

## 2018-19 Cambridge School District Online Registration Instructions

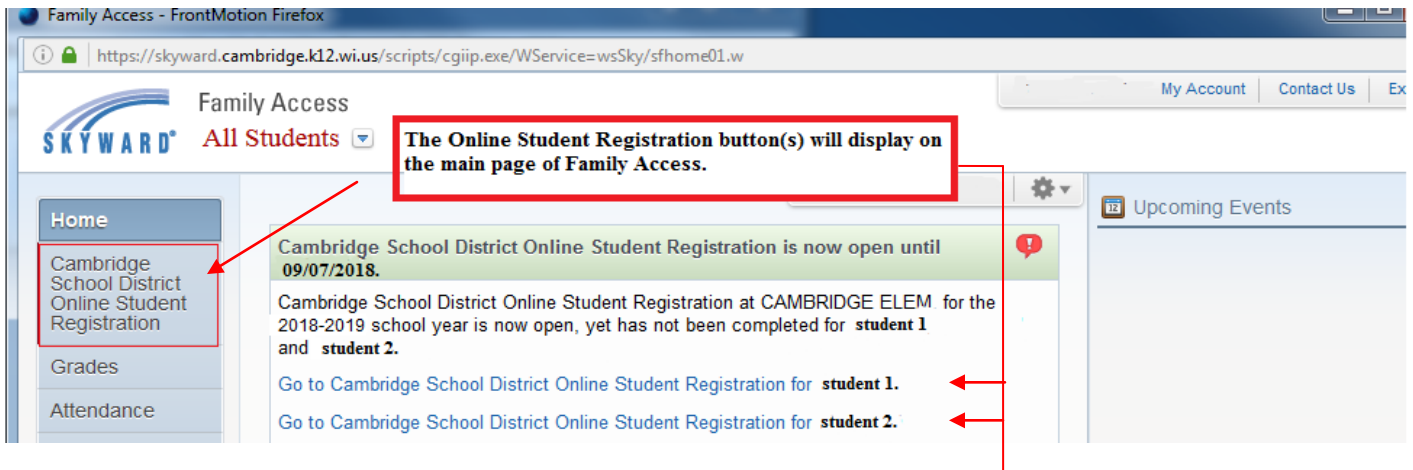
### WILL NOT BE AVAILABLE UNTIL JULY 25, 2018

Cambridge School District will once again utilize Skyward Family Access to process all required registration materials. Skyward **FAMILY ACCESS** can be found on School District of Cambridge Website – [www.cambridge.k12.wi.us](http://www.cambridge.k12.wi.us) by clicking on “MENU”, “FAMILY RESOURCES”, “FAMILY ACCESS” and then “Skyward Family Access Log In”.

**1<sup>st</sup>:** Log in to Skyward Family Access with your Login Id/User Name and Password

\*\*If you are unable to login to Skyward Family Access, please refer to the personalized letter that was mailed to your home July 25, 2018 or to the Skyward Family Access Login Instructions on the website\*\*

**2<sup>nd</sup>:** Click on any “Online Student Registration” link.



**3<sup>rd</sup>:** Clicking the “Online Student Registration” link and then your student’s name the District Message will display. Then click on 1 a. Student Information the screen below will display. Navigate through the steps - carefully following the directions for each. You must complete every step!

For each step:

Read and perform the directions displayed for the step. If it doesn't allow you to make changes/additions in any field contact your child's school office.

When step is completed click on “Complete Step 1a and move to Step 1b”. When completed with Step 1b you will be directed to continue to Step 1c etc. Choose this at the completion of each step.

**4<sup>th</sup>**: **\*\*\*IMPORTANT FINAL STEP\*\*\*** Complete Cambridge School District Online Student Registration. This displays the screen below. Two more steps to go!

Family Access Cambridge School District Online Student Registration - FrontMotion Firefox  
https://skyward.cambridge.k12.wi.us/scripts/wsisa.dll/WService=wsSky/stonlinereg001.w

Family Access  
STUDENT'S NAME

Cambridge School District Online Student Registration

Student's Name and School

Print

**Step 10. Complete Cambridge School District Online Student Registration (Required)**  
By completing Cambridge School District Online Student Registration, you are confirming that the Steps below have been finished.  
Are you sure you want to complete Cambridge School District Online Student Registration for student's name?

