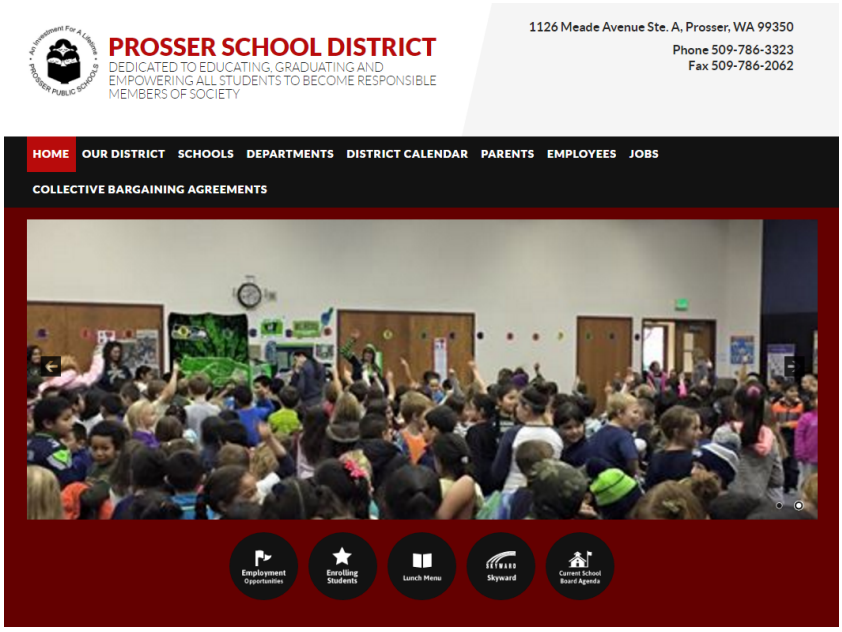
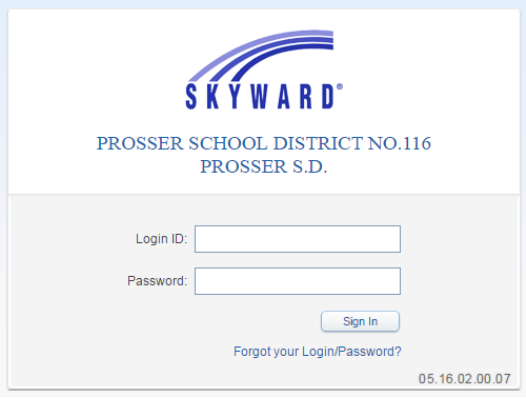
Prosser School District Online Registration "How-to Guide"

- To begin the Online Registration process:
- Access the Prosser School District main web page at www.prosserschools.org
  Select the **Skyward** button at the bottom of the screen;



Note: You must use your Family Access account and not your child's login. If you do not have your account information, please contact your student's main office or you can email: familyaccess@prosserschools.org (Please be sure to include your child's name and building, your name, and phone number where you can be reached during business hours)

- Type in your **Login ID** and **Password**, then click **Sign In**



Your login usually begins with the first initial of your first name, your last name, Example: **jsmith**

If you need assistance with login/password information, please contact your student's main office or you can email familyaccess@prosserschools.org.

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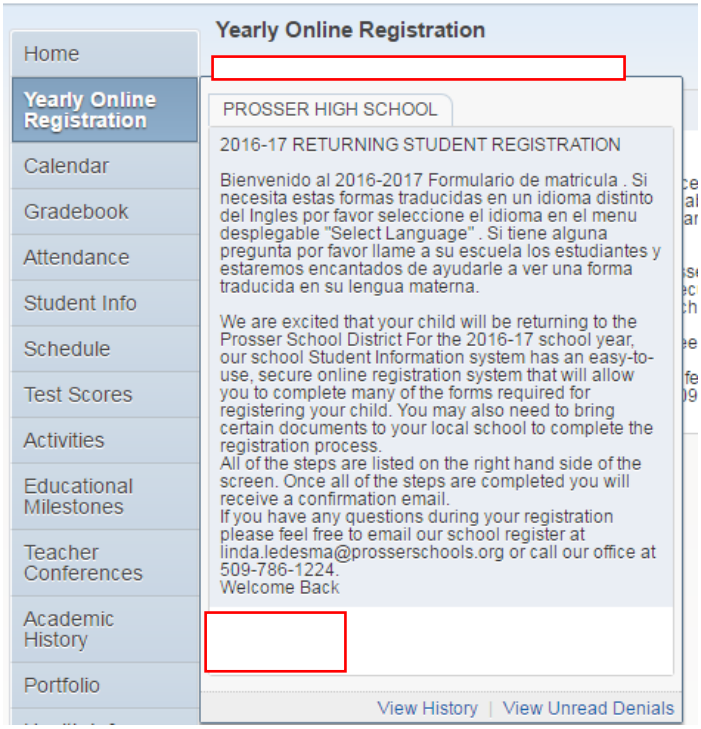
- Choose **Yearly Online Registration from the menu at the left of your screen.**
- a box will pop up with a welcome message and your students to register at the bottom (keep in mind you need to register all of your students seperately but they are all accessible from this one page)



