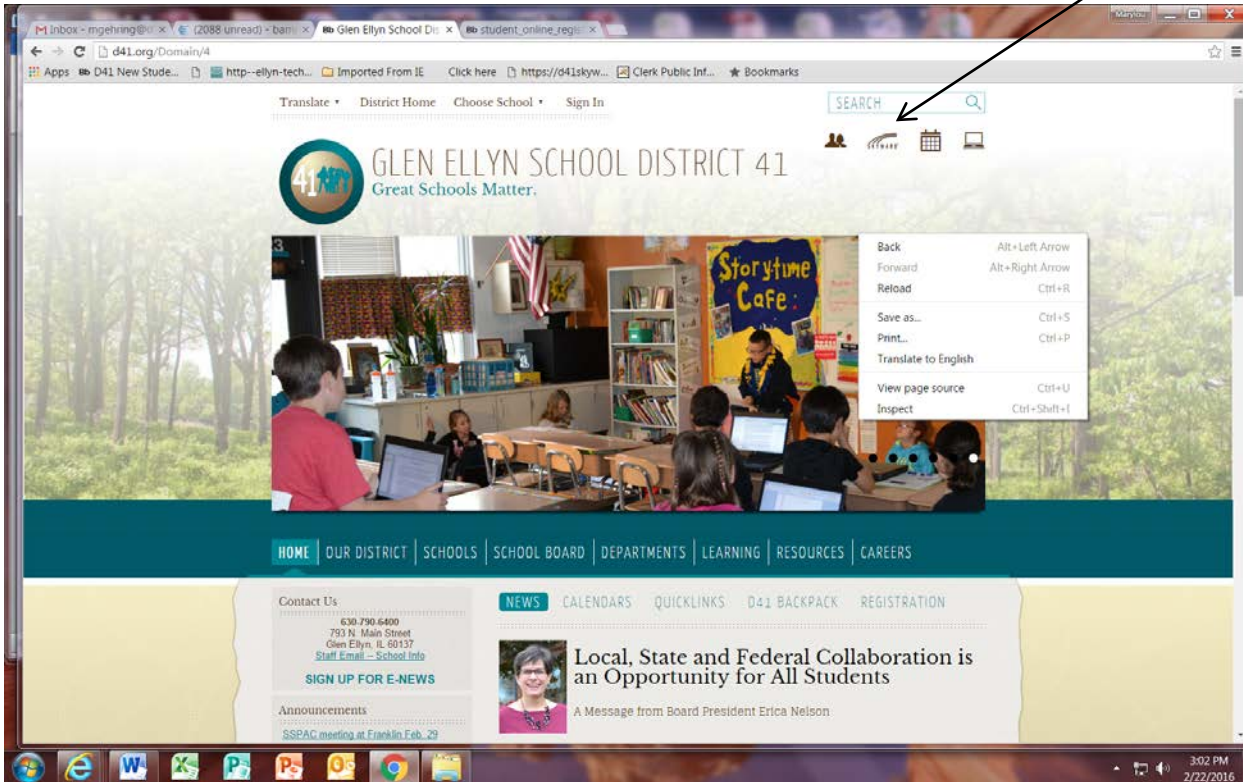


Glen Ellyn School District 41 Online Registration Process Help Document

Welcome to Family Access. In Family Access you may register your child for the next school year; schedule conferences; see messages from teachers; pay fees/place money on your child's lunch account, print report cards and many other things/

