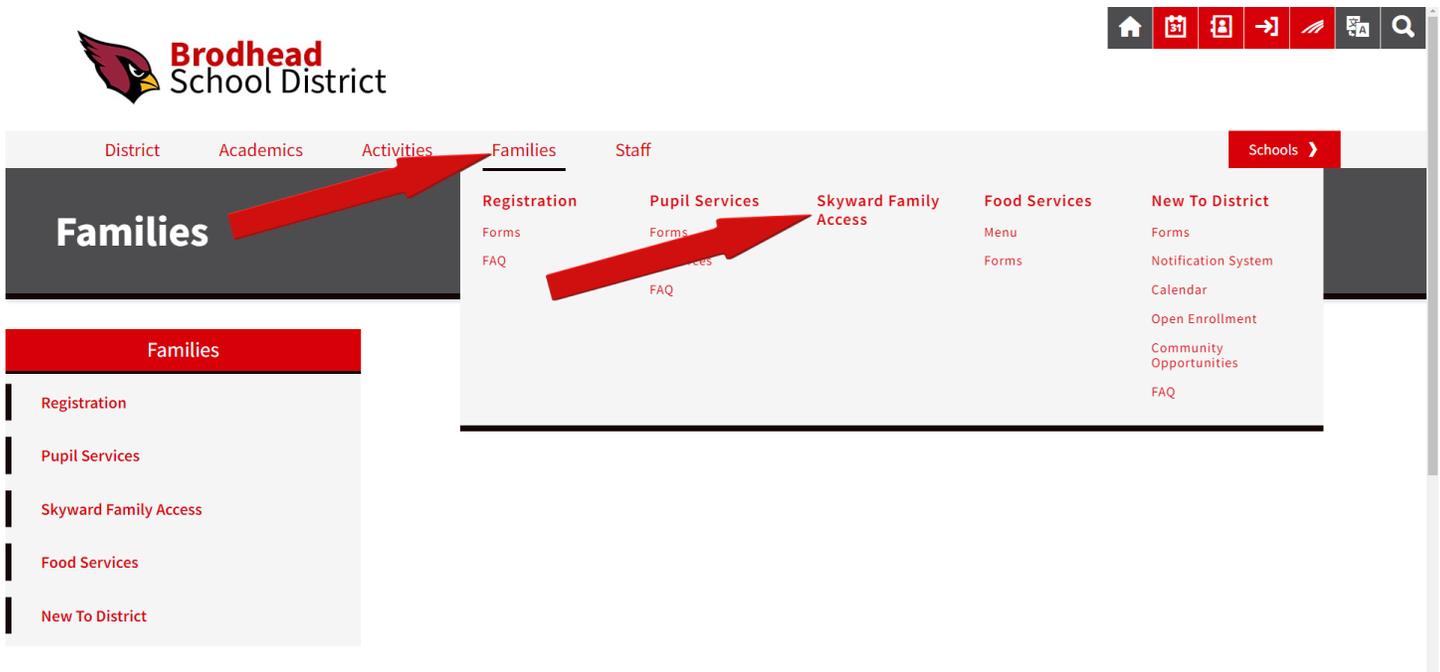


School District of Brodhead Online Registration Tutorial

1. Log into Skyward Family Access

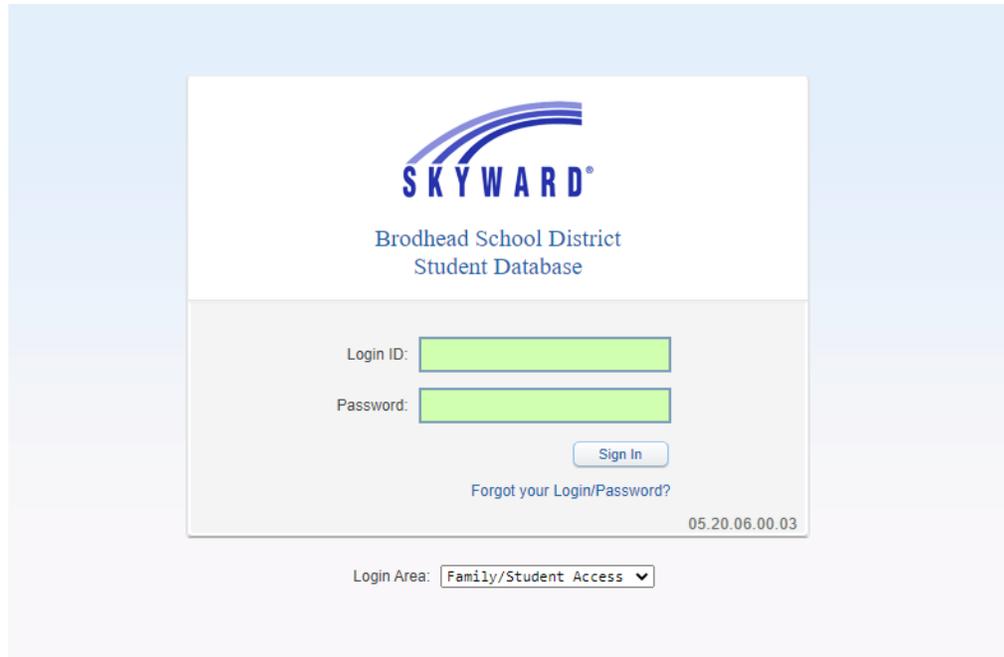
- The Family Access Link is located on our Website www.brodheadcards.com



