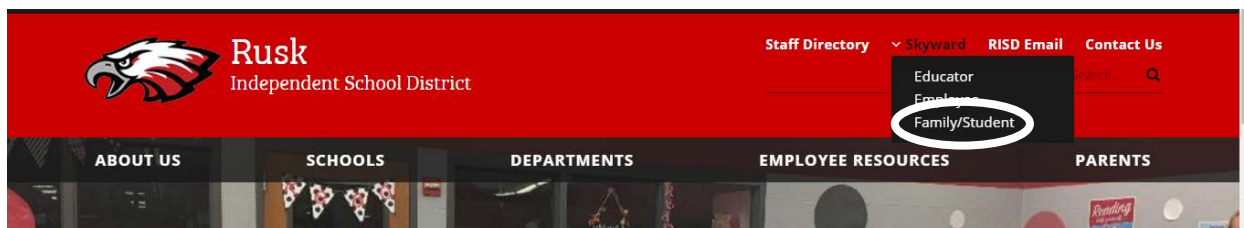


## RISD'S PARENT GUIDE TO ONLINE REGISTRATION

To get started, parents will need to log in to Skyward Family Access with their parent login and password. **Parents that do not have a Skyward Family Access account need to visit their child's campus office, in person, for assistance.**

### Log In to Skyward Family Access

- Go to [www.ruskisd.net](http://www.ruskisd.net)
- **Hover** over Skyward in the very top row
- **Click** FAMILY/STUDENT



When the Skyward login screen appears,

- **Type in** your LOGIN ID
- **Type in** your PASSWORD
- **Click** SIGN IN

A screenshot of the Skyward login screen. The page features the Skyward logo at the top, followed by 'RUSK ISD Student Records.' Below this is a login form with two input fields: 'Login ID:' and 'Password:'. A 'Sign In' button is positioned to the right of the password field. A large black oval highlights the login ID and password fields. At the bottom of the page, there is a 'Login Area:' dropdown menu set to 'Family/Student Access' and a version number '05.14.06.00.03'.

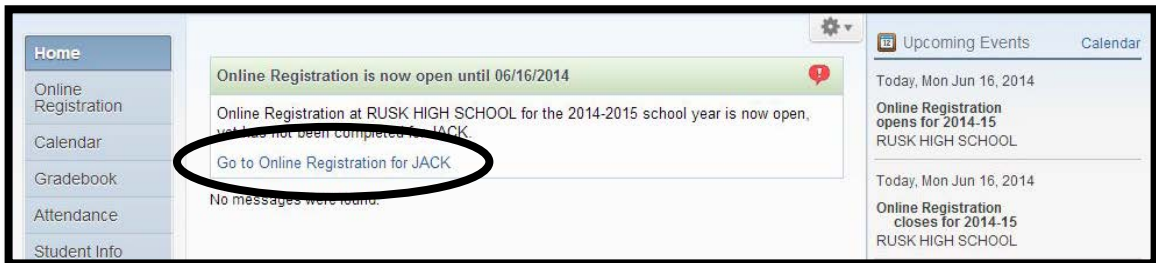
Once logged in to Skyward Family Access, you will see an online registration message for every child in your family. You will need to complete the registration steps listed below for every child listed.

## Verification of Student Information (Steps 1a to 1e)

Verifying student and family information, along with emergency information is an important part of registration.

To begin,

- Click GO TO ONLINE REGISTRATION FOR.....



When the “Verify Student Information” screen appears,

- Verify that ALL the information on this Step is accurate.
  - Make changes as needed
  - Fill in any information that is missing

Once everything is verified and complete,

- Click the "I HAVE COMPLETED THIS STEP" box

A green check mark will now appear next to Step 1a.

- Repeat the above procedures for Steps 1b-1e.

**NOTE:** Once you mark a step as completed, your previous choices will be grayed out. If you wish to alter them, please **UNCHECK** the "I have completed this step" box, make your adjustments and then make sure to **RECHECK** the box when done.

### Remaining Registration Steps

Once the next "Step" in the step list on the right side of the screen is highlighted,

- **Click** the Form Name (in blue under the instructions)

The screenshot shows the 'Online Registration' page for 'JACK (RUSK HIGH SCHOOL 2014-2015)'. The main content area is titled 'Step 2. Transportation Information 2014-2015'. It contains instructions for this step and a checkbox labeled 'I have completed this step'. A sidebar on the right lists the registration steps: 1. Verify Student Information (with sub-steps a-e), 2. Transportation Information 2014-2015 (highlighted in blue), 3. Health Form 2014-2015, 4. Military Connected Student 2014-2015, and 5. Foster Care 2014-2015. The text 'Transportation Information 2014-2015' in the main area is circled in red.