Review Cambridge School District Online Student Registration Steps

Step	Step Name	Completed on
Step 1)	Verify Student Information	Completed on ---
No Requested Changes exist for Step 1.		
Step 2)	Verify Ethnicity/Race	Completed on ---
No Requested Changes exist for Step 2.		
Step 3)	Verify Health Information	Completed on ---
Step 4)	Notice for Directory Information Acknowledgement	Completed on ---
Step 5)	Handbook Acknowledgement	Completed on ---
A required field has not been filled in and saved.		
Step 6)	Local Field Trip Permission Form	Completed on ---
Step 7)	District Registration & Picture day	skipped
Step 8)	Add a Food Service Application	skipped
Step 9)	Make a Food Service Payment	skipped

Guardian Name: Guardian Name    Guardian Address: Guardian Address

Submit Cambridge School District Online Student Registration

Print

District Message

1. Verify Student Information
  - a. Student Information
  - b. Family Address
  - c. Family Information
  - d. Emergency Contacts
2. Verify Ethnicity/Race
3. Verify Health Information
4. Notice for Directory Information Acknowledgement
5. Handbook Acknowledgement
6. Local Field Trip Permission Form
7. District Registration & Picture day
8. Add a Food Service Application
9. Make a Food Service Payment
10. Complete Cambridge School District Online Student Registration

Previous Step    Next Step

Close and Finish

Click on "Print" if you would like to print a copy for your records. It is not required to bring a copy to registration night as in past years.

Click the "Close and Finish" button

After you click the "Close and Finish" button, you are brought back to the Family Access main page.

Family Access  
STUDENT'S NAME

Home

Cambridge School District Online Student Registration

Gradebook

Attendance

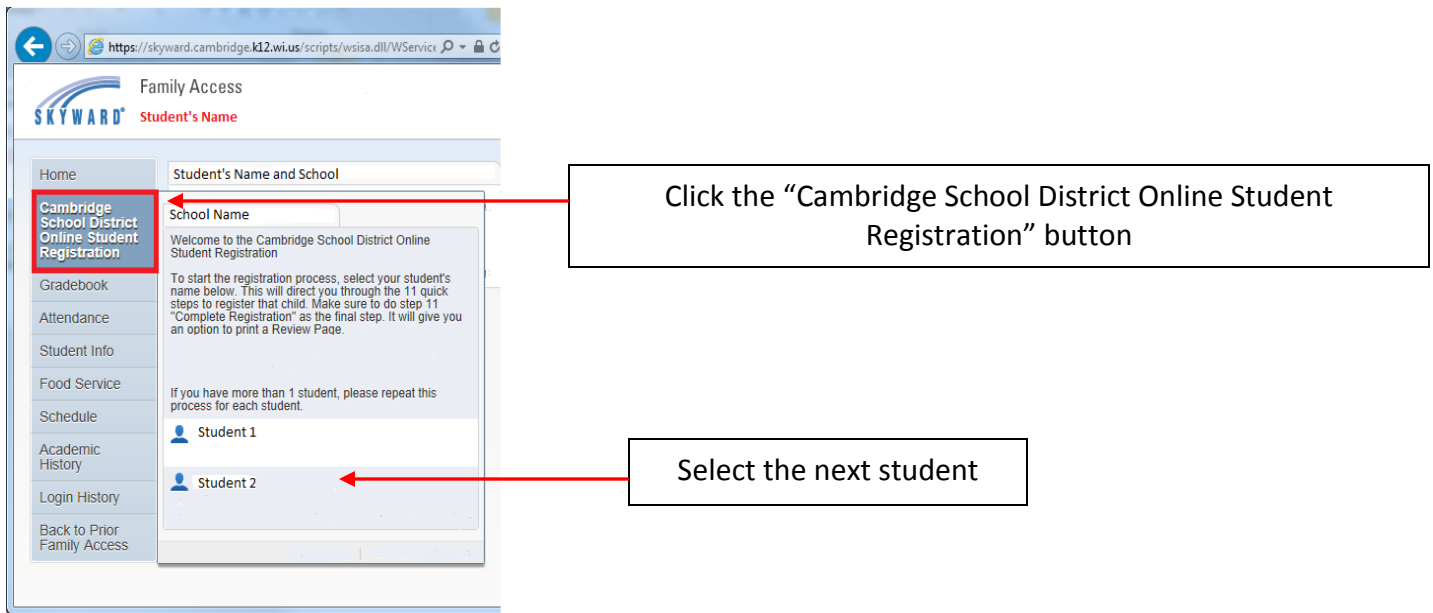
Student's Name and School

✓ Cambridge School District Online Student Registration was successfully completed for Student's Name on Date by Guardian's Name