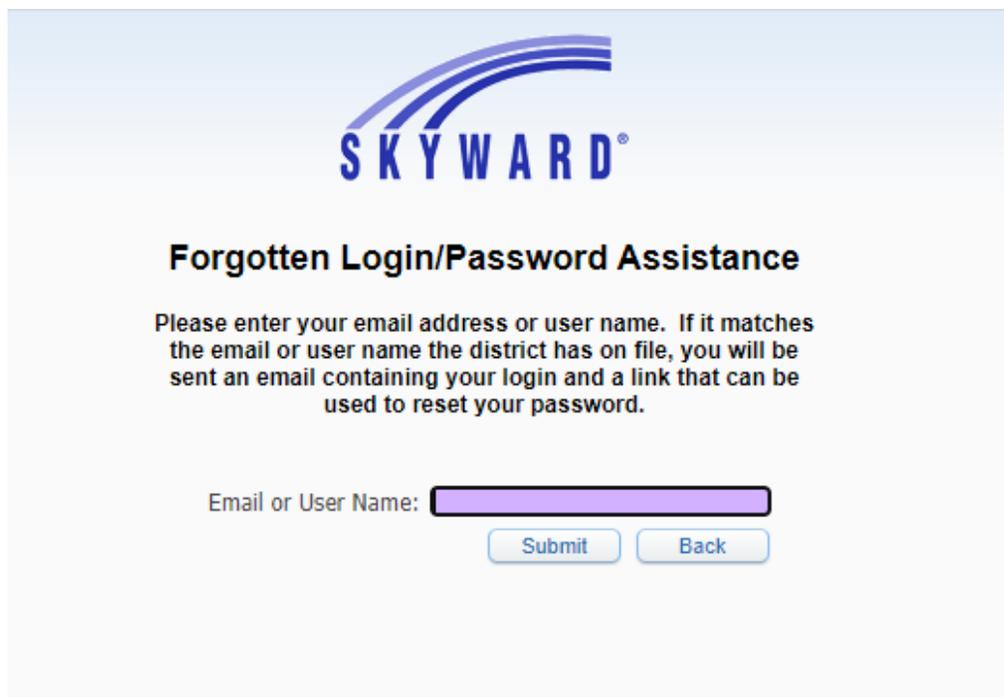
You can also use this link to directly connect to Skyward Family Access:

<https://skyward.iscorp.com/scripts/wsisd.dll/WService=wsedubrodheadwi/seplog01.w>

- When you get to the login screen for Skyward, enter your username and password to enter the family portal. If you do not know your username or password, click on the “Forgot your Login/Password” link.



The screenshot shows the Skyward login interface. At the top is the Skyward logo, followed by the text "Brodhead School District Student Database". Below this are two input fields: "Login ID:" and "Password:". 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 "05.20.06.00.03" is displayed. Below the main login area, there is a "Login Area:" label followed by a dropdown menu currently set to "Family/Student Access".

