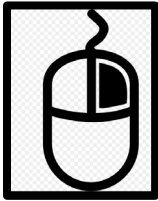
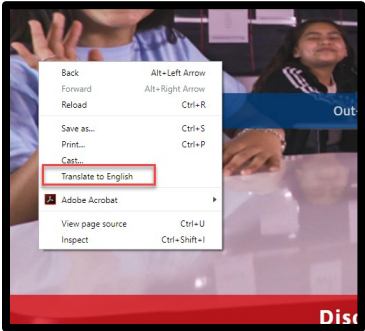
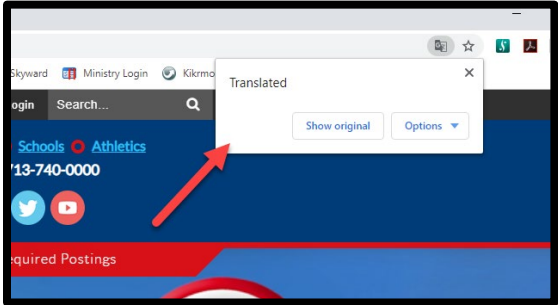
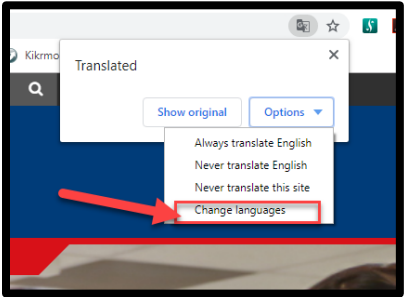


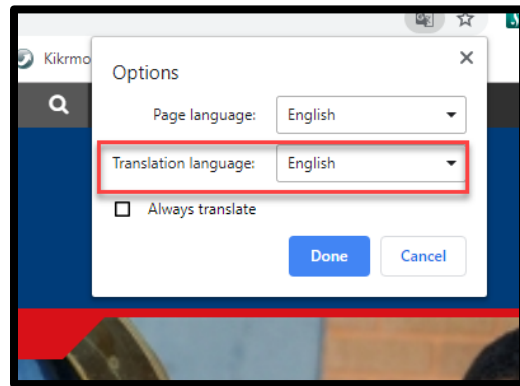
2019-2020 PASADENA ISD INSTRUCTIONS FOR ONLINE STUDENT REGISTRATION

Pasadena ISD will begin utilizing Skyward Family Access this school year to allow parents to verify and update contact, emergency, and health information for all returning students to PISD and all students who completed the enrollment process during early registration.

Skyward works best in Google Chrome. Online Registration can be translated into a language of your choice. See steps #1-6 to choose your language. If you do not need a translation, then skip to step #7 to begin.

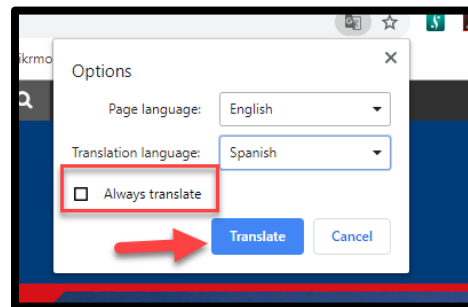
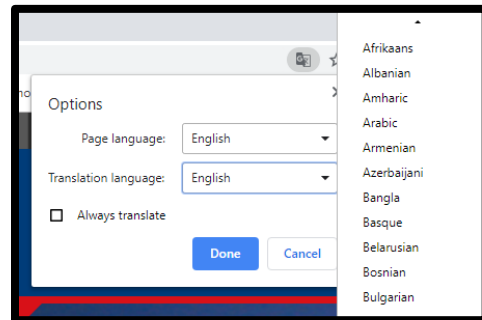
<p>1. Right-click your mouse and click on "Translate to English".</p>	 
<p>2. The following box will appear on the screen.</p>	
<p>3. Click on the option that says "Change Languages".</p>	

4. Click on the box that says “Translation language”.



5. A drop-down menu of choices will appear. Choose the language of your choice.

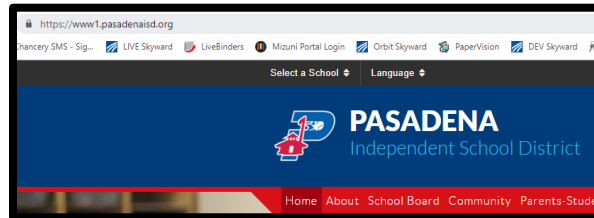
Then click “Always Translate” and then, “Translate”.



