



Once in the New Family Access, users will have a link on the left side to access **New Student Online Enrollment**. Clicking there will open the Portal screen discussed previously.

ABBY ADUSCR [Go To Family Access](#) [Exit](#)

SKYWARD Online Enrollment Access [District Links](#)

SKYWARD
New Student Enrollment: Application Form

[Save and Continue to Fill Out Application](#) [Save and go to Summary Page](#) [Print Application](#) [Leave WITHOUT Saving](#)

Instructions for completing the student application
Answer the questions to progress through the application form.
For Step 2, check to see if the guardian info can be populated from someone already in the system before filling out the info manually.
Click 'Save and Continue to Fill Out Application' to save your progress and stay on this screen.
Click 'Save and Come Back Later' to save your progress and return to the summary page.
Click 'Leave WITHOUT Saving' to return to the summary page without saving.

Asterisk (*) denotes a required field Please Note: Only one step may be edited at a time

Step 1: Student Information [Edit](#) [View Only](#) [Save](#) [Save and Collapse Step](#)

* Last Name: * First Name: Middle Name:
Name Suffix: * Gender:
* Date of Birth: Birth City: Birth State:
Birth Country: Birth County:
 Does student live within this school district?

Upon clicking the link to open the NSOE area from Family Access, guardians will be taken to one of two pages.

If they have not begun any applications before, they will be taken to the Application Form to begin filling out as shown above.

If they have begun an application, they will be taken to the Summary Page.

Once in the NSOE area, they can get back into Family Access by clicking the **Go to Family Access** button in the upper right corner.

Creating and Submitting a New Student Enrollment Application

The process of filling out the application is very similar to that of guardians using the Portal only to complete one. The main difference comes in when entering the Primary Family information.

Step 2: Family/Guardian Information Edit View Only Save Save and Collapse Step

Your Family information has been imported onto the application.

All the fields not specific to the student have been pre-populated. Any changes needed, will be conducted by the Registrar.

Primary Phone: (555) 135-8435 Should the District keep this number confidential?

Family Home Language: SPANISH

Home Address: House #: 1254 Direction: E Street Name: MAPLE ST Apartment:

P.O. Box: Address 2: City: AUSTIN State: TX Zip Code: 55555

For the guardian listed, complete any remaining fields related to the student.

* Last Name: ADUSCR * First Name: ABBY Middle Name:

Name Suffix: Name Prefix: Date of Birth: * Gender: Female

* Relationship to Child: Marital Status:

Should this guardian also be considered an Emergency Contact?

Cell Phone: Work Phone: Contact Email Address: abby@scramble.com

Language: Employer:

Work Hours:

For the guardian listed, complete any remaining fields related to the student.

* Last Name: Aduscr * First Name: Alonso Middle Name:

Name Suffix: Name Prefix: Date of Birth: * Gender:

* Relationship to Child: Marital Status:

Should this guardian also be considered an Emergency Contact?

Cell Phone: () - Work Phone: () - Contact Email Address:

All fields for the Primary Family will be locked from editing. Only the options to change the relationship and mark the guardian as an Emergency Contact will be available to guardians.

If any of the information is incorrect, it will need to be changed through Family Access Pseudo Family Changes (if available), or by contacting the school/district directly. The reason for this is because a guardian's information should always be current in Skyward, and the portal is not intended to be used as a means to have it updated.

Additional families can still be added as needed by clicking the **Yes; I want to Add a Legal Guardian who lives at a Different Address** button in the lower left corner of the section.

The other parts of the application are accessed and submitted to the district the same as previously described in [Creating and Submitting a New Student Enrollment Application](#).

Functionality described here may vary in availability depending upon your district/entity configuration.

** Denotes Required Field to save screen.

Accessing Existing Enrollment Requests

SKYWARD Online Enrollment Access

Krystal Smithscr Exit

Select Language