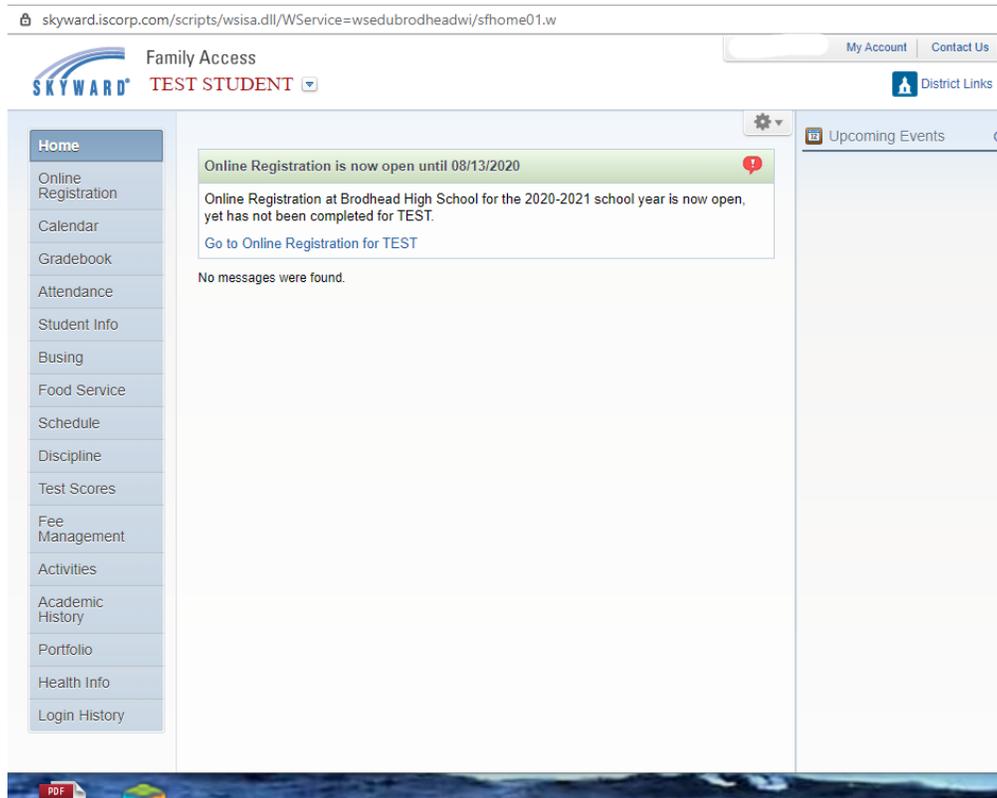


The screenshot shows the "Forgotten Login/Password Assistance" screen. At the top is the Skyward logo. Below the logo is the heading "Forgotten Login/Password Assistance". Underneath is a paragraph of instructions: "Please enter your email address or user name. If it matches the email or user name the district has on file, you will be sent an email containing your login and a link that can be used to reset your password." Below the instructions is a single input field labeled "Email or User Name:". To the right of the input field are two buttons: "Submit" and "Back".

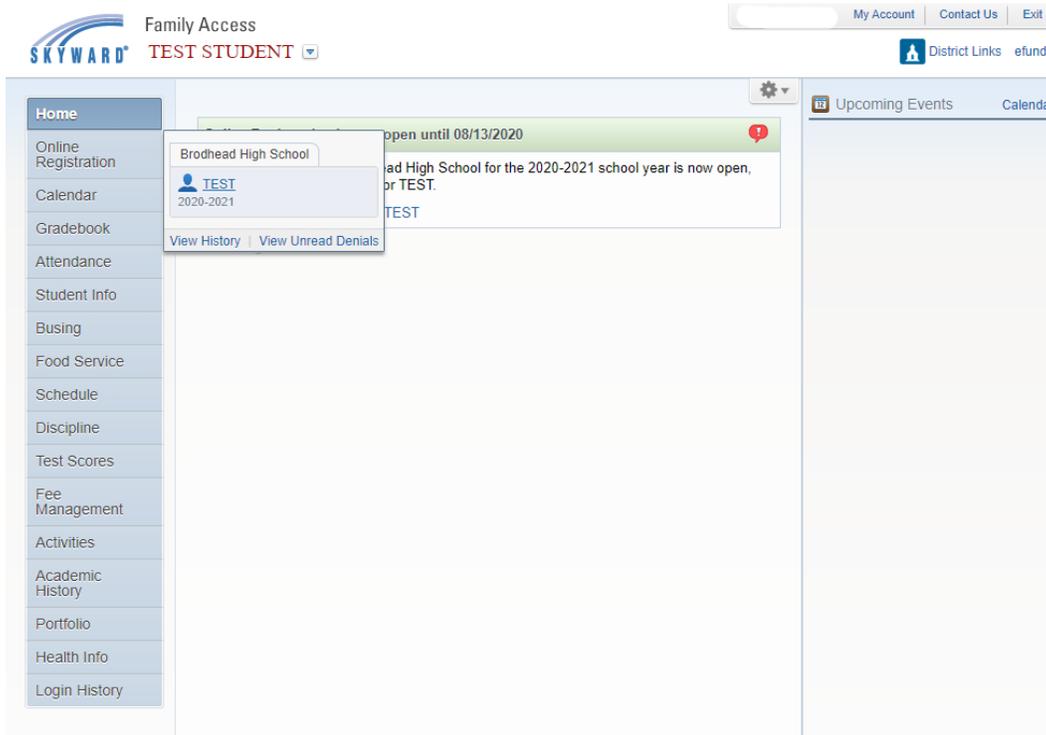
- Enter the email address you have on file with the school and submit.
- If you do not have a matching email on file at the school, you will need to contact the school your child will be attending:
 - Albrecht Elementary (608) 897-2146
 - Brodhead Middle School (608) 897-2184
 - Brodhead High School (608) 897-2155

2. Access Online Registration

- Once logged into Skyward Family Access, you will see a button on the left side of the screen for online registration.



