

Online Student Registration Skyward Family Access

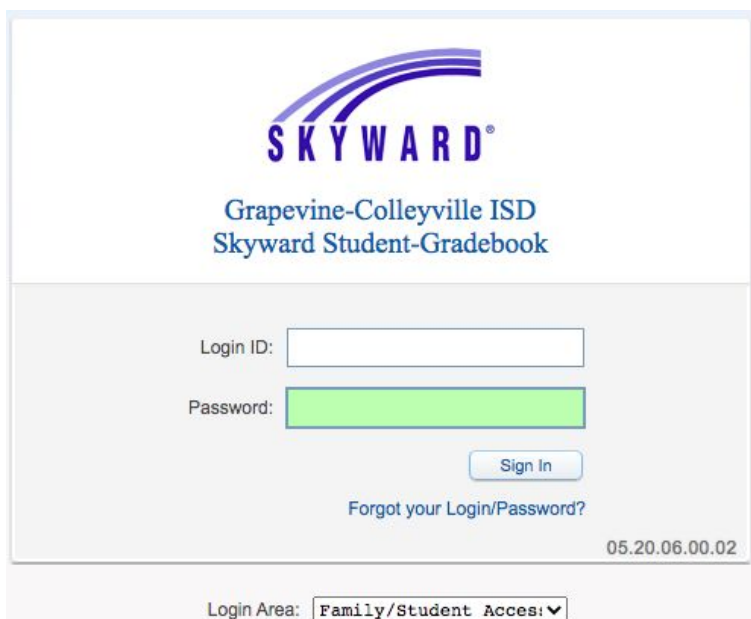
How to submit your student's online registration in Skyward.

Online registration must be completed for each new/returning student in the district prior to the start of the new school year. The registration process allows you to verify that the information we have on file is accurate. Parents and guardians in the student's **primary family** will have access to online registration. The student's primary family is the one in which the student primarily resides and to whom the student's residency address was assigned. Secondary families and parent/guardians in those families can still use Family Access but do not need to complete the online registration process.

Login to your Family Access account through www.gcisd.net. Click on the Skyward icon located at the top of the GCISD website.



Enter your [Skyward Family Access](#) Login ID and Password.



