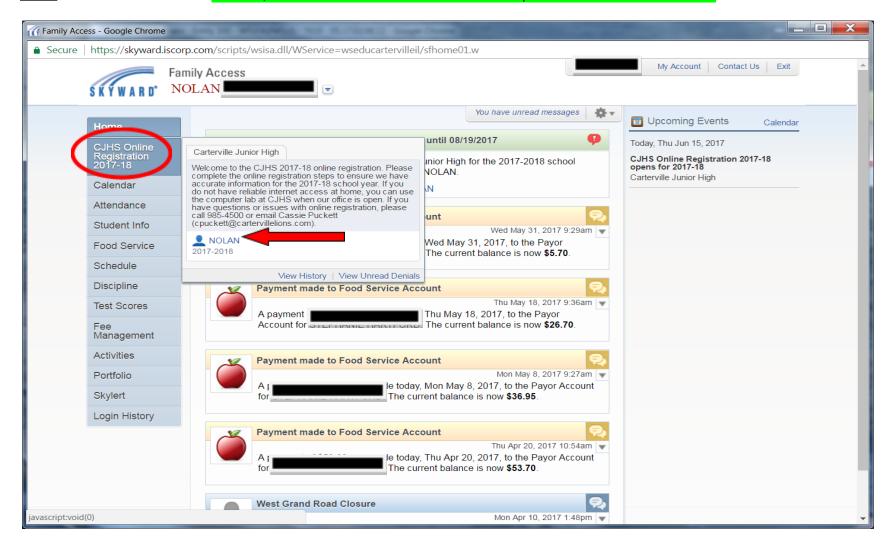
*Forgot password? See next page screen shot. If that doesn't work, call Mrs. Cassie Puckett (985-4500).



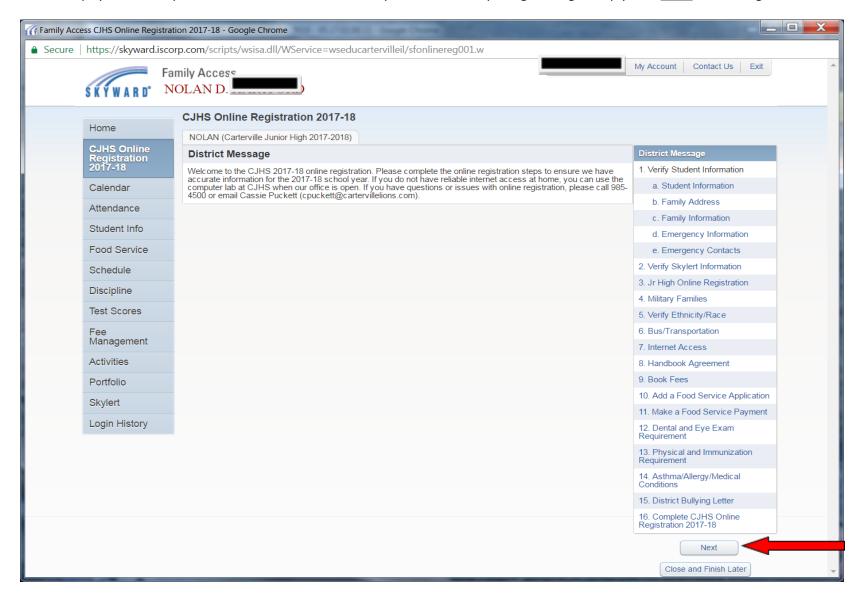
This is the screen you see when you click on the Skyward link at our district website. Note the **forgot login/password** link circled in red. If you have a valid e-mail address in our system, then you should get an email from Skyward allowing you to reset your password when you click on this.



Once you login, you will see the page below. Select/click the **2021-22 Registration** tab. When you click on it, you should see the name or names of the CJHS student(s) you are attempting to register. The student name is in blue like a web hyperlink. Click on the **name** of the student to start. Pictures/screen shots are from 2017-18 but the process is the same or similar.



This is the first page of the registration process. You will see a message and "steps" of the process on the right side of the screen in blue. These are the steps you will complete online. In order to start once you've read the opening message, simply click **NEXT** in lower right corner.



Things to know:

- You can see there are multiple steps and you cannot move on to the next step until the one prior is completed (except those noted). This requires clicking on the **Complete Step # and move to Step #** at the bottom.
- You will find on certain steps, all of the text does not fit on the screen. There is a scroll bar on the page that allows you to
 move the screen left to right to read the text. However, it is <u>easier</u> to make the text FULL SCREEN by clicking on the icon for
 screen expansion.
- You have the opportunity to pay your CJHS book fees online. We have <u>waived the service fee for registration</u> (NO EXTRA FEE to do this). Click on <u>Book Fees</u> in the center of the page (blue hyperlink). This will take you to this payment center page (be sure to have the web browser window fully expanded to see all information). On the left, you can see ALL FEES and <u>scroll down</u> to see student names. Click on the <u>name</u> of your CJHS student to pay his or her book fees online. *You can opt to skip this step and come into our office to pay by August 13th*.
- If you have ever made an online food payment to Carterville schools, you have used Revtrak. You have created a username and password to do so. If you are one of these people, enter the information for Revtrak (not Skyward user name and password). There is a forgot password button for users that do not remember their password. It will send you an email to reset it. If you have never used Revtrak (never made an online payment to Carterville Schools), you will need to select CREATE NEW ACCOUNT and create an account. You can not only pay your book fees but also make future food payments too!
- You MUST click on the link that says SUBMIT 2021-22 REGISTRATION in order to complete the process. You will receive an auto e-mail confirming you have completed the process on the student once that button has been clicked.