Geneseo CUSD #228 Directions for Online Registration 2023-2024

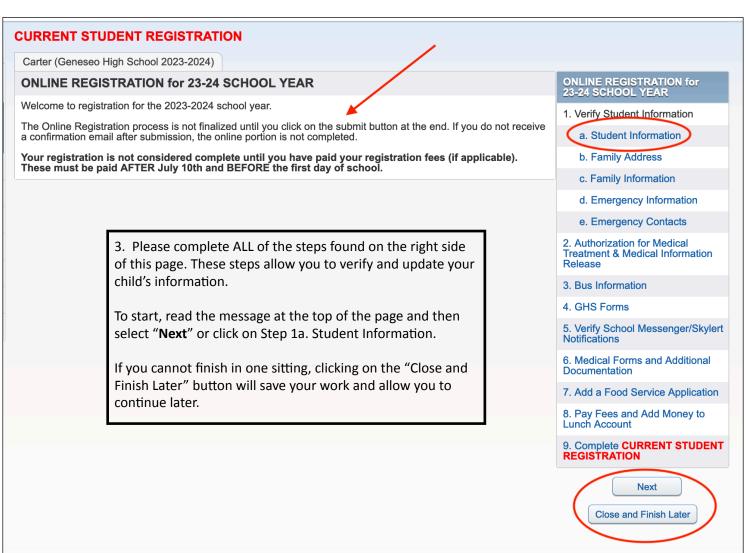
The following is needed to participate in the on-line registration process:

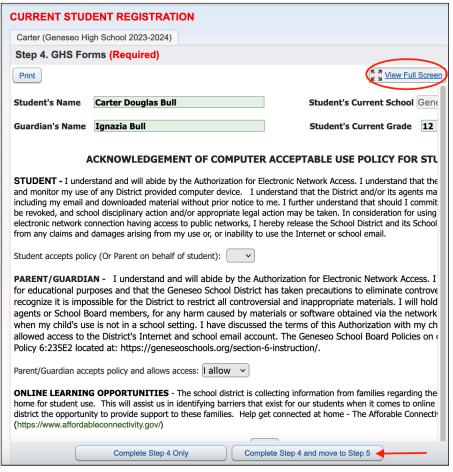
- 1. A computer or tablet with Internet access Due to the amount of data being entered/verified, we do NOT recommend completing Online Registration on your phone. (If you don't have access to a computer, computers are available at the Geneseo library or you can contact Nitzy Bull at 309-714-3240 to setup an appointment.)
- 2. Skyward Family Access account If you have forgotten your login or password, you can email Nitzy Bull at ibull@geneseoschools.org for assistance.
- 3. A valid e-mail address for the guardian completing the process. Either guardian from Family #1 can complete the registration.
- 4. If you wish to pay your fees online, you will need a Discover, Visa or MasterCard (debit or credit). There is a \$1 convenience fee on all online payments.

STEPS TO COMPLETE ONLINE REGISTRATION

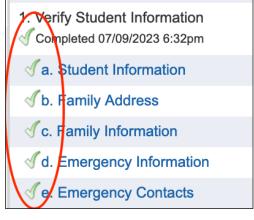
- 1. Log into your Family Access account using your Login and Password. (https://geneseoschools.org Family Access)
- 2. Click the "Go to CURRENT STUDENT REGISTRATION for ..." to begin the process for each student.



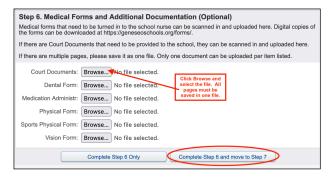




4. EVERY STEP MUST BE OPENED AND YOU MUST SELECT "Complete Step ___ and move to Step ___ " at the bottom of the page. A green check mark will appear by each step after you complete it. If you are having difficulty seeing everything on the screen, select the "View Full Screen" button in the top right hand corner to show everything.

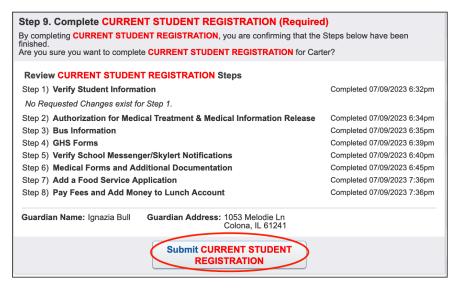


- 5. Step 1a is to verify your Student's Information make any necessary changes and click the "Complete Step 1a and move to Step 1b" button to save your entries and move to the next step.
- 6. Step 1b is to make any changes to the Student's Address.
- 7. Step 1c is to make any changes to the Family Information.
- 8. Step 1d is to make any changes to the Emergency Information.
- 9. Step 1e is for Emergency Contacts. Please make sure that someone OTHER than the student's parents/guardians are included as an emergency contact. You are allowed up to four emergency contacts. All emergency contacts will be listed. You can delete contacts, add new contacts, modify phone numbers of contacts, add comments to contacts and change the order of contacts (the district will always start with the first contact listed).
- 10. Step 2 is the Authorization for Medical Treatment and Medical Information Release Form. This must be completed for all students.
- 11. Step 3 is the Bus Information form for Kindergarten through 12th Grade. This should be completed for ALL students that are bus eligible even if the student does not plan to ride the bus.
- 12. Step 4 contains the form specific to the building or grade level for the student.



- 13. Step 5 allows parents to choose their preferences for phone calls, emails and text messages from School Messenger. We encourage all families to have at least one number marked for emergency calls. To receive text messages, you must have the option marked here AND opt-in by texting YES to 67587.
- 14. Step 6 includes a place to upload Medical Forms that need to be turned in to the school nurse. Digital copies of these forms can be found at here. If you do not have any forms to submit just select Complete Step 6 and move to Step 7.

15. Step 7 - The Application for Free/Reduced Meals is included as part of the Online Registration process. Separate directions for this area are on the Registration page of the District Website.



16. Step 8 is to Pay Registration Fees and Add Money to your child's lunch account. There is a \$1 convenience fee for all online transactions. You DO NOT have to make a payment at this time; however payment should be made before the start of the school year. Your registration is not considered complete until payment has been made. Even if you are not paying at this time, you must select "Pay Fees and Add Money to Lunch Account" which will open another window. Then close the window and select "Complete Step" and move to Step " the green checkmark will appear next to the payment step even if you did not complete the payment at this time. If you will be paying fees for multiple children, combine all of the fees into one payment or you will have to pay a \$1 convenience fee for each transaction.

- 17. Step 9 Review and Complete Registration. Review the Online Registration steps and verify that everything is correct. If you need to correct anything, you can either click the link for the step on the right next to the green checkmarks, or click the Previous Step button on the bottom right. After verifying all steps have been completed, click the "Submit Online Registration" button to complete registration. You will not be able to submit the registration until all steps are completed.
- 18. Check your e-mail that you use for Family Access. You should have received an e-mail confirming that registration is complete.



If at any point you need to stop and return to the process, select Close and Finish Later. You will receive a message that you did NOT complete Online Registration. When you are ready to complete the registration, simply log back in to Family Access and click on the "Go to CURRENT STUDENT REGISTRATION for [Student]" link at the top of your message board, or the "CURRENT STUDENT REGISTRATION" tab on the top left side of the screen and you will be able to continue where you left off.

REPEAT THESE STEPS FOR EACH CHILD.