At this time you are ready to begin the registration process: Follow the numbered steps to verify and add information as needed:

If you need to change the page to a different language, click the "Select Language" button from the top right hand side of your screen and select the Language you need the forms translated into.

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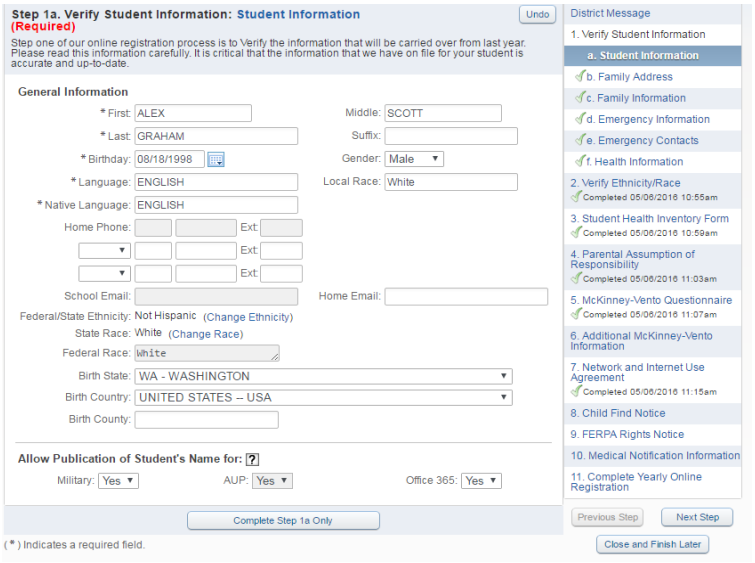
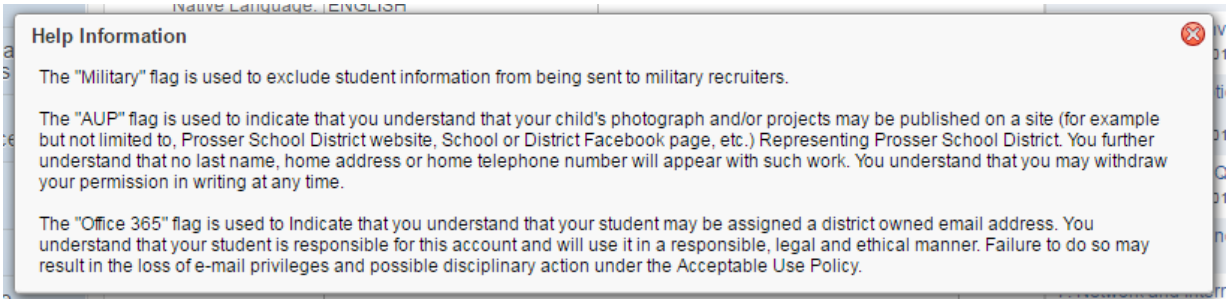
- **Read Step 1a: Verify Student Information – Student Information**
- Verify student information is correct under **General Information**. Under "**Allow Publication of Student's Name for:**" click the **?** to review the options. If you wish to make any changes, you can do so by clicking the drop down next to the option. The default is set to "**Yes**"