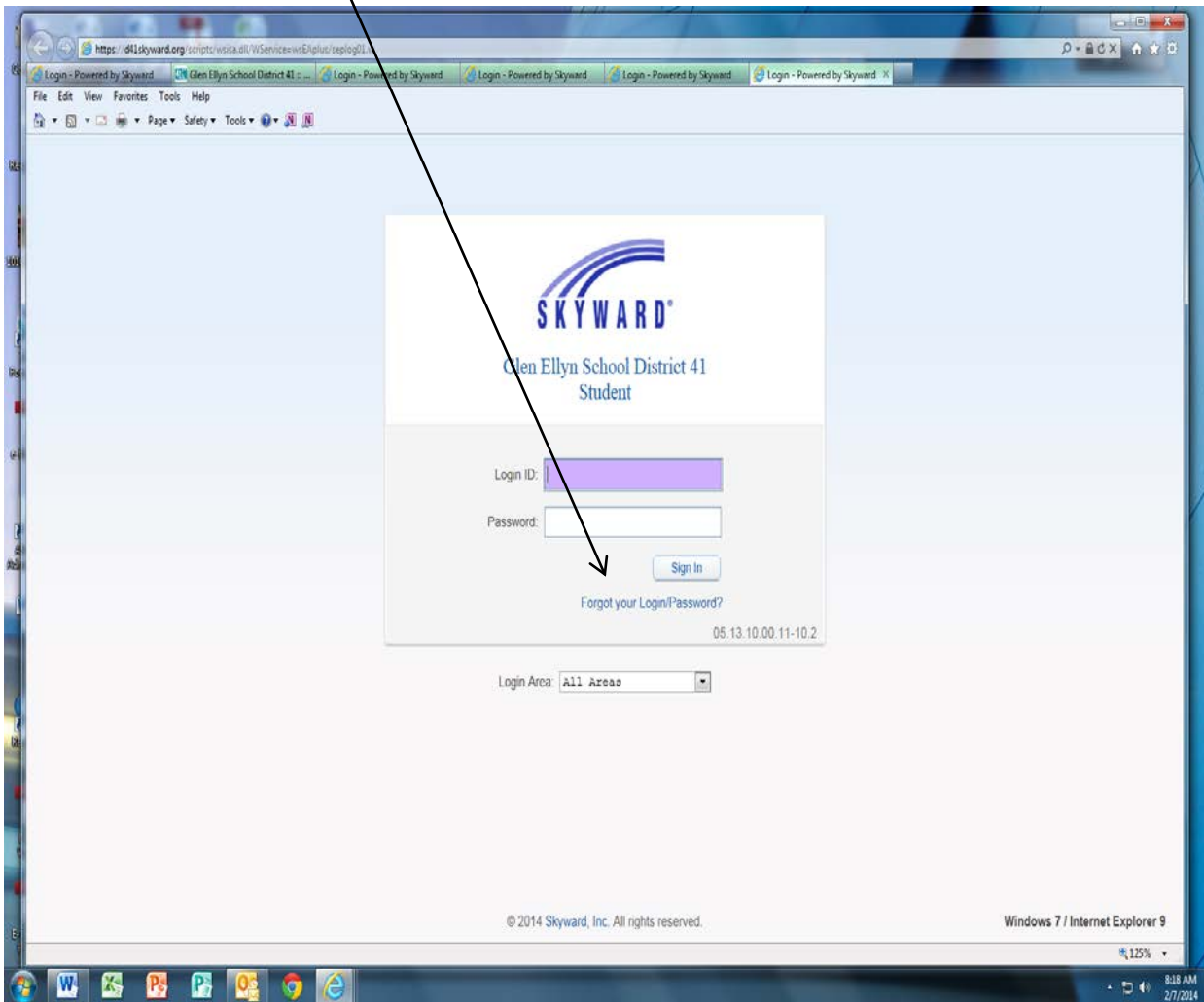
This document is intended to assist you with the online registration process. Please take some time to review it before proceeding

You can access Skyward Family Access by going to the district website – <http://d41.org/Domain/4> and clicking on the Skyward button.



Glen Ellyn School District 41 Online Registration Process Help Document

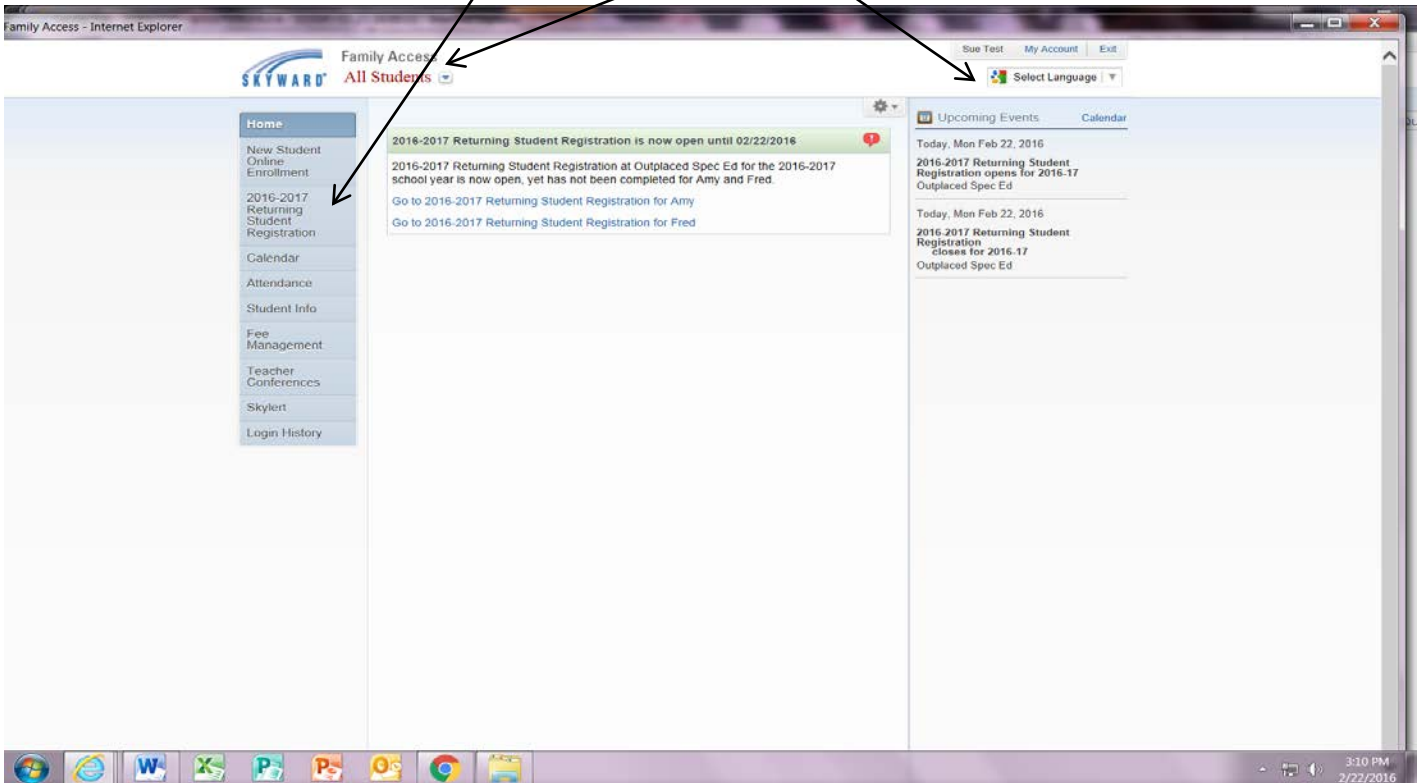
This is the main login screen. Enter your login and password. REMINDER: your login is parent/guardian specific using your first and last name. Your password is also user specific. If you have forgotten your login or password, click on the hyperlink below the Sign In button and it will take you to another screen with a link to select to reset your password. Skyward requires you to change your password when you login for the very first time. Please make a note of your password for future reference.



