

# Skyward's Family Access Online Pre-Registration Process

Pennoyer School is using the Skyward Family Access system to allow parents/guardians to pre-register their current Pennoyer students online without the need to complete numerous paper forms. This effort will result in a substantial savings in paper and printing costs as well as in data entry costs, not to mention the environmental implications. We hope you find this process to be much more convenient and less time consuming.

The following is needed to participate in the online registration process:

1. A computer with Internet access.
2. A Skyward Family Access account and a valid email address for the parent/guardian completing the process.
3. Skyward a) **login:** (Parent firstname.lastname) and b) **password = all lowercase**
4. Please pay your fees online with Visa, MasterCard or Discover (debit or credit) *or* in the office by check or money order, **cash payment will no longer be accepted for registration fees.** Payable to "**Pennoyer School**"
5. **Step 2 of Residency Registration will be held on July 11 & July 12 at the school.**

*These instructions will walk you through the process of getting your student(s) ready for school in August.*

1: Login to Family Access with your username and password [Pennoyer Skyward](#)

2: Click on the **Register** link under the **Online Registration Menu**

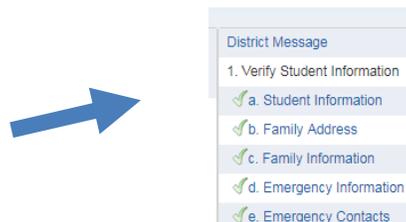


3: Click on the **Start Registration** button to begin.



4: Follow the directions carefully as you navigate through the online registration process **Step-by-Step**. When you have completed each step in the registration process, **each step will have a green check mark when completed.**

Make sure all sections have a **green** check mark ✓



5: **IMPORTANT** After completing all of the registration steps, your Final Step will be to click the **Complete Registration** for your student.

8. Complete 2018-2019 Registration

**IMPORTANT** You must click on 8. **Complete 2018-2019 Registration**

Close and Finish Later

You will be able to make changes to your registration information up until registration close of May 11

Submit 2018-2019 Registration

**MAKE SURE** you hit **Submit 2018-2019 Registration** to finalize the submission of your information.