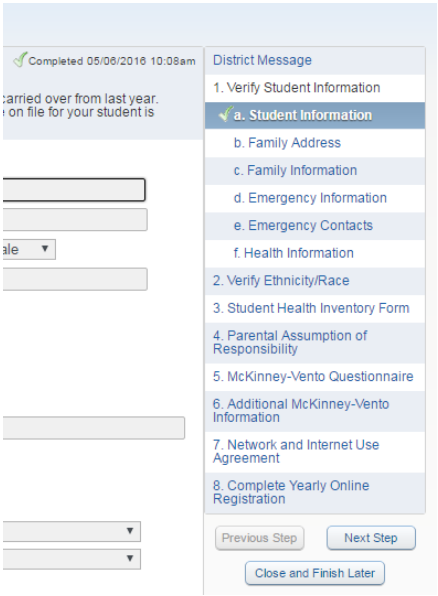




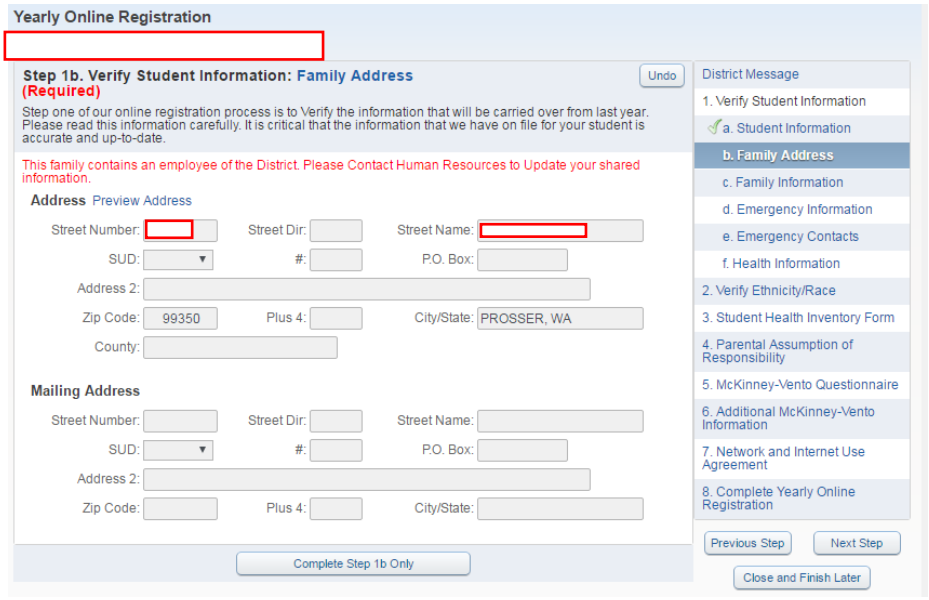
When you are finished, click the box that says **"Complete Step 1a Only"**. You will need to do this for each step as you move through the process. Once you click the box, you will see a green check mark on the right hand side to show that the step has been completed.

Click the **Next Step** button at the bottom to continue.

You can also click the steps in the right column to skip to a specific step.

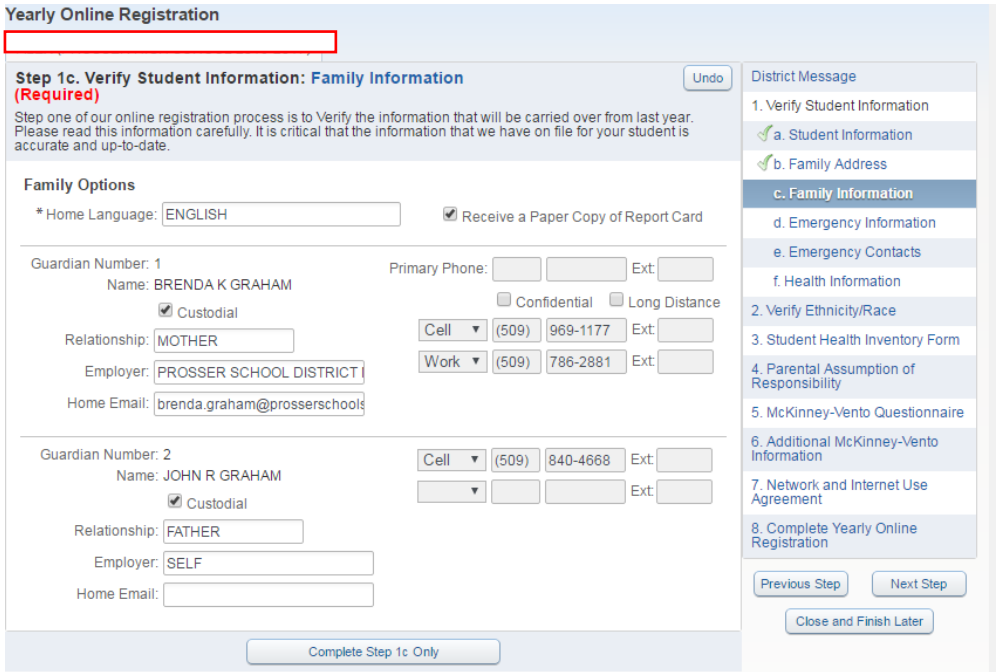


- **Read Step 1b: Verify Student Information – Family Address**
- Verify your Address. If you need to make address changes, you will need to provide proof of residency to the records office at your student's school building(or during on-site registration) before your address will be updated in our system. Valid proof of residency includes one of the following: Utility bill or telephone bill, Rent receipt showing owners name, rental address and telephone number of the owner, a copy of your drivers license is NOT proof of residency.