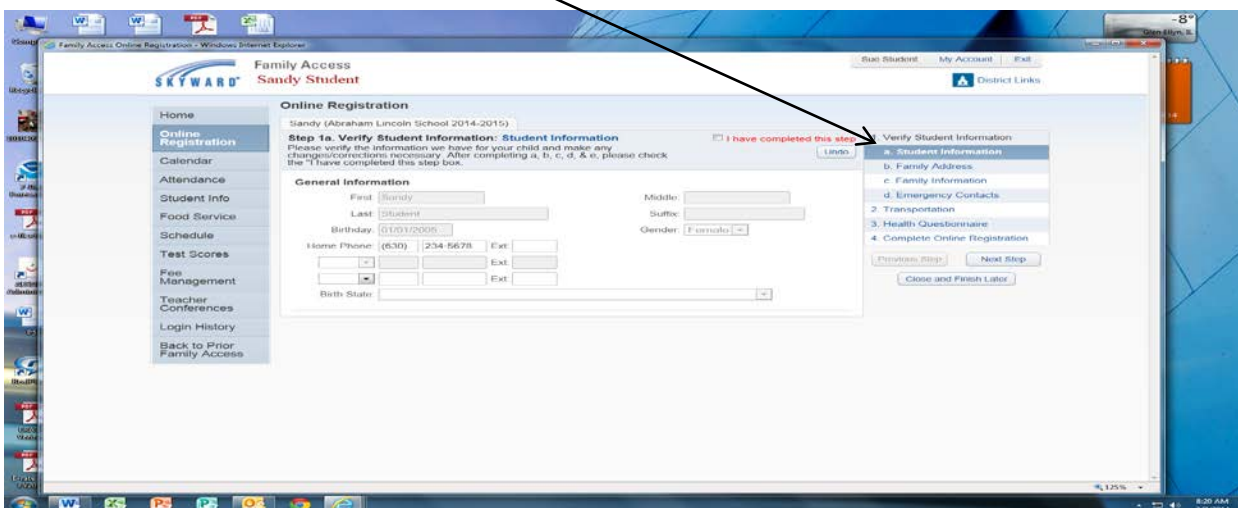
Glen Ellyn School District 41 Online Registration Process Help Document

This is the main screen for Family Access. From here you will begin the on-line registration process and register your child for the next school year when that window is open. If you have multiple children attending district schools, you may choose which child you wish to register by clicking the down arrow next to All Students or simply click on the Returning Student Registration for (your child's name)

If needed, you can find Google Translator by going into My Account and checking the Google Translator box, which will enable you to change languages if needed.

