Online Registration Instructions

Whitefish Bay Schools
August, 2017

New Process This Year!

We are excited to offer this convenient way of filling out the traditional "back to school" forms and sincerely hope this is a positive experience for you!

The screen shots you see in this presentation are actually from a middle school student, so your screen may be slightly different. Also, I have hidden the student and parent information for this demonstration.

Step 1 - Click on the "Online Registration" button to begin.

Once in Family Access, click on this button

Step 2 – Select the student you want to register.

If you have more than one student in the district, click on one of them to get the registration process started.

Step 3 – Follow the registration process steps.

Online Registration

Online Registration Steps

Welcome to the Online Registration process - new to the Whitefish Bay Schools this year! We are excited to offer this to our families as a convenient way to complete forms electronically, update student and parent information and provide accurate data for health records. It also greatly diminishes the labor intensive processing of paper forms and entering into an electronic format. As with any level of change, we may encounter some hiccups with this new process, despite our efforts to test the system. If you encounter any issues, please contact our school office. You may begin by following the Online Registration Steps which are located to the right of this message.

Online Registration Steps

1. Online Registration Instructions
2. Verify Student Information
   a. Student Information
   b. Family Address
   c. Family Information
   d. Emergency Information
   e. Emergency Contacts
   f. Health Information
3. Verify Ethnicity/Race
4. Activity Day Permission Form
5. Google Apps For Education Opt-Out
6. HGD 7
7. Parent/Guardian Acknowledgment
8. Additional Required Parent Permission
9. Additional District and Forms Acknowledgement
10. Student Picture Online Order Form
11. Student Picture Order Form (Print and Fill out)
12. 7th Grade Camp Chaperone Sign Up
13. Complete Online Registration

The registration steps are on the right. Yours may be different depending on your school. You may complete in any order, but we suggest just going down the list.

Student Information

Once a step is complete, a green arrow appears. Some steps have links that are not active, like date of birth, which cannot be changed during this process.

Green check means that this step is complete.

Sample Custom Form

Some forms require answers as well as a "signature" by the parent/guardian. Please ensure you check the box stating that this is your signature.

Some Forms are Optional

Optional forms may be skipped, like this one for online picture ordering. Just click "next step" to proceed.

Submitting the registration

I cannot submit if required forms are not completed. Notice that the "submit" button is not active. The steps listed as "not completed" are holding up the registration.

Review Online Registration Steps

| Step 1) | Online Registration Instructions | Completed 07/23/2017 9:39am |
| Step 2) | Verify Student Information | not completed |

No Requested Changes exist for Step 2.

| Step 3) | Verify Ethnicity/Race | not completed |

No Requested Changes exist for Step 3.

Step 4)	Activity Day Permission Form	Completed 07/23/2017 9:41am
Step 5)	Google Apps For Education Opt-Out	Completed 07/23/2017 9:42am
Step 6)	HGD 7	not completed
Step 7)	Parent/Guardian Acknowledgment	not completed
Step 8)	Additional Required Parent Permission	Completed 07/23/2017 9:43am
Step 9)	Additional District and Forms Acknowledgement	Completed 07/23/2017 9:44am
Step 10)	Student Picture Online Order Form	skipped
Step 11)	Student Picture Order Form (Print and Fill out)	skipped
Step 12)	7th Grade Camp Chaperone Sign Up	not completed

Submit Online Registration

To go back to a step, click on it.

Online Registration Steps

1. Online Registration Instructions
Completed 07/23/2017 9:39am

2. Verify Student Information
a. Student Information
b. Family Address
c. Family Information
d. Emergency Information
e. Emergency Contacts
f. Health Information

3. Verify Ethnicity/Race

4. Activity Day Permission Form
Completed 07/23/2017 9:41am

5. Google Apps For Education Opt-Out
Completed 07/23/2017 9:42am

6. HGD 7

7. Parent/Guardian Acknowledgment

8. Additional Required Parent Permission
Completed 07/23/2017 9:43am

9. Additional District and Forms Acknowledgement
Completed 07/23/2017 9:44am

10. Student Picture Online Order Form

11. Student Picture Order Form (Print and Fill out)
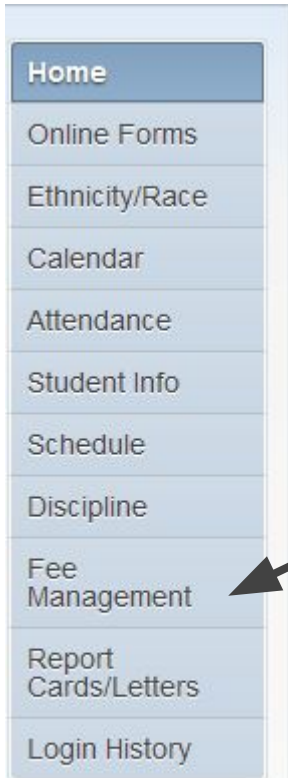
12. 7th Grade Camp Chaperone Sign Up

13. Complete Online Registration

You can also see the fees that are assigned to your student.

| Home |
| Online Forms |
| Ethnicity/Race |
| Calendar |
| Attendance |
| Student Info |
| Schedule |
| Discipline |
| Fee Management |
| Report Cards/Letters |
| Login History |

This will give you a breakdown of fees assigned to a student. Additionally, the middle and high school will assign activity fees and they will show up here.

Thanks and please contact your school if you have additional questions.