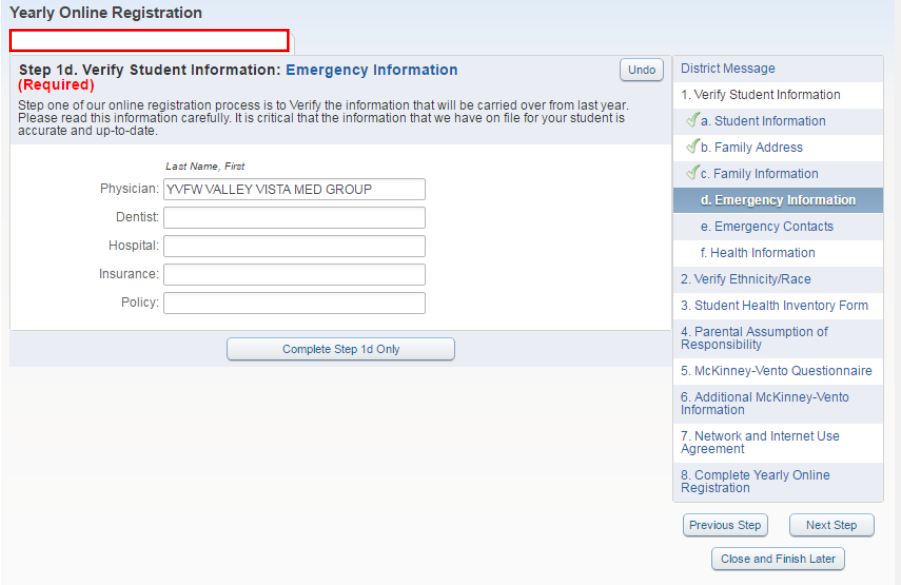
When you are finished, click the box that says "**Complete Step 1b only**". Then choose **Next Step**.

- **Read Step 1c: Verify Student Information – Family Information**
- Verify your **Email** and **Phone numbers**. If you need to make changes, you can do so by clicking in the corresponding boxes and typing the updated information. This page is especially important as it is used by district staff for various communications.



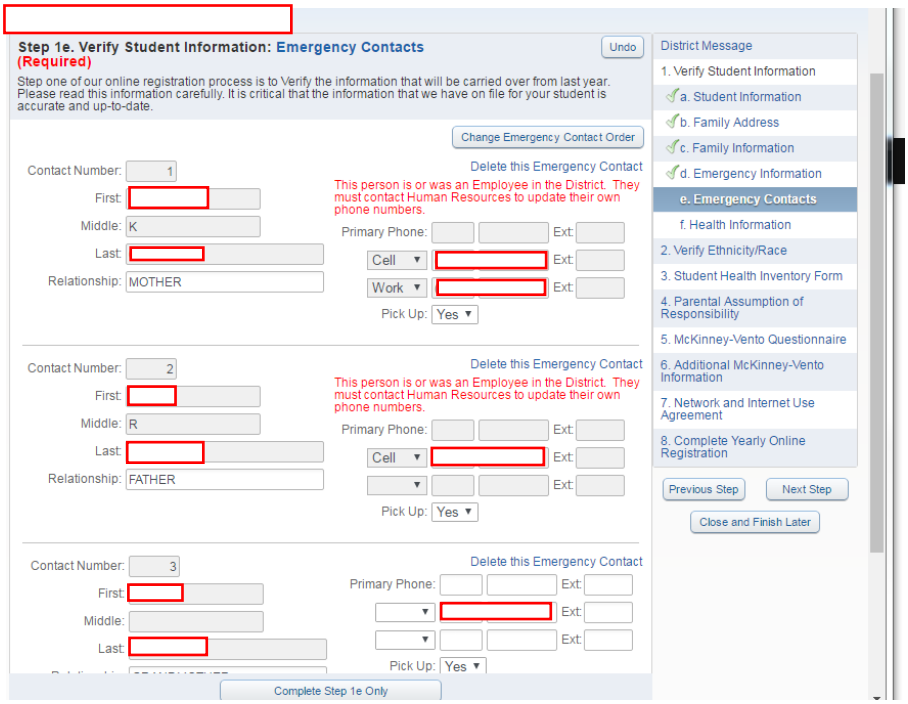
When you are finished, click the box that says "**Complete Step 1c Only**". Then choose **Next Step**.