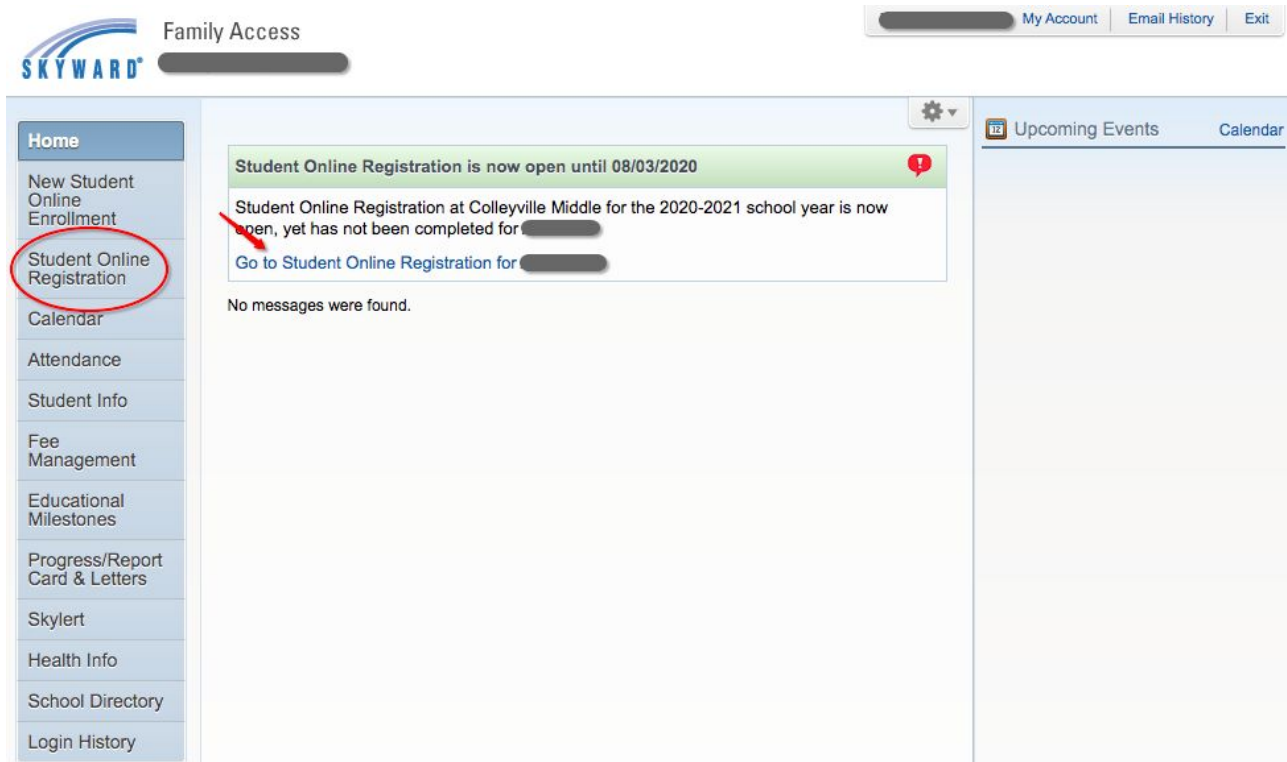
The image shows the login page for Skyward Student-Gradebook. At the top, there is the Skyward logo and the text 'Grapevine-Colleyville ISD Skyward Student-Gradebook'. Below this, there are two input fields: 'Login ID:' and 'Password:'. The password field has a green background. Below the password field is a 'Sign In' button. Underneath the button is a link that says 'Forgot your Login/Password?'. In the bottom right corner of the login area, there is a version number '05.20.06.00.02'. At the very bottom of the page, there is a 'Login Area:' label followed by a dropdown menu showing 'Family/Student Acces:'.

If you have forgotten your login or password, click the “Forgot your Login/Password?” link and enter the requested information.



The screenshot shows the Skyward logo at the top. Below it is the heading "Forgotten Login/Password Assistance". The text reads: "Please enter your email address or user name. If it matches the email or user name the district has on file, you will be sent an email containing your login and a link that can be used to reset your password." There is a text input field labeled "Email or User Name:" with a light blue border. Below the field are two buttons: "Submit" and "Back".

Click on Student Online Registration or directly to your student’s name in the alert box on the right.

