

McGregor Independent School District

Skyward Family Access Online Registration Steps

These steps will guide parents through the Online Registration process within their Skyward Family Access account. The Online Registration process is only for those students currently enrolled in McGregor ISD.

To begin, visit the Online Registration web page at <http://www.mcgregorisd.org/misdregistration>.

Login to Family Access

Enter your Login ID (username) and Password provided to you by MISD. Make sure the Login Area says "Family/Student Access". Click on the Sign In button. If you have forgotten your password, you may click on the "Forgot your Login/Password" link to reset it.

The screenshot shows the login interface for Skyward Family Access. At the top, the Skyward logo is displayed above the text "MCGREGOR ISD". Below the logo, there are two input fields: "Login ID:" followed by a purple-filled text box, and "Password:" followed by a white text box. To the right of the password field is a "Sign In" button. Below the "Sign In" button is a link that says "Forgot your Login/Password?". In the bottom right corner of the login area, the version number "05.16.06.00.06" is displayed. At the bottom of the page, there is a "Login Area:" label followed by a dropdown menu showing "Family/Student Access".

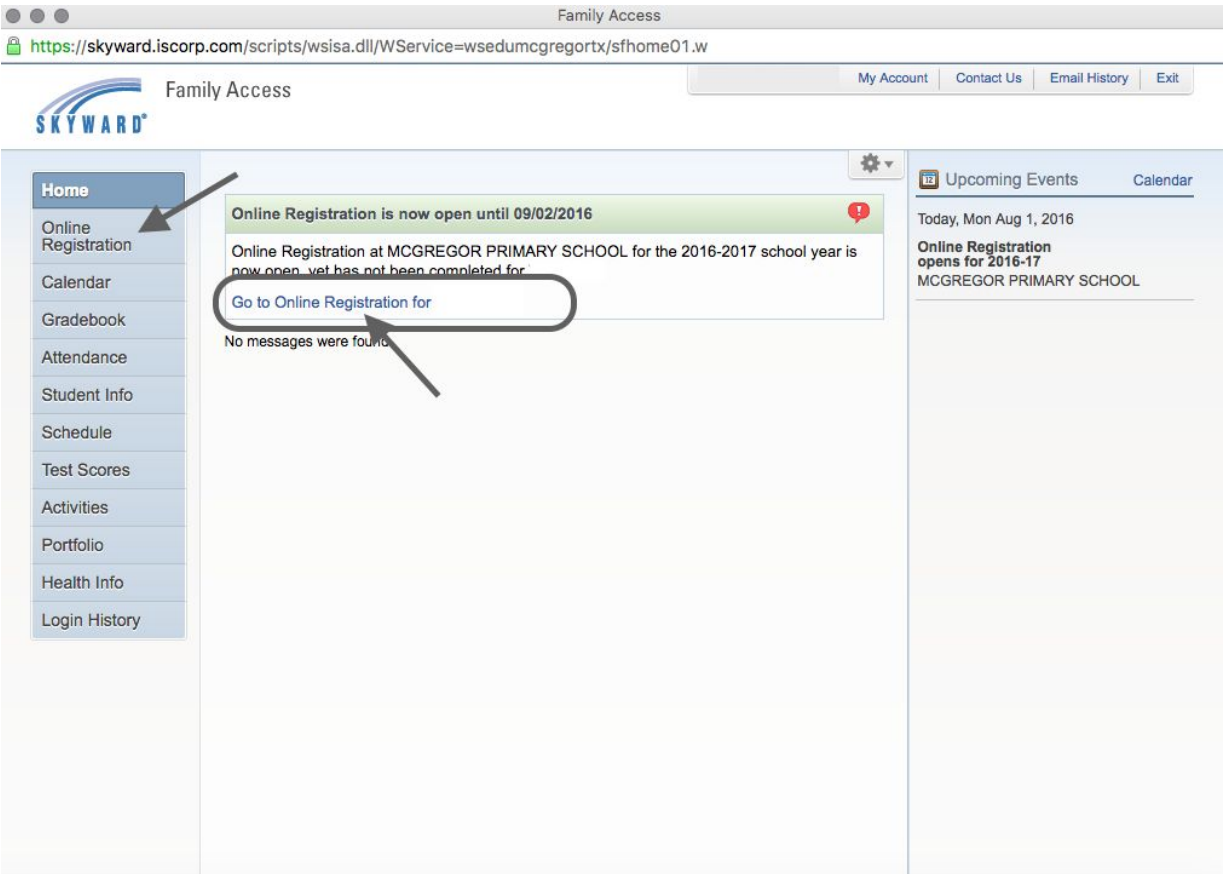
Once logged in to your Family Access account, there are two items you must take care of BEFORE you begin the online registration:

1) Verify that you have access to all of the children in your family by clicking the drop down box located at the top of the page titled "All Students". If you do not see all of your children listed, please call your child's campus office.

2) Enter your correct email address by clicking on "My Account" in the top right portion of the window. If the email address is incorrect, click inside the "Email" box and enter the correct address.