When the form opens,

- **Fill out/approve** the information on the form
- **Click** the SAVE button

The screenshot shows the 'Transportation Information 2014-2015' form. It includes a header with a separator line, a title 'Transportation Information 2014-2015', and a form with several fields: 'Daily way your child will get home:' with a dropdown menu set to 'Pick Up', 'If by bus, please give the bus # if you know it:', 'Comments:', and '\*\* List others that may pick up your child:'. At the bottom, there are two lines of asterisks providing instructions. In the top right corner, there are four buttons: 'Save', 'Save and Print', and 'Back'. The 'Save' button is circled in red.

**NOTE:** Pressing the Save button will both save the form and close it.

When you return to main screen,

- Click the "I HAVE COMPLETED THIS STEP" box

**NOTE:** *It is important to mark each step "complete". If you fail to mark the steps "complete", your student's online registration will not be submitted to the campus registrar.*

Online Registration

MARK (RUSK JUNIOR HIGH 2014-2015)

**Step 2. 14-15 Transportation** Completed 07/01/2014 12:14pm

For this Step:  
\*Click the document below  
\*Fill out/approve the appropriate information  
\*Click the "SAVE" button in the top right corner of the screen, even if no changes were made, to save and close the Step.

Once you have saved and closed:  
\*Check the "I HAVE COMPLETED THIS STEP" box, which is below the document.

You will not be able to complete online registration (step 15) until all steps (1-13) have been marked complete.

14-15 Transportation

I have completed this step

1. Verify Student Information  
Completed 06/24/2014 1:02pm

a. Student Information

b. Family Address

c. Family Information

d. Emergency Information

e. Emergency Contacts

2. 14-15 Transportation  
Completed 07/01/2014 12:14pm

3. 14-15 Health Form  
Completed 06/24/2014 1:03pm

A green check mark will now appear next to the completed Step.

- Repeat the above procedures for the remaining Steps.

**NOTE:** *The Verification of Residency step is the only OPTIONAL step. You do not have to complete that step unless you made an address change in Step 1b.*

## Complete/Submit Registration

Once you have completed ALL the registration Steps,

- Click COMPLETE ONLINE REGISTRATION

Look over the “Review Online Registration Steps”. Once you verify that all Steps have been completed,

- Click SUBMIT ONLINE REGISTRATION

Online Registration

MARK (RUSK JUNIOR HIGH 2014-2015) Print

**Step 16. Complete Online Registration**  
By completing Online Registration, you are confirming that the Steps below have been finished.  
Are you sure you want to complete Online Registration for MARK?

**Review Online Registration Steps**  
No Requested Changes exist for Step 1.

Step	Step Name	Status	Completion Time
Step 1)	Verify Student Information	Completed	09/24/2014 1:02pm
Step 2)	14-15 Transportation	Completed	07/01/2014 12:14pm
Step 3)	14-15 Health Form	Completed	09/24/2014 1:03pm
Step 4)	14-15 Military Connected Student	Completed	09/24/2014 1:04pm
Step 5)	14-15 Foster Care	Completed	09/24/2014 1:04pm
Step 6)	14-15 Migrant Contact	Completed	09/24/2014 1:04pm
Step 7)	14-15 Enroller Verification	Completed	09/24/2014 1:05pm
Step 8)	14-15 Code of Conduct	Completed	09/24/2014 1:05pm
Step 9)	14-15 JH Student Handbook	Completed	09/24/2014 1:05pm
Step 10)	14-15 ALUP	Completed	09/24/2014 1:05pm
Step 11)	14-15 Student Owned Devices	Completed	09/24/2014 1:07pm
Step 12)	14-15 JH Corporal Punishment	Completed	09/24/2014 1:08pm
Step 13)	14-15 Compact	Completed	09/24/2014 1:08pm
Step 14)	Verification of Residency	WIPED	

Guardian Name: JILL ##### Guardian Address: 293 N BARRON ST  
RUSK, TX 75785

16. Complete Online Registration

Submit Online Registration

Once you click “Submit Online Registration”, a verification message will appear.

MARK (RUSK JUNIOR HIGH 2014-2015)

✓ Online Registration was successfully completed and submitted to the district for MARK on Tue Jul 1, 2014 12:16pm by JILL #####

[Go back to review completed steps](#)

[Mark Online Registration as not completed and make changes](#)

You may now complete registration for the other children in your household.

**NOTE:** *If needed, you can “Mark Online Registration as not completed and make changes” from the verification screen. Marking the registration as “not complete” will allow you to revisit any Step in the registration process. Remember, if you revisit a Step, UNCHECK the “I have completed this step” box, make your adjustments and then make sure to RECHECK the box when done. Also, remember to complete and resubmit your registration.*

**NOTE:** For **Jr. High and High School only**, students and/or parents will **pick up schedules on the scheduled registration days**. Completing online registration in advance will make this process faster.

**NOTE:** For **Primary, Elementary and Intermediate**, parents that complete online registration do not need to visit the campus on scheduled registration days. Classroom assignments will be available at **“Meet the Teacher” on the Thursday before school starts**.