Go back to review completed steps

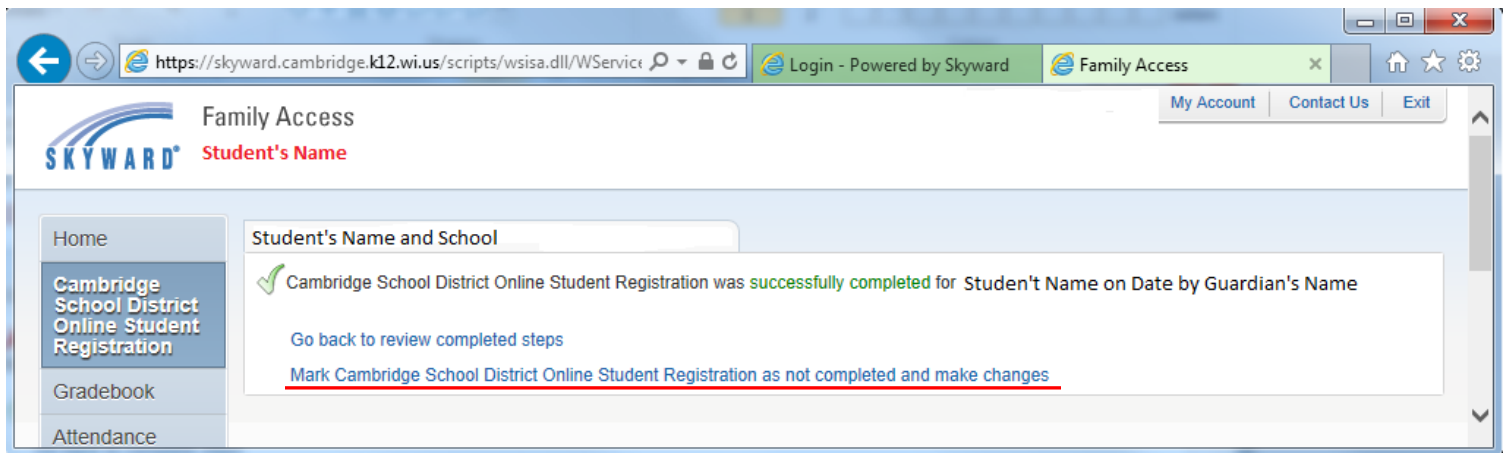
Mark Cambridge School District Online Student Registration as not completed and make changes

If you have more than one student, you will need to complete the entire process for each student.  
To select the next student to register,



The screenshot shows the Skyward Family Access interface. On the left is a navigation menu with the following items: Home, Cambridge School District Online Student Registration (highlighted with a red box), Gradebook, Attendance, Student Info, Food Service, Schedule, Academic History, Login History, and Back to Prior Family Access. The main content area has a header with 'Student's Name and School' and a 'School Name' input field. Below this is a welcome message and instructions. A list of students is shown, with 'Student 2' selected and indicated by a red arrow. A callout box on the right says 'Click the "Cambridge School District Online Student Registration" button'. Another callout box below it says 'Select the next student' with an arrow pointing to 'Student 2'.

If you need to make changes before the online registration window closes: Click "Mark Cambridge School District Online Registration as not completed to make changes".



The screenshot shows the Skyward Family Access interface after a successful registration. The navigation menu is visible on the left. The main content area displays a green checkmark and the message: 'Cambridge School District Online Student Registration was successfully completed for Student's Name on Date by Guardian's Name'. Below the message are two links: 'Go back to review completed steps' and 'Mark Cambridge School District Online Student Registration as not completed and make changes' (underlined in red).

This takes you back into the registration process. Select the step that contains the data to be updated. Uncheck the "I have completed this step" box, make the changes, and then recheck the "I have completed this step" box.

**\*\*\*IMPORTANT\*\*\*** Make sure to execute the Final Step – 10 again to mark the registration as complete.