- When you Click on the Online Registration button, you will be able to select your child(ren) enrolled at Brodhead. You will need to complete the online process for each of your students.



3. Enter/Update/Verify Student Information

- Once you have clicked on the student you want to complete registration for, you will be brought to a screen with a list of steps to complete. One of the first steps in this process is to update or verify your student's information in Skyward.
- The information that will be displayed will be the current information the district has on file for your student.

Family Access
SKYWARD TEST STUDENT

My Account Contact Us Exit
District Links efunds

Home
Online Registration
Calendar
Gradebook
Attendance
Student Info
Busing
Food Service
Schedule
Discipline
Test Scores
Fee Management
Activities
Academic History
Portfolio
Health Info
Login History

Online Registration
TEST (Brodhead High School 2020-2021)

Step 1a. Verify Student Information: Student Information (Required) Undo

General Information

First: TEST Middle: _____
Last: STUDENT Suffix: _____
Birthdate: 07/20/2004 Gender: Male
Other Name: _____
Language: English Race: WNH

Do you have internet access?
 Is either parent or guardian on active duty in the military?
 Is either parent or guardian a traditional member of the Guard or Reserve?
 Is either parent or guardian a member of the Active Guard/Reserve (AGR) under Title 10 or full time National Guard under Title 32?
 Multiple Birth

Home Phone: (608) _____ Ext: _____
School Email: studenttes@brodhead.k12.wi.us Home Email: _____
Birth Country: Green
Birth State: WI - WISCONSIN
Birth First: _____

Complete Step 1a Only Complete Step 1a and move to Step 1b Close and Finish Later

1. Verify Student Information
a. Student Information
b. Family Address
c. Family Information
d. Emergency Information
e. Emergency Contacts
f. Health Information
2. Verify Ethnicity/Race
3. Home Language Survey
4. Bus Enrollment
5. Annual State Notices
6. Internet and Email Use
7. McKinney-Vento
8. Meningococcal
9. Multiple Permissions
10. Add a Food Service Application
11. Bridging Brighter Smiles
12. Make a Food Service Payment
13. Add a Food Service Application
14. Complete Online Registration

- When you complete a step, please be sure to click on the “Complete Step” button on the bottom of the page.

4. Complete the rest of the steps in the Online Registration Process

- Continue to work through the steps listed on the right side of the online registration portal.
- The number of steps to be completed will depend on the grade level of your student(s).
- Each step will have a description and the information needed to complete the step.

Family Access
SKYWARD TEST STUDENT

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District Links efunds

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Online Registration
TEST (Brodhead High School 2020-2021)

Step 2. Verify Ethnicity/Race (Required)

Dear Parent or Guardian:

Every school district is required to report to the Department of Education each year student data by race and ethnicity categories that are set by the federal government. The Department of Education does not report individual student data to the federal government but does report the total number of students in various categories in each school. These reports help us keep track of changes in student enrollments and ensure that all students receive the education programs and services to which they are entitled.

The federal government recently changed the reporting categories for student data. As a result, you have the opportunity to update the student data for your child. With the new reporting categories, you may now identify your child by ethnic group (either Hispanic/Latino or not Hispanic/Latino) and by one or more racial groups (American Indian/Alaska Native, Asian, Black/African-American, Native Hawaiian/Other Pacific Islander, White). Starting with the 2009-2010 school year, all schools will report student data to the Department of Education using the new categories.

Please complete the online form by no later than the first day of school.

For more information about the student data reporting categories for ethnicity and race, please contact the district office.