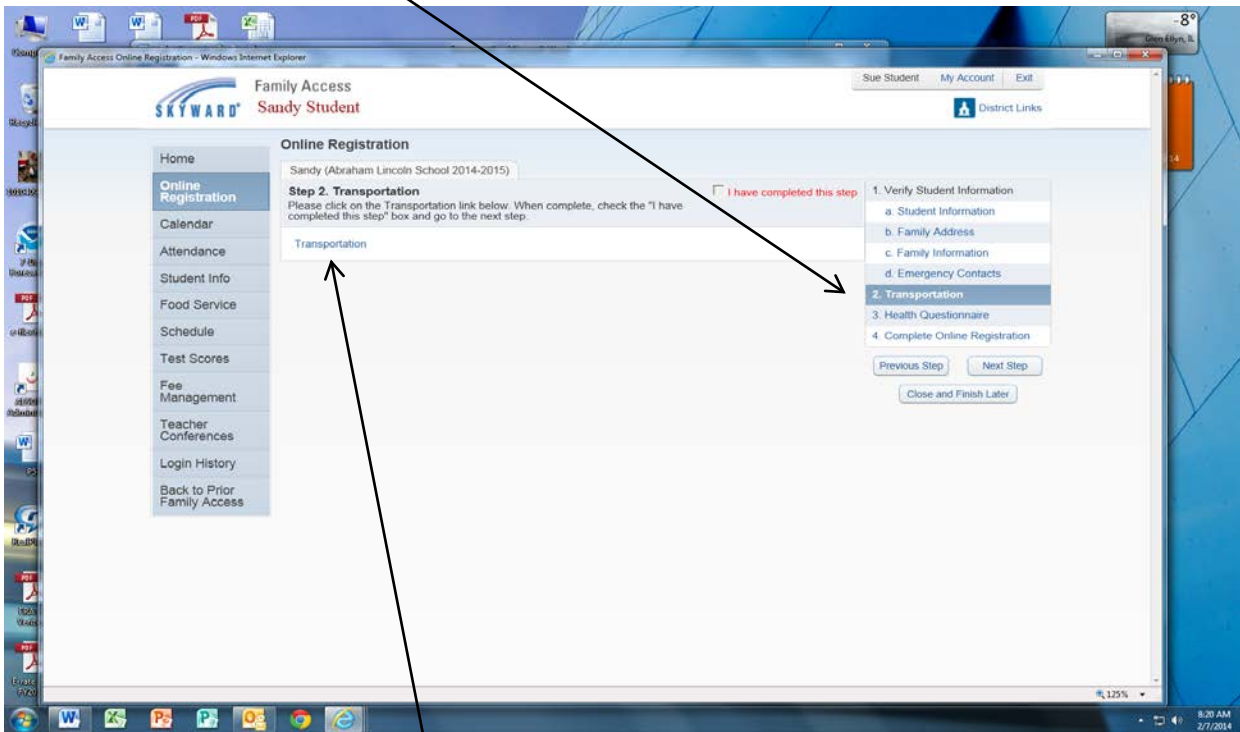


Step 1 is verifying student information. Please review/update sections 1a, 1b, 1c and 1d. When finished with those, click on the I have completed this step box.