Once you have verified that information you will need to click on link in the middle of the screen. "Go to Online Student Registration for..... "



Step 1 has five parts

- a. Click part a on the right side of the screen to verify your child’s information is accurate
 - i. Once you have verified and changed any incorrect information click the box in the center of the screen, “Complete Step 1a Only”

- b. Click part b on the right side of the screen to edit family address
 - i. Edit any incorrect information
 - ii. Once you have verified and changed any incorrect information click the box in the center of the screen, “Complete Step 1b Only”

- c. Click part c on the right side of the screen to edit Family Information
 - i. Edit any incorrect information
 - ii. Once you have verified and changed any incorrect information click the box in the center of the screen, “Complete Step 1c Only”

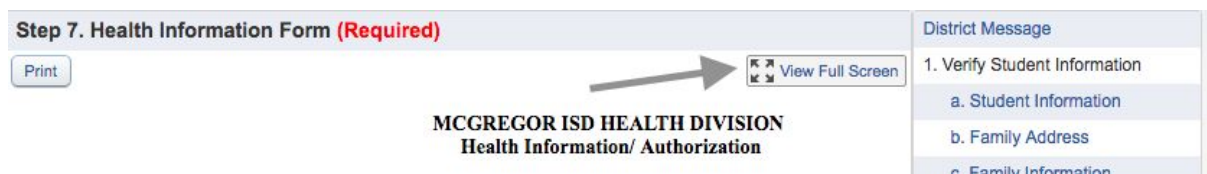
- d. Click part d on the right side of the screen to edit family Information
 - i. Edit any incorrect information
 - ii. Once you have verified and changed any incorrect information click the box in the center of the screen, “Complete Step 1d Only”

- e. Click part e on the right side of the screen to edit Emergency information
 - i. Edit any incorrect information
 - ii. Once you have verified and changed any incorrect information click the box in the center of the screen, “Complete Step 1e Only”

- f. Click part f on the right side of the screen to edit the Emergency Contact
 - i. Edit any incorrect information
 - ii. Once you have verified and changed any incorrect information, click the box in the center of the screen, “Complete Step 1f Only”

Step 2 Campus Acknowledgement

You will need to click on “View Full Screen” icon in the top right hand corner in order to see all parts of some of the pages



Once you have completed the form click “Exit Full Screen”



- a. You will notice four sections on this screen. You will need to read through each section and select “Yes/No” next to “I acknowledge that..... “

I acknowledge that I have been
and procedures designed to assist r
Handbook (*Reconozco que he sido
politicas y procedimientos disenad
manual*).

I acknowledge that I have been
guidelines set forth in this docume:
que mi hijo(a) sera responsable co

- b. Select either “Yes/No” in all 4 boxes.
- c. At the bottom of the page fill out the signature box with the guardian’s name and the date.
- d. Click on the box at the bottom center of the screen, “Complete Step 2 Only”

Step 3 Directory information

- a. Click the Directory Information link on the right hand side of the screen
- b. Read through this page and check any boxes that apply.
- c. At the bottom of the page fill out the signature box with the guardian's name and the date.
- d. Click on the box at the bottom center of the screen, “Complete Step 3 Only”

Continue this process until all steps are complete. Read thoroughly and fill out all sections.

Once all steps are complete, click “Complete Online Registration.”

a. A summary page will show up letting you know all sections have been completed. Information written in italics is pending district approval, and information in red represents information that is missing. **If you have red on the summary page, please go back to that step to fill in missing information.**

Step 8. Complete Online Registration (Required)

By completing Online Registration, you are confirming that the Steps below have been finished.
Are you sure you want to complete Online Registration for

Review Online Registration Steps

Step 1)	Verify Student Information	not completed
<i>No Requested Changes exist for Step 1.</i>		
Step 2)	Campus Acknowledgement Form	not completed
Step 3)	Directory Information Form	not completed
Step 4)	Technology Permission Form	not completed
Step 5)	District Proof of Residency Form	not completed
Step 6)	Student Residency Form	not completed
Step 7)	Health Information Form	not completed

Guardian Name: _____ Guardian Address: _____

District Message

1. Verify Student Information
 - a. Student Information
 - b. Family Address
 - c. Family Information
 - d. Emergency Information
 - e. Emergency Contacts
2. Campus Acknowledgement Form
3. Directory Information Form
4. Technology Permission Form
5. District Proof of Residency Form
6. Student Residency Form
7. Health Information Form
- 8. Complete Online Registration**

b. You MUST click on “Submit Online Registration” at the bottom of the screen to complete and submit your child’s online registration.

By entering your name in the Signature box below, you agree your electronic signature is the legal equivalent of your manual signature en el cuadro de firma abajo, usted está de acuerdo su firma electrónica es el equivalente legal de su firma manuscrita en

Guardian filling out this form (*Padre/tutor que completo esta forma*):

Date (*Fecha*):

Now you will receive an email letting you know you have successfully completed online registration.