Sincerely,
Lenny Luack
Superintendent of Schools

Continue

Complete Step 2 Only Complete Step 2 and move to Step 3 Close and Finish Later

1. Verify Student Information
a. Student Information
b. Family Address
c. Family Information
d. Emergency Information
e. Emergency Contacts
f. Health Information
2. Verify Ethnicity/Race
3. Home Language Survey
4. Bus Enrollment
5. Annual State Notices
6. Internet and Email Use
7. McKinney-Vento
8. Meningococcal
9. Multiple Permissions
10. Add a Food Service Application
11. Bridging Brighter Smiles
12. Make a Food Service Payment
13. Make a Fee Payment
14. Complete Online Registration

- Some steps are required, and some steps are optional.
- In order to complete the online registration process, you must complete all required steps.
- If you try to complete a required step without the necessary information, a warning box will pop up on your screen letting you know what information is needed.

5. Make a Food Service and/or Fee Payment

- The last two steps before completing registration are making either a food service payment and/or a fee payment for registration fees and other fees if applicable. These are two separate steps and they are optional if you wish to pay these fees online. There is a service charge from efunds for this service. You can pay in person or through the mail if you prefer.

The screenshot displays the Skyward Family Access TEST STUDENT online registration interface. At the top, the Skyward logo is on the left, and navigation links for 'My Account', 'Contact Us', and 'Exit' are on the right. Below these, there are links for 'District Links' and 'efunds'. The main content area is titled 'Online Registration' and shows the user is logged in as 'TEST (Brodhead High School 2020-2021)'. The current step is 'Step 12. Make a Food Service Payment (Optional)'. Below this, there is a sub-section 'Make a Food Service Payment' with two buttons: 'Complete Step 12 Only' and 'Complete Step 12 and move to Step 13'. On the right side, a vertical list of 14 steps is shown, with step 12 highlighted in blue. At the bottom right, there are 'Previous Step' and 'Next Step' buttons. On the left, a sidebar menu lists various navigation options, with 'Online Registration' highlighted.

Step	Description
1.	Verify Student Information
a.	Student Information
b.	Family Address
c.	Family Information
d.	Emergency Information
e.	Emergency Contacts
f.	Health Information
2.	Verify Ethnicity/Race
3.	Home Language Survey
4.	Bus Enrollment
5.	Annual State Notices
6.	Internet and Email Use
7.	McKinney-Vento
8.	Meningococcal
9.	Multiple Permissions
10.	Add a Food Service Application
11.	Bridging Brighter Smiles
12.	Make a Food Service Payment
13.	Make a Fee Payment
14.	Complete Online Registration

6. Complete Online Registration

- When you have completed all the required steps, you are ready to submit your documents for online registration.
- If any required steps are not completed, the button to complete registration will not be available.
- The button will become available once all necessary steps are completed.
- Once your documents are submitted, our Student Registrar will review the information and approve any changes. If there are any questions, the Brodhead School District will reach out to you.
- Thank you for completing online registration!



Home

Online Registration

Calendar

Gradebook

Attendance

Student Info

Busing

Food Service

Schedule

Discipline

Test Scores

Fee Management

Activities

Academic History

Portfolio

Health Info

Login History

Online Registration

TEST (Brodhead High School 2020-2021) Print

Step 14. 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 TEST?

Review Online Registration Steps		
Step 1)	Verify Student Information	not completed
<i>No Requested Changes exist for Step 1.</i>		
Step 2)	Verify Ethnicity/Race	not completed
<i>No Requested Changes exist for Step 2.</i>		
Step 3)	Home Language Survey	not completed
Step 4)	Bus Enrollment	not completed
<i>A required field has not been filled in and saved.</i>		
Step 5)	Annual State Notices	not completed
<i>A required field has not been filled in and saved.</i>		
Step 6)	Internet and Email Use	not completed
<i>A required field has not been filled in and saved.</i>		
Step 7)	McKinney-Vento	not completed
<i>A required field has not been filled in and saved.</i>		
Step 8)	Meningococcal	not completed
<i>A required field has not been filled in and saved.</i>		
Step 9)	Multiple Permissions	not completed
<i>A required field has not been filled in and saved.</i>		
Step 10)	Add a Food Service Application	skipped
Step 11)	Bridging Brighter Smiles	skipped
Step 12)	Make a Food Service Payment	skipped
Step 13)	Make a Fee Payment	skipped

Guardian Name: _____

Guardian Address: _____

1. Verify Student Information
 - a. Student Information
 - b. Family Address
 - c. Family Information
 - d. Emergency Information
 - e. Emergency Contacts
 - f. Health Information
2. Verify Ethnicity/Race
3. Home Language Survey
4. Bus Enrollment
5. Annual State Notices
6. Internet and Email Use
7. McKinney-Vento
8. Meningococcal
9. Multiple Permissions
10. Add a Food Service Application
11. Bridging Brighter Smiles
12. Make a Food Service Payment
13. Make a Fee Payment
- 14. Complete Online Registration**