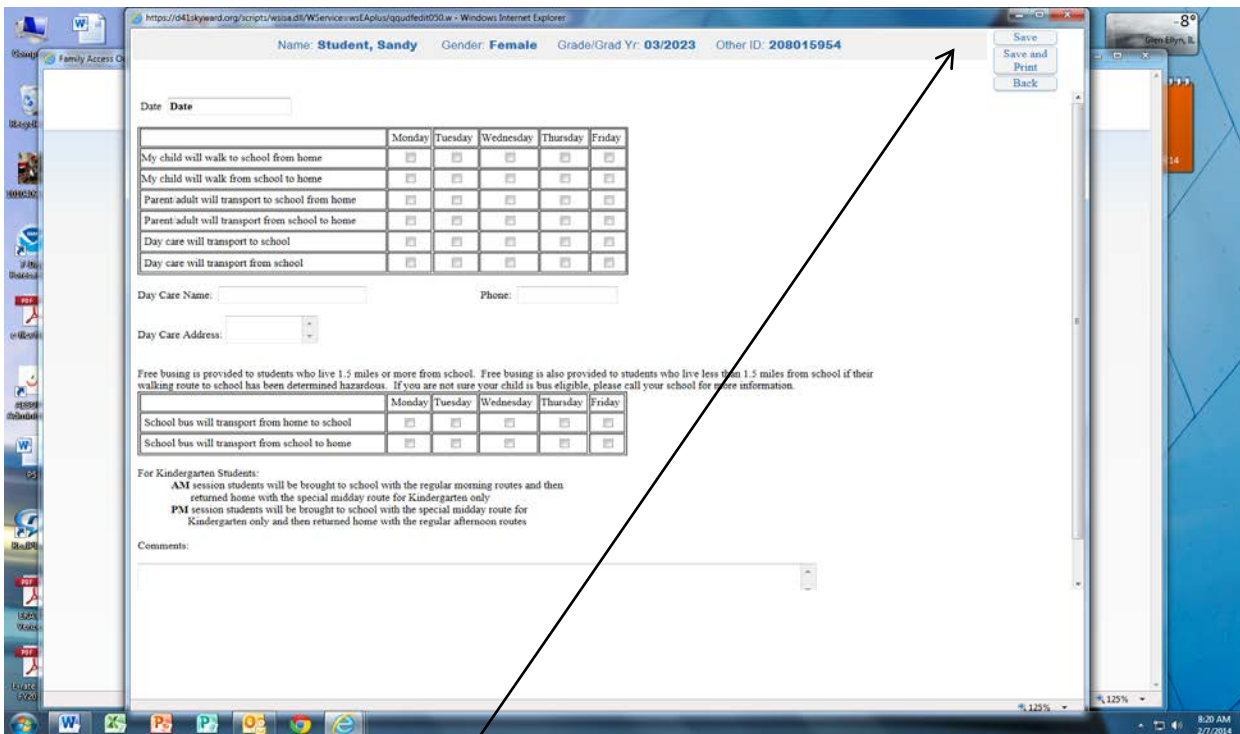


Glen Ellyn School District 41 Online Registration Process Help Document

Next, click on transportation



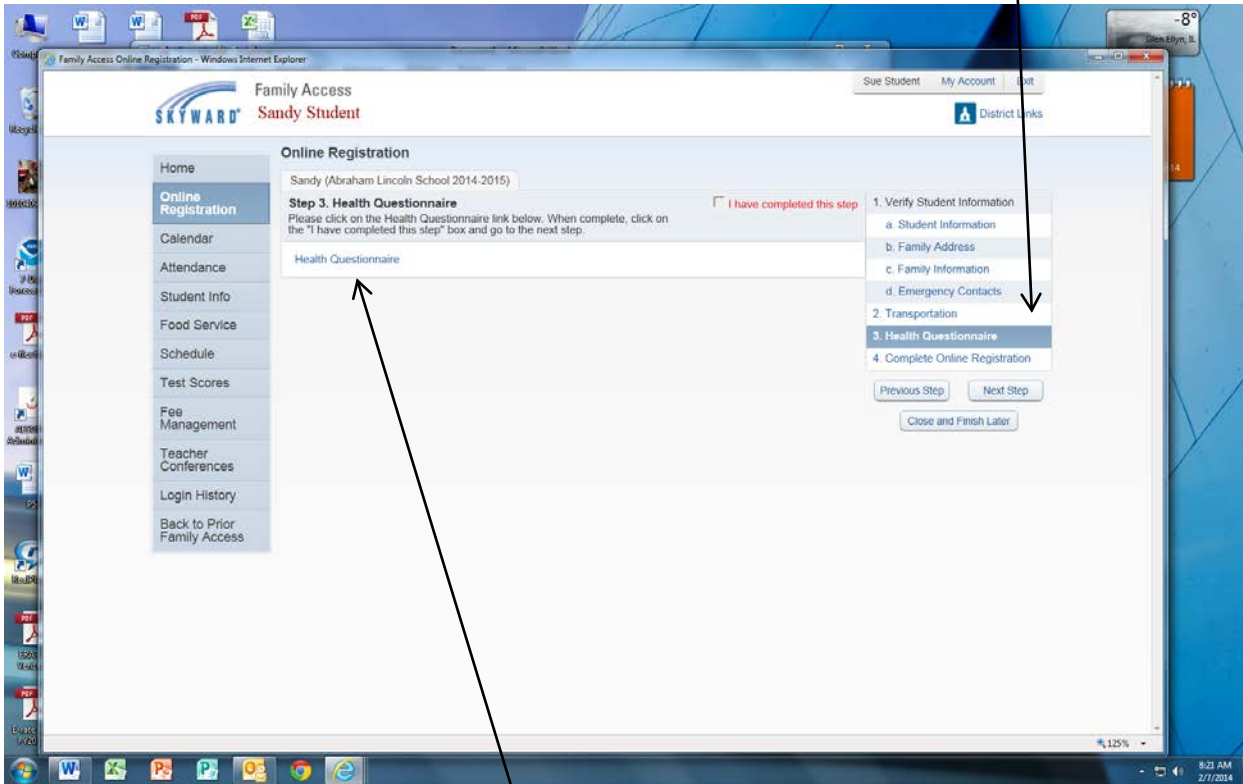
And then the transportation link



After completing the form click save and then check the I have completed this step box. By completing the transportation form you are communicating with the school office the mode of transportation your child will take to and from school.

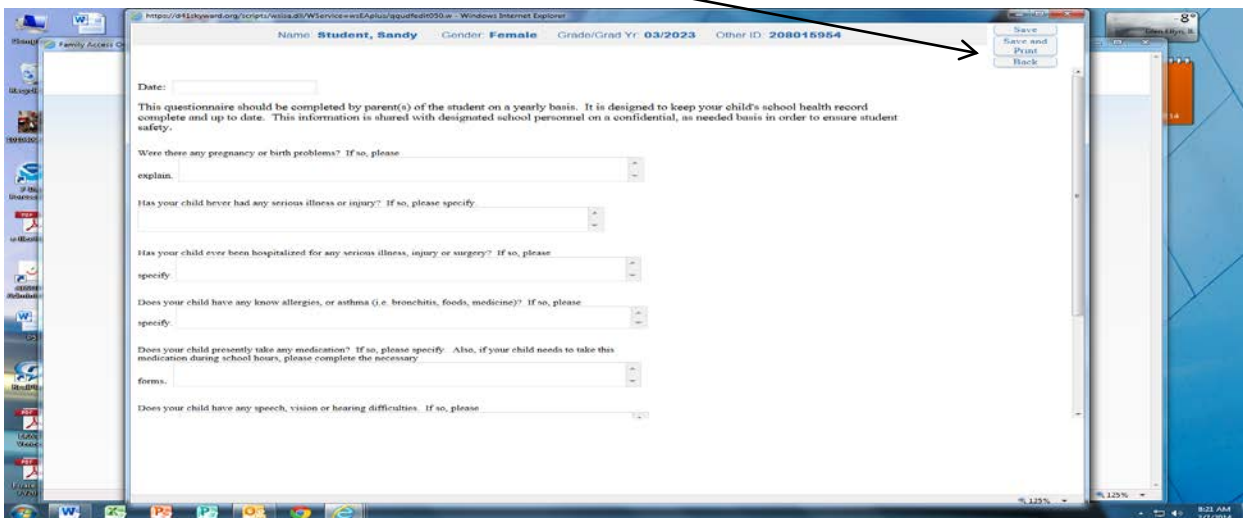
Glen Ellyn School District 41 Online Registration Process Help Document

