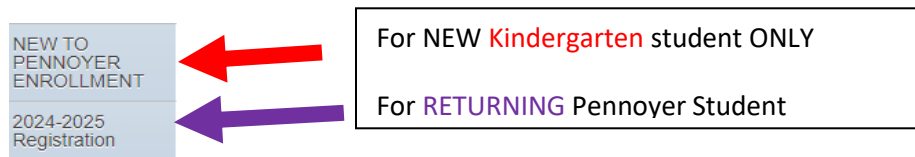# Skyward's Family Access Online Registration Process

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

1. A computer with Internet access. (Best on computer or ipad)

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** (don't forget period in the middle, all lower case)

4. **IF YOU DON'T KNOW YOUR LOGIN & PASSWORD – PLEASE EMAIL Ms. Denise** at darmenta@pennoyerschool.org

5. Please pay fees online with Visa, MasterCard or Discover (debit or credit) *or* in the District by check or money order, **cash payment will no longer be accepted for registration or tech fees.** Payable to "**Pennoyer School**"

1: Login to Family Access with your username and password   Pennoyer Skyward

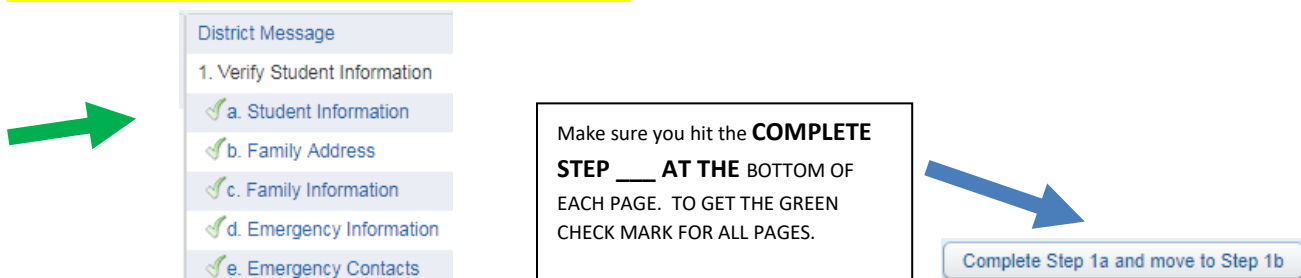**2:** Click on the *Register* link under the **Online Registration Menu**

NEW TO PENNOYER ENROLLMENT — For NEW Kindergarten student ONLY

2024-2025 Registration — For RETURNING Pennoyer Student

3: Click on the ***Go to 2024-2025 Registration*** button to begin.

> 2024-2025 Registration is now open until 05/03/2024
>
> 2024-2025 Registration at Pennoyer Elementary School for the 2024-2025 school year is now open, yet has not been completed for MICHAEL.
>
> Go to 2024-2025 Registration for MICHAEL

4: Verify the information carefully as you navigate through the online registration process **Step-by-Step**. When you have completed each step in the registration process, **click the bottom of each page**. *Each step will have a green check mark when completed.*

Make sure all sections have a green check mark √

District Message
1. Verify Student Information
   a. Student Information
   b. Family Address
   c. Family Information
   d. Emergency Information
   e. Emergency Contacts

Make sure you hit the **COMPLETE STEP ___ AT THE** BOTTOM OF EACH PAGE. TO GET THE GREEN CHECK MARK FOR ALL PAGES.

Complete Step 1a and move to Step 1b

5: IMPORTANT After completing all of the registration steps, your Final Steps will be:
a) **Complete Registration | b) Submit 2024-2025 Registration.**

10. Complete 2024-2025 Registration

Submit 2024-2025 Registration

MAKE SURE you hit Submit 2024-2025 Registration to finalize the submission of your information.