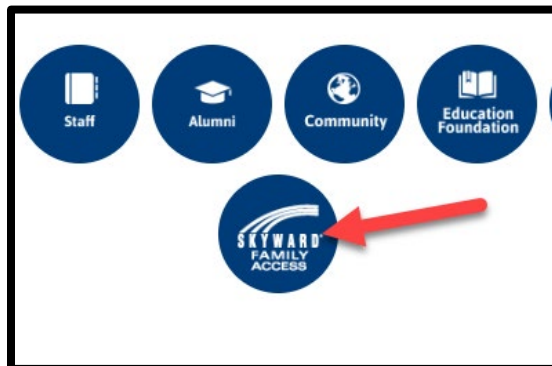
6. The web pages will now be translated into the language you chose.



7. Go to Pasadena ISD website (www.pasadenaisd.org) and use the Skyward Family Access link.



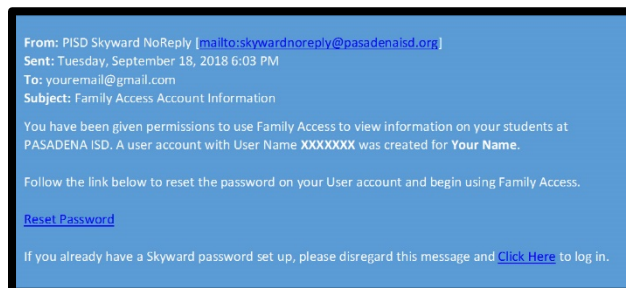
8. You may click on the Skyward Family Access icon further down on the home page.



9. Click on the link and log in to Family Access with your Family Access login and password.



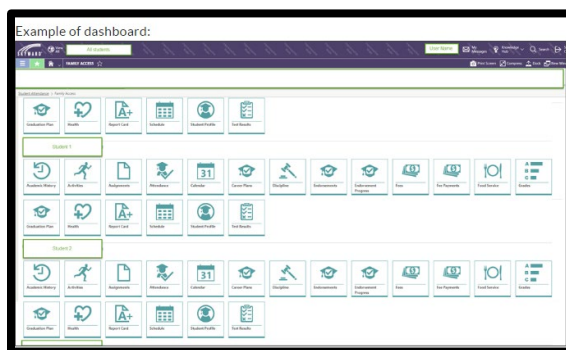
10. If you do not have an email on file, please contact your child's school to have one added. You will receive an email that includes your Family Access username and a link to reset your password.



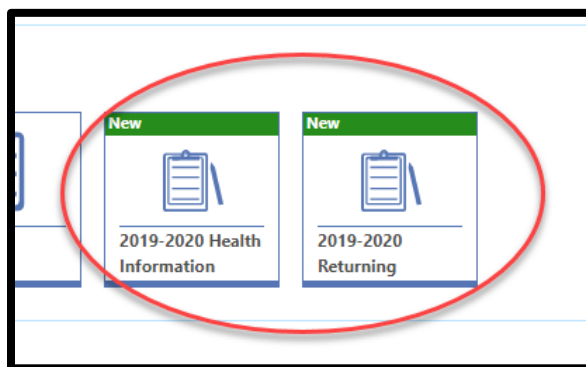
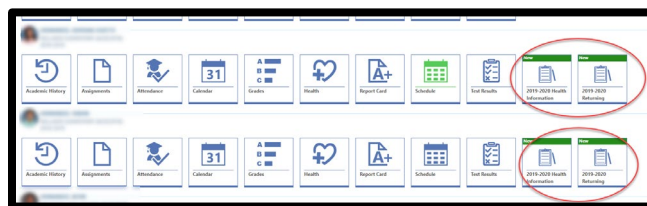
11. Your one Family Access account allows you to access all of your children. (Refer to the Family Access user account information on the website if you have not logged in to Family Access).

NOTE: Only Family #1 will be able to make changes to your child's information.