You then need to complete the Health Questionnaire by clicking on this box



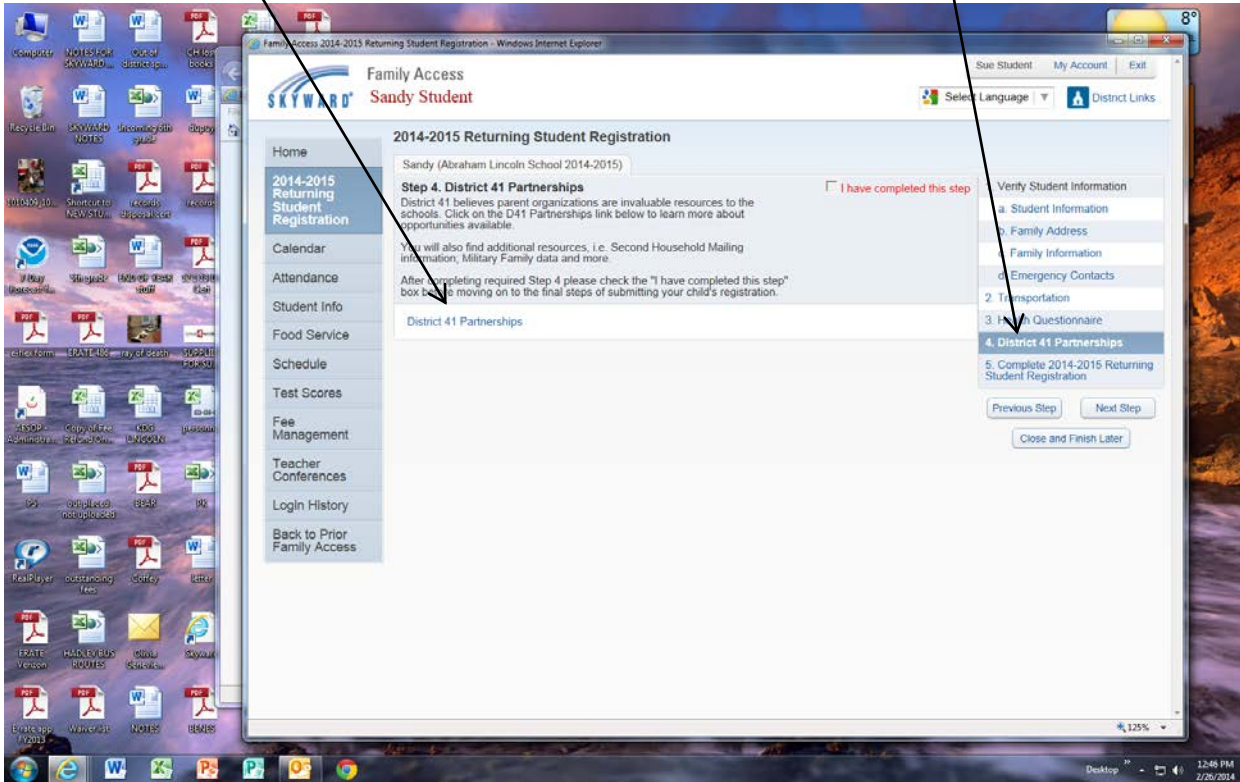
And then the Health Questionnaire link

After completing the form, press save and click the I have completed this step box

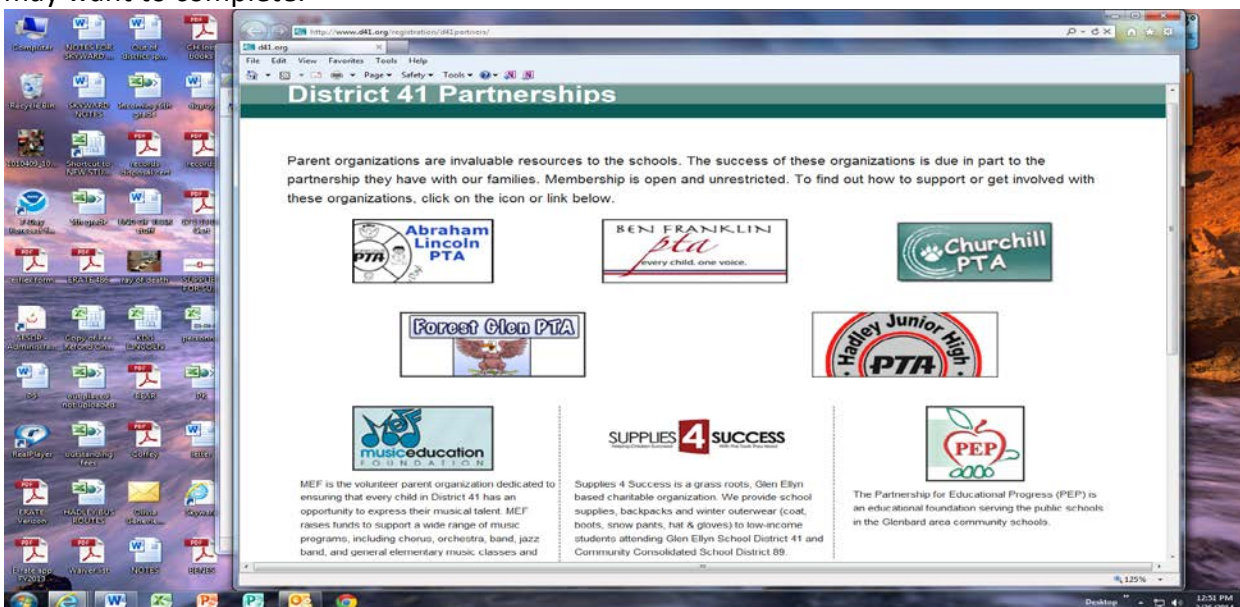


Glen Ellyn School District 41 Online Registration Process Help Document

Step 4 will take you to our District 41 Partnership page. First click Step 4 and then on the District 41 Partnerships link.