- **Read Step 1d: Verify Student Information – Emergency Information**
- Verify your Emergency Information is correct. This will list, if any, your doctor, Dentist, Hospital prefere nce, etc. If any items need to be updated or added please do so on this screen.



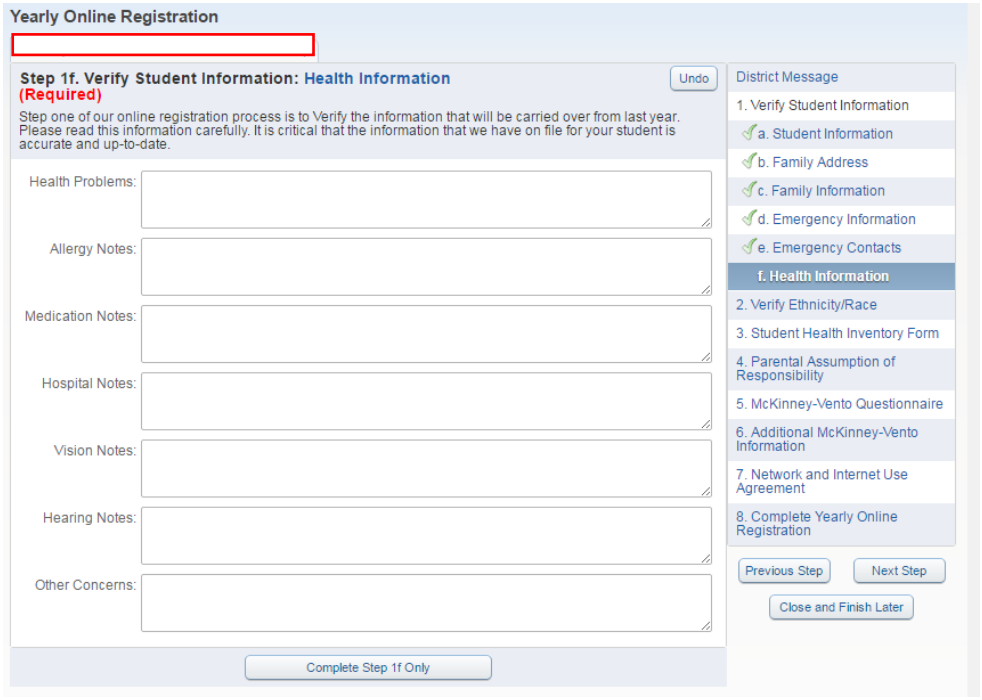
When you are finished, click box that says "**Complete Step 1d Only**". Then choose **Next Step.**

- **Read Step 1e: Verify Student Information - Emergency Contacts**
- Please verify your child's emergency contacts and info in this step. If you need to add an emergency contact, please let your student's building know. You can delete any emergency contacts you no longer want by clicking on the Delete this Emergency Contact.