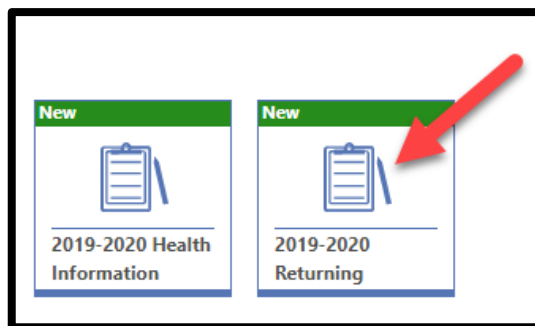
Family #1 is determined by the address where the student resides.



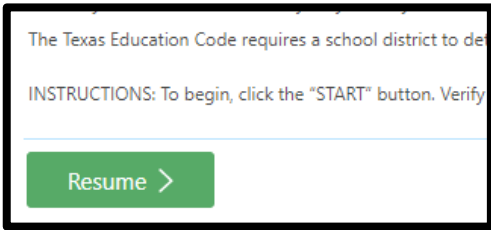
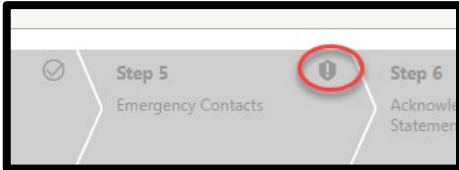
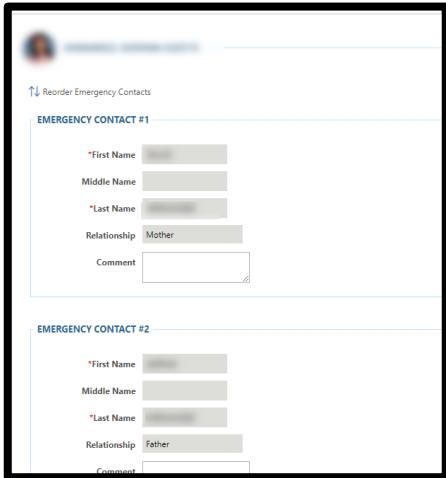
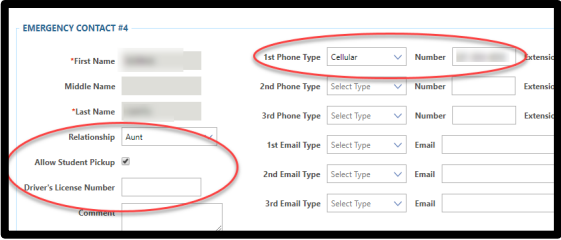

12. On your Family Access dashboard, you will see an icon for the 2019-2020 Returning Student and for the Health Information for each of your students.

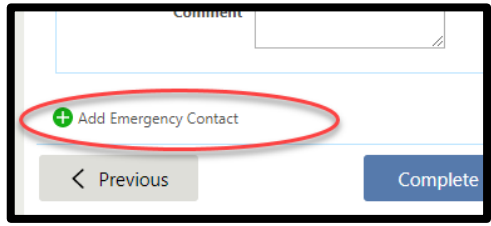
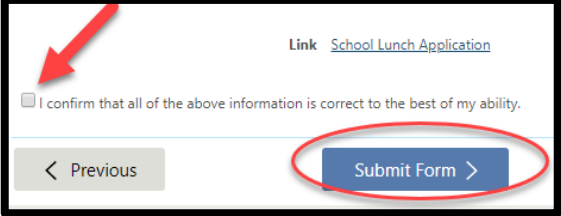


13. Click on the 2019-2020 Returning Student icon to begin the process.

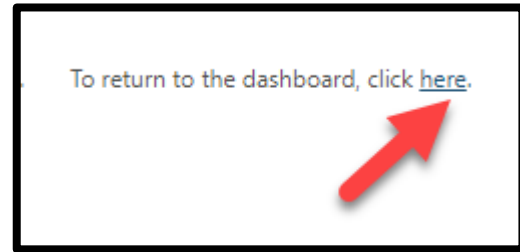


<p>14. Read the information posted.</p>	
<p>15. Each step of the process is listed at the top.</p>	
<p>16. Click the “Start” button to begin.</p>	
<p>17. Read and complete the information as needed on each page, and then click the blue “Complete & Next” link at the bottom.</p> <p>You may also return to the previous screen, as needed by clicking on the “Previous” link.</p>	
<p>18. As you complete each step, a green check mark will appear on that step.</p>	