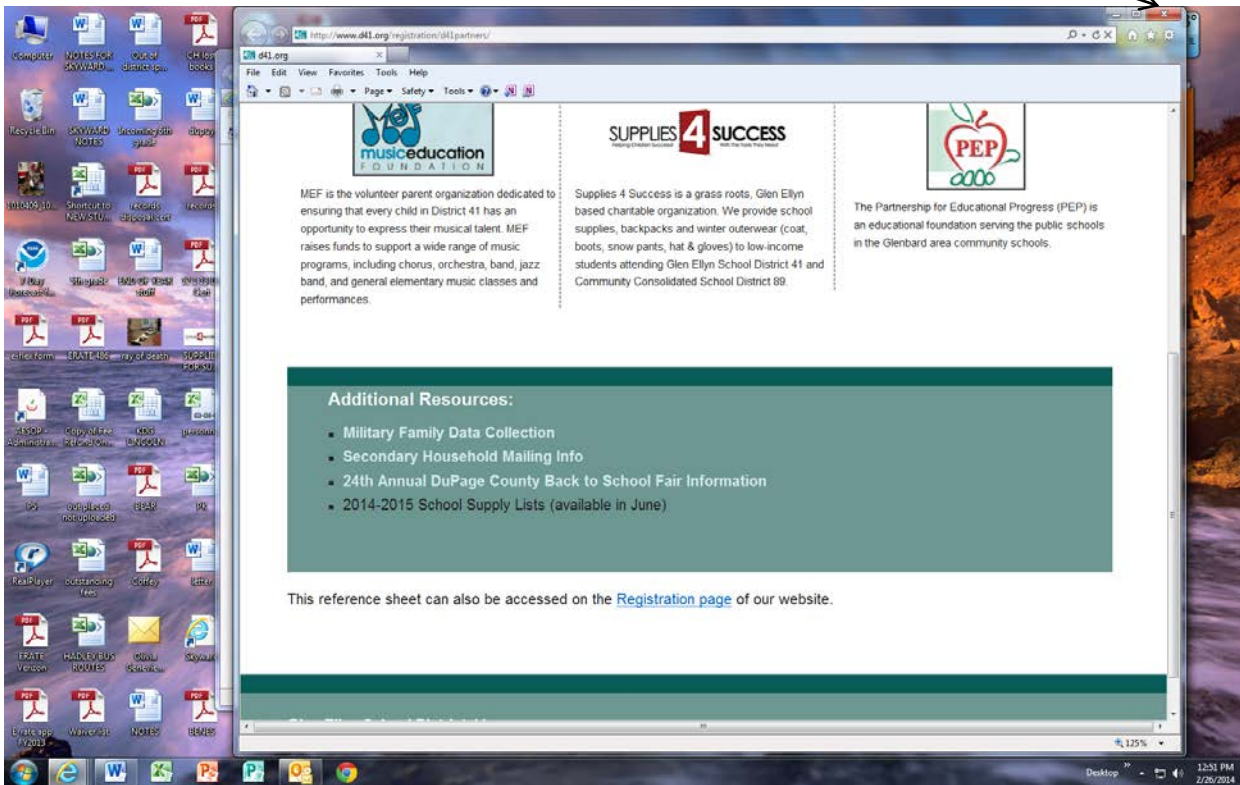
Here you will find links to the different school's PTA sites, D41 partners, as well as additional forms you may want to complete.



