

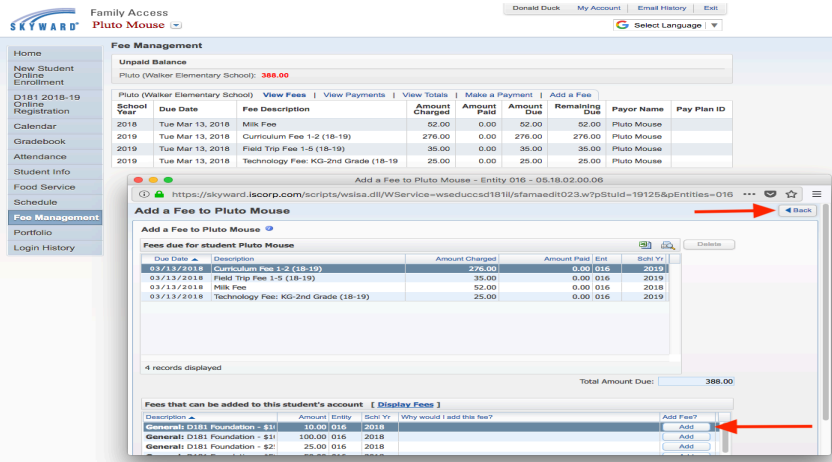


District 181 Registration for 2021-22

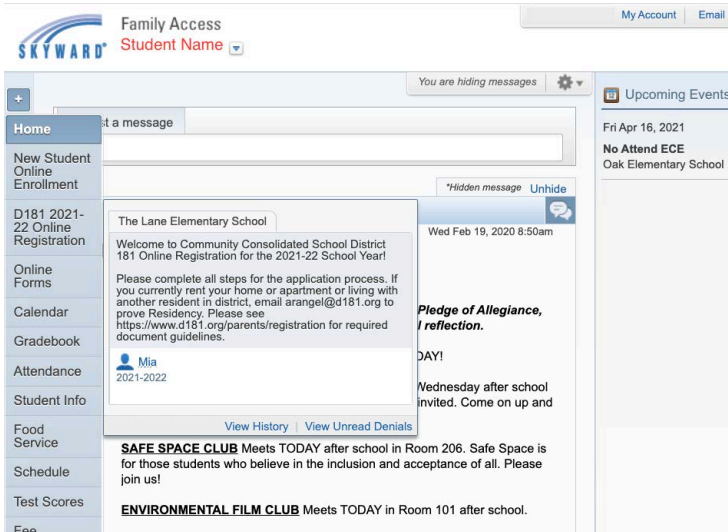
Steps for Current PK into KG - 7th Grade Students



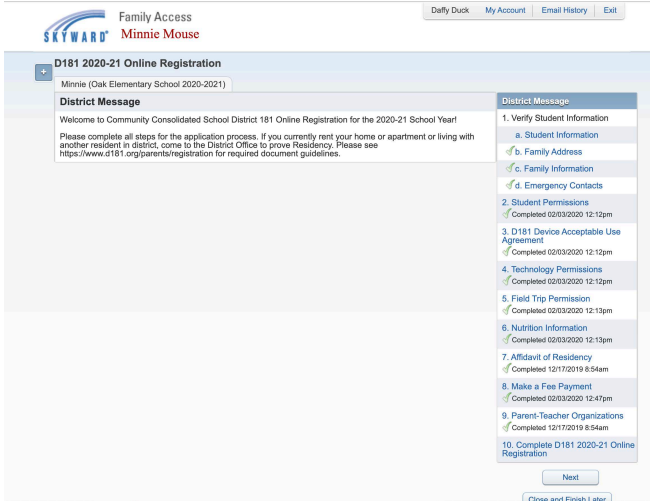
1. Login to the Skyward Family Access,
 - <https://skywardfamily.d181.org>
 - Your Login ID is your first name, last name all one word all lowercase (ex. janedoe).
 - Click "Forgot your Login/Password?", if you are unable to login.
 - Still need assistance, contact Senior Data Systems Manager, Nick at nskrip@d181.org.



2. Click on Fee Management Menu.
 - View all fees assigned.
 - Click "Add a Fee" to add any optional items, like Milk, D181 Foundation donation, Middle School yearbook or extra PE Shirt.
 - Click Add to the right of each fee.
 - Click Back.

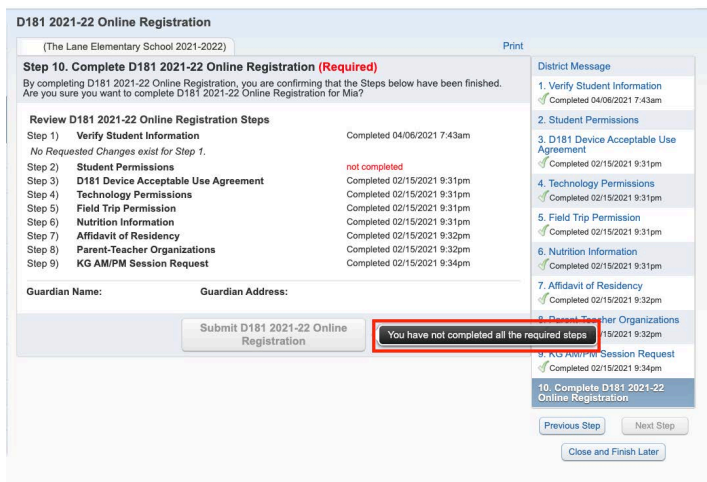


3. Click "D181 2021-22 Online Registration"
4. Click on your child's name.



5. Each step you will view or edit fields that are allowed.

- Click *Complete Step #* and *Continue to Step #* when navigating through the steps.
- You will see a green check mark next to the step verifying it is complete.
- **The "Make a Fee Payment" and "Parent-Teacher Organizations" steps require you to click and open up the links before going back to the application and moving on. EVEN IF YOU HAVE COMPLETED FEES/PTO. Click the links, then go back to the step to complete.**

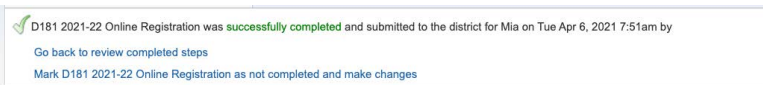


6. Incomplete steps noted with a red message

- **"You have not completed all the required steps"**

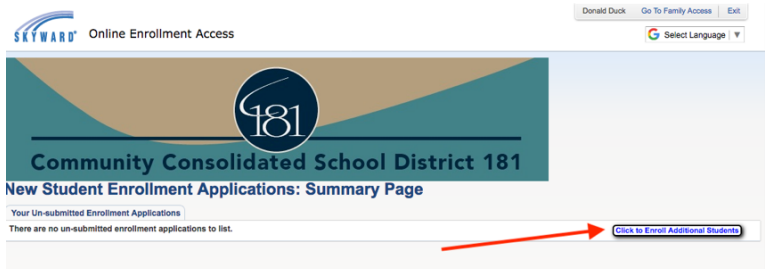
7. Click on the step to the right to complete.

8. Click "Submit D181 2021-22 Online Registration"



9. Once the application is submitted, you will see the successfully completed screen.

- Options for after submitted to either "Go back to review completed steps"
- Or "Mark D181 2021-22 Online Registration as not completed and make changes"



10. To register another child as a new student, click on "New Student Online Enrollment"

11. Click "Click to Enroll Additional Students" and complete the application