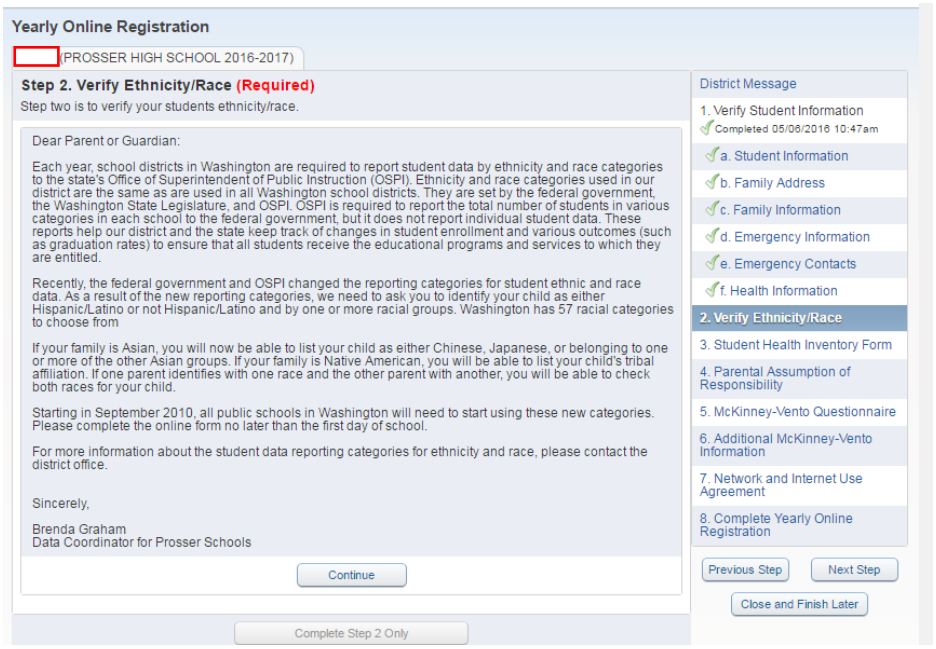
Click the **Save** button when finished with the form. Now check the box that says "**Complete Step 1e Only**". Then choose **Next Step.**

- **Read Step 1f: Verify Student Information - Health Information**
- If your student has a health issue already documented in our system, this will populate on this screen. Please verify that this information is still accurate.
- If you need to add any new health information for your student you will have the opportunity to do that in Step 3

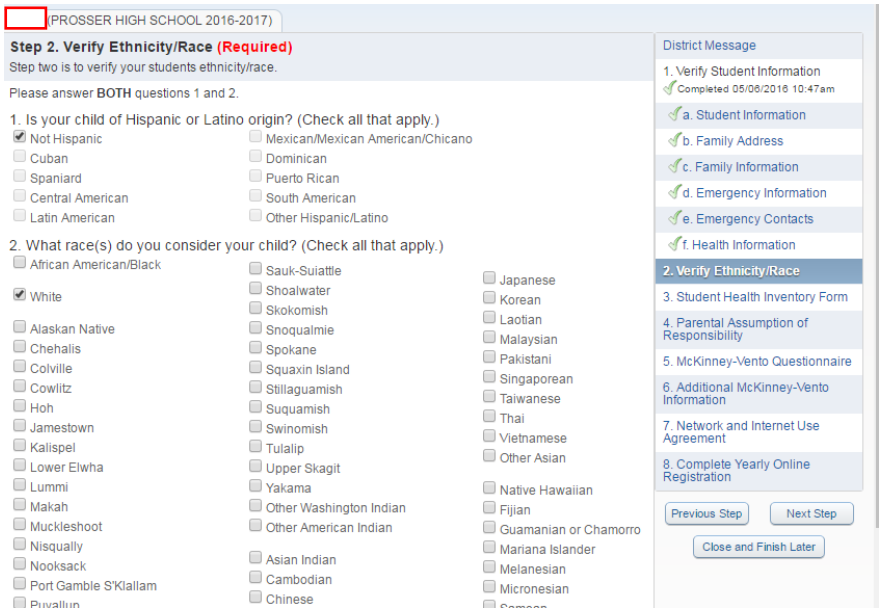


Click the box that says "**Complete Step 1f Only**". Then choose **Next Step.**

- **Read Step 2: Verify Ethnicity/Race**
- Please read the initial instructions on the first page and when ready click the "**Continue**" button.



- On Step 2 of the **Verify Ethnicity/Race**
  - Please confirm that the system has the correct data