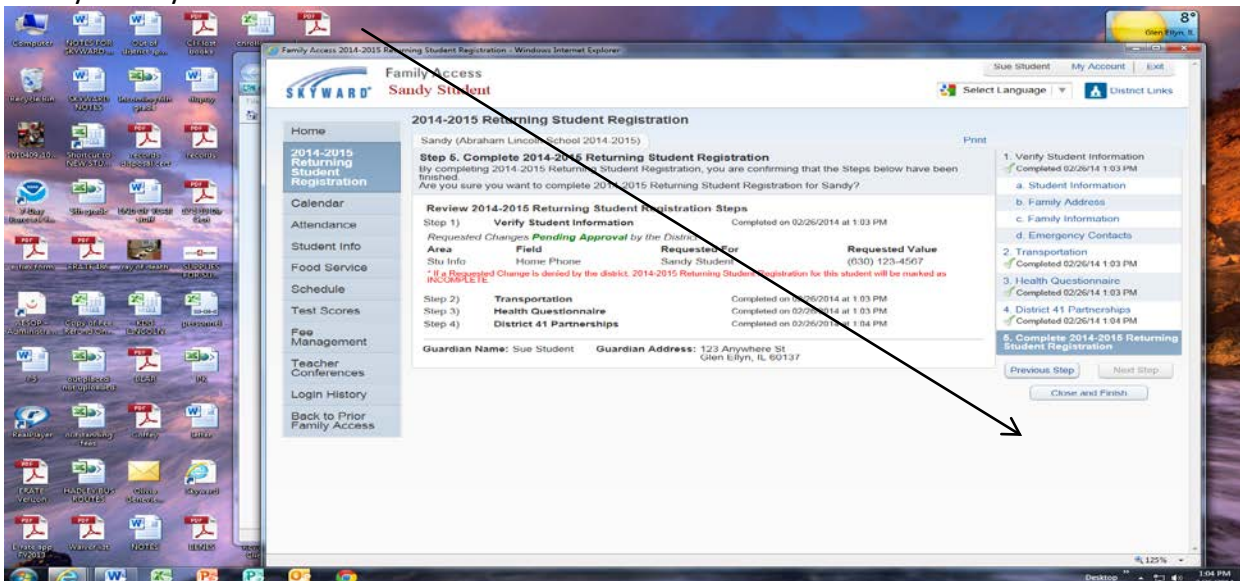
Glen Ellyn School District 41 Online Registration Process Help Document

If there is a parent or guardian currently serving in the military, please fill out the Military Family Data Collection form. If there is a secondary household for mailing purposes, please fill out that form.

When finished on this page, you may simply click the red X in the top right hand corner to close this window and you will be taken back to the registration window, or you can just minimize the partnership window and then check the I have completed this step box.



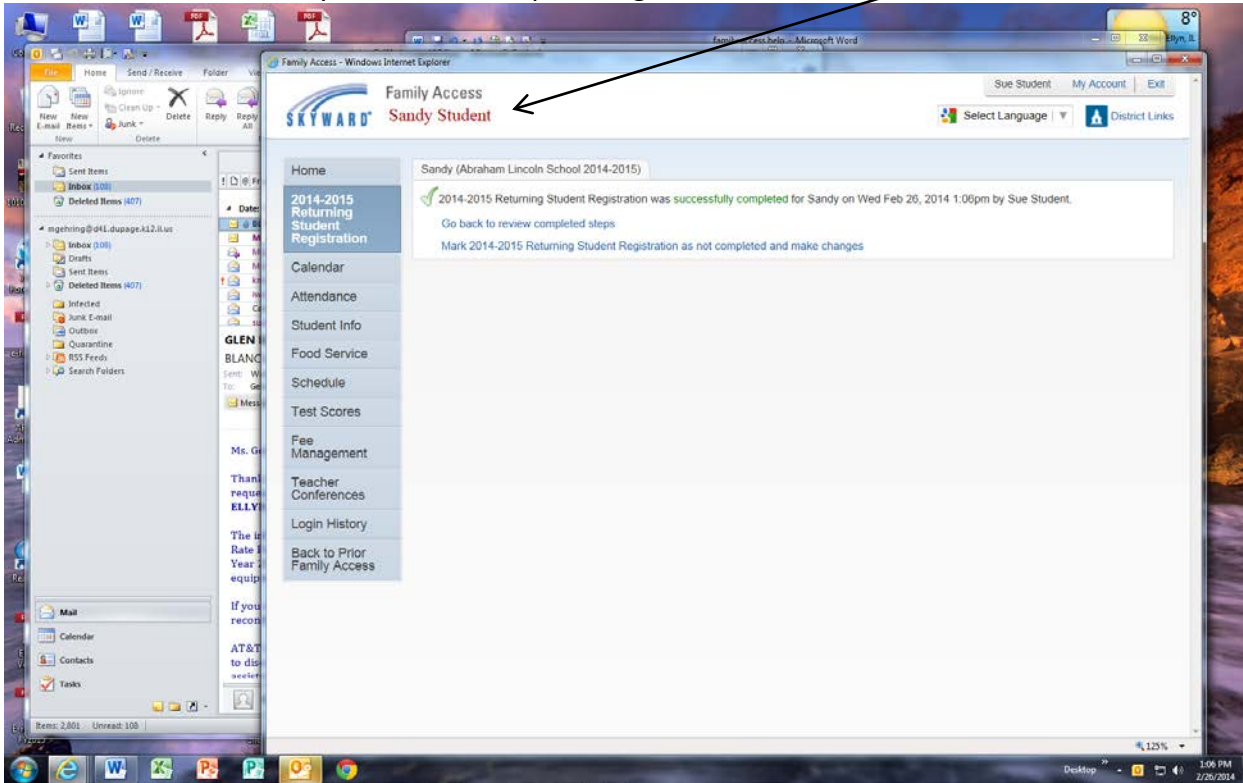
Now you may click the Close and Finish button.



You will next see the verification page that registration has been completed for your child.

Glen Ellyn School District 41 Online Registration Process Help Document

If you have another student to register, click on the Returning Student Registration box and choose the student you wish to complete registration for.



You will receive a confirming e-mail that registration has been completed.