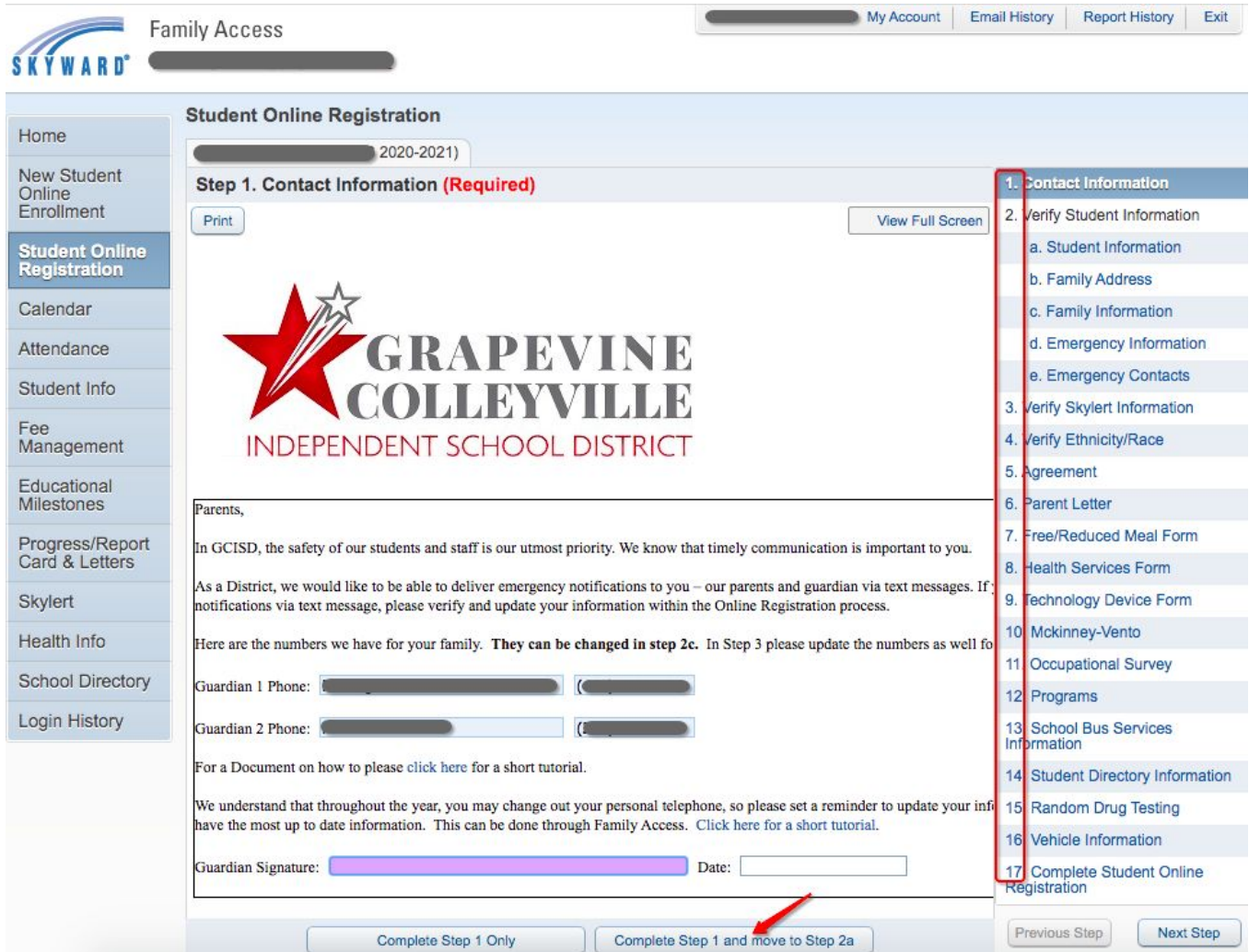


The screenshot shows the Skyward Family Access dashboard. At the top left is the Skyward logo and "Family Access" text. On the right, there are links for "My Account", "Email History", and "Exit". A left-hand navigation menu includes "Home", "New Student Online Enrollment", "Student Online Registration" (circled in red), "Calendar", "Attendance", "Student Info", "Fee Management", "Educational Milestones", "Progress/Report Card & Letters", "Skylert", "Health Info", "School Directory", and "Login History". The main content area features a green alert box with a red exclamation mark icon. The alert text says: "Student Online Registration is now open until 08/03/2020" and "Student Online Registration at Colleyville Middle for the 2020-2021 school year is now open, yet has not been completed for [redacted]". A red arrow points to a blue link that says "Go to Student Online Registration for [redacted]". Below the alert, it says "No messages were found." On the right side of the dashboard, there is a "Calendar" section with "Upcoming Events" and "Calendar" links.

On each step, **verify the information** shown is correct. If changes are needed, make them as needed. When all data has been verified and/or corrected on a step, click the **Complete step button for each step** and click Next to go to the next

section. **You will need to mark each step complete, even if no changes are required or made.**

Complete Step 1a and move to Step 1b



When you have completed each step using the "Complete step" button, a **green check mark** will appear in the navigation menu, indicating that the step is completed.

When all sections are checked completed, the final step allows you to complete and **submit the entire registration** for that student. Make sure you **click the button to submit the Returning Student Registration** for your student. You can then return to the home page and complete the steps for each additional returning student in your family.