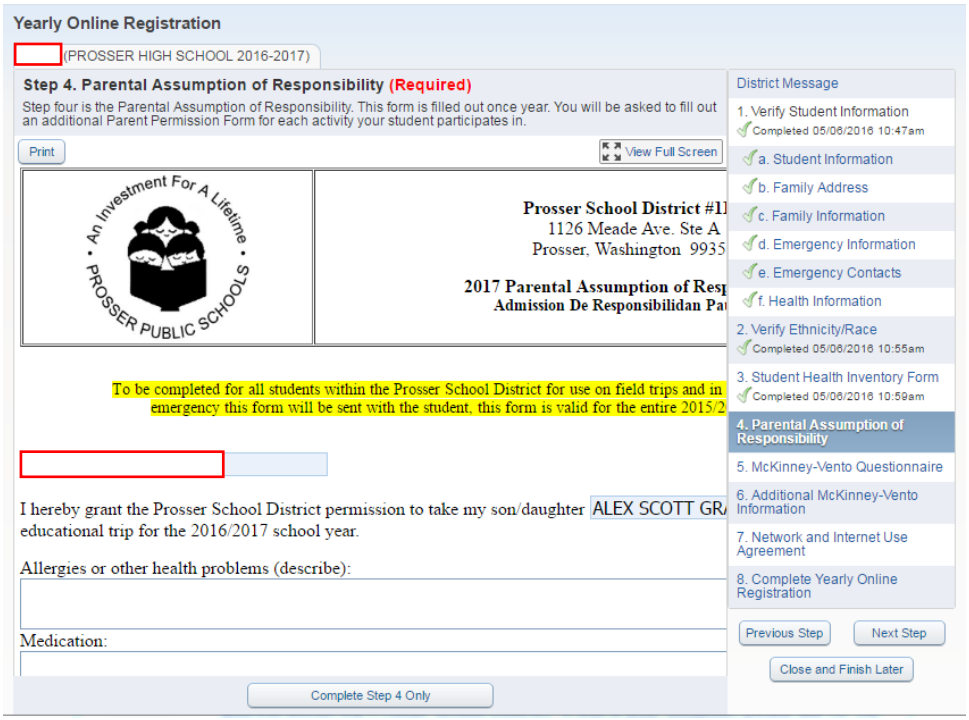


Click the box that says "Complete Step 2 Only". Then choose Next Step

- **Read Step 3: Student Health Inventory Form**
- Please review and check or add information to any applicable areas of this form ie, if your student has any new health issue or anything your want our school nurses to know.

Click the box that says "**Complete Step 3 Only**". Then choose **Next Step.**

- **Read Step 4: Parental Assumption of Responsibility**
- Please review information on this form.



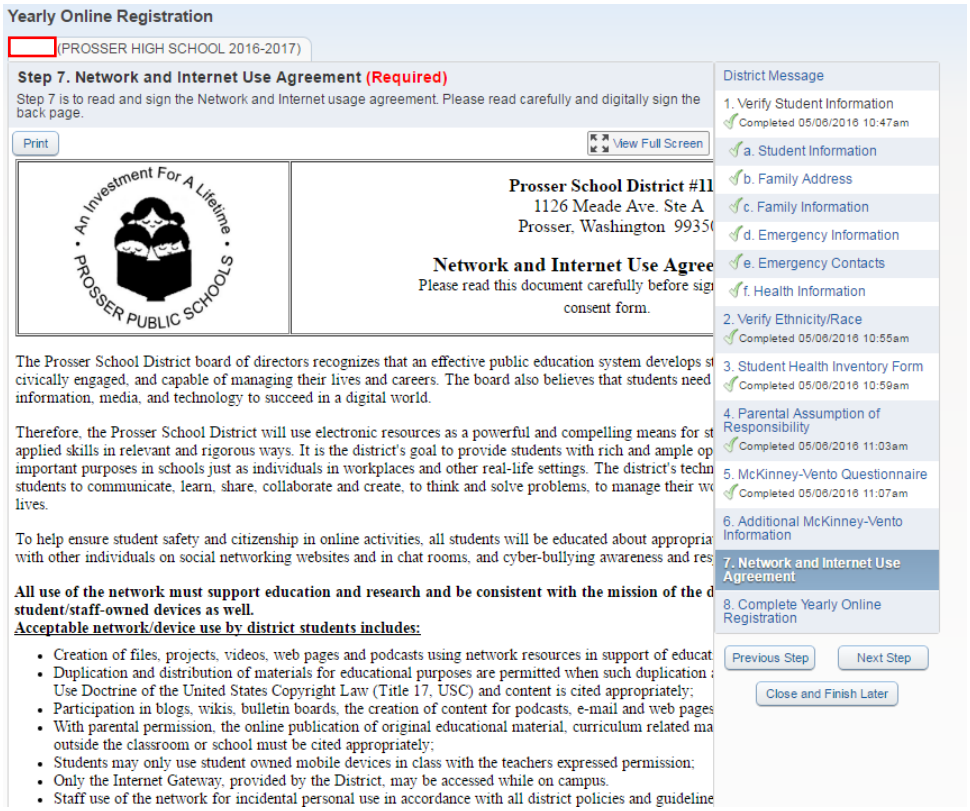
Click the box that says "**Complete Step 4 Only**". Then choose **Next Step.**