<p>19. If for some reason, you must stop during the process, your information will be saved and you can return later to complete the process. When you return, you must click the “Resume” button on the Welcome Page.</p>	 <p>The Texas Education Code requires a school district to de INSTRUCTIONS: To begin, click the “START” button. Verify Resume ></p>
<p>20. An exclamation mark will appear on any step where you stopped.</p>	 <p>Step 5 Emergency Contacts Step 6 Acknowledgment Statement</p>
<p>21. Mother and father/legal guardians are listed as the first two emergency contacts.</p> <p>If mother or father/legal guardian are removed on this step, they will not be contacted in case of an emergency.</p> <p>You may enter up to four additional emergency contacts on Step 5.</p>	 <p>Reorder Emergency Contacts</p> <p>EMERGENCY CONTACT #1 *First Name Middle Name *Last Name Relationship: Mother Comment</p> <p>EMERGENCY CONTACT #2 *First Name Middle Name *Last Name Relationship: Father Comment</p>
<p>22. Enter the information for each emergency contact, as needed.</p>	 <p>EMERGENCY CONTACT #4 *First Name Middle Name *Last Name Relationship: Aunt Allow Student Pickup <input checked="" type="checkbox"/> Driver's License Number Comment</p> <p>1st Phone Type: Cellular Number: Extens: 2nd Phone Type: Select Type Number: Extens: 3rd Phone Type: Select Type Number: Extens: 1st Email Type: Select Type Email: 2nd Email Type: Select Type Email: 3rd Email Type: Select Type Email:</p>
<p>23. You may remove an emergency contact, if necessary, by clicking the “Remove Emergency Contact” link next to the contact name.</p> <p>The information is cleared, and you may enter new information.</p>	 <p>Remove Emergency Contact</p>

<p>24. You may also add an additional emergency contact, if needed, by clicking at the bottom of the page the “Add Emergency Contact” link.</p>	 <p>A screenshot of a web form. At the top, there is a 'Comment' text area. Below it, a button with a green plus sign and the text 'Add Emergency Contact' is circled in red. At the bottom of the form, there are two buttons: 'Previous' with a left arrow and 'Complete'.</p>
<p>25. On Step 6, the Acknowledgement Statements, when you click “I Agree,” your name and the date will be automatically added as an electronic signature.</p>	 <p>A screenshot of a form titled 'I Agree'. It contains a paragraph of text, a checked checkbox labeled 'I Agree', a 'Signed By' field with a red arrow pointing to a name, and a 'Date Signed' field showing '07/22/2019 Monday'. At the bottom, there are 'Previous' and 'Complete & Next >' buttons.</p>
<p>26. The final step, Review, is important. Take the time to review carefully all information for your student. The information you entered will determine services your student may receive and how we will reach you in an emergency.</p>	 <p>A screenshot of a progress bar with three steps. The first two steps are 'Step 1' and 'Step 2', both with checkmarks. The third step is 'Step 7' with the text 'Free or Reduced Price Meals' and a checkmark. To the right of the progress bar is a dark blue button labeled 'Review'.</p>
<p>27. Once you have carefully reviewed all information, you must click the box at the bottom of the page and then click “Submit Form.”</p>	 <p>A screenshot of a form. At the top right, there is a link 'Link School Lunch Application'. Below it is a checkbox with the text 'I confirm that all of the above information is correct to the best of my ability.' A red arrow points to this checkbox. At the bottom, there are 'Previous' and 'Submit Form >' buttons, with the latter circled in red.</p>
<p>28. Thank You! Be sure to return to the dashboard to complete the Health Information.</p>	 <p>A screenshot of a 'Thank You!' message. The header says 'SKYWARD' and 'ONLINE FORM : 2019-2020 RETURNING STUDENT ENROLLMENT'. The main text says 'Thank You!' and 'Thank you for completing the online registration process for your child. Wishing you and your child a fantastic school year! PLEASE'. Below this is a separate box with the text: 'PLEASE RETURN TO THE DASHBOARD AND COMPLETE THE REQUIRED HEALTH INFORMATION FOR YOUR CHILD.'</p>

29. Be sure to click on the word “here” to return to the dashboard.



30. Be sure to complete all forms for Online Registration for all of your students.



31. If you are unable to see all of your students, please contact your child’s school for assistance.