- **Read Step 5: McKinney-Vento Questionnaire**
- This is an annually required form. If you have any questions please contact our McKinney Vento Liaison at 509-786-2881 ext. 2602

Click the box that says "**Complete Step 5 Only** ". Then choose **Next Step.**

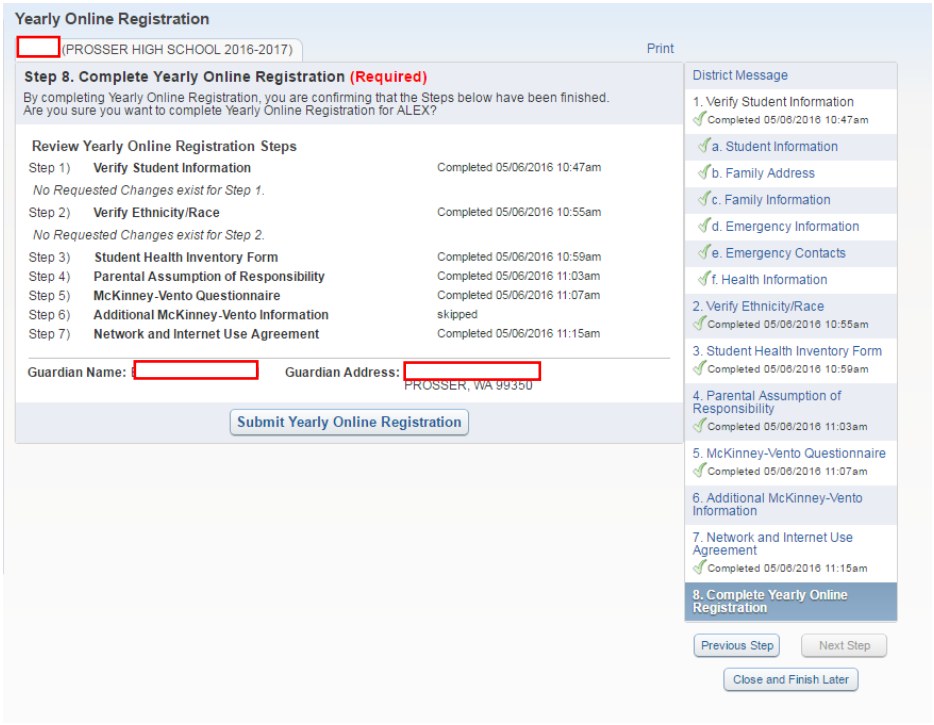
Step 6: - Additional McKiney-Vento Information is optional if you need more info on Step 5. It is not required for registration.

- **Read Step 7: Network and Internet Use Agreement**
- Please review this with your student. Digital citizenship is important to Prosser School District, please review the Digital Social Contract carefully together.
- Please note the last page with the signature. PSD does offer Office 365 email addresses that require parent permission to students 18 and younger. Your digital signature gives us permission to issue those email addresses.

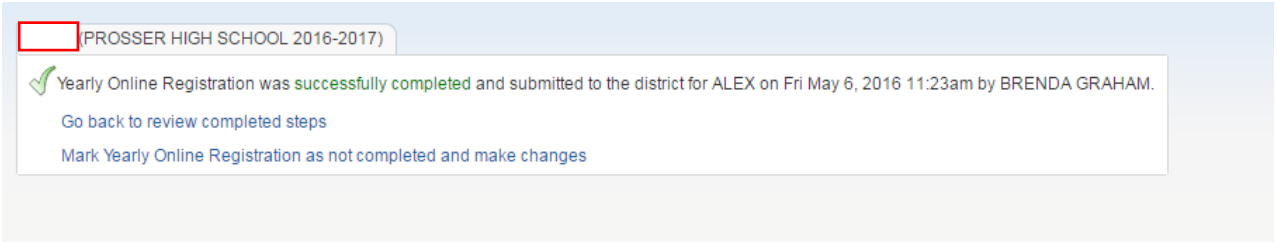


Click the box that says "**Complete Step 7 Only**". Then choose **Next Step.**

- **Read Step 8: Complete Yearly Online Registration**
- Review the status of each step to make sure they are all at a Completed status. If you missed marking a step as complete, you can click the link on the right to jump to that step.
- To finish your Online Registration, you must click the Submit Yearly Online Registration button at the bottom. You will receive an email confirmation if you have an active email in the system.



After you click the Submit button, you will see the following message.



This will let you know that the registration process as been completed. If you have more than one student at the high school, you will need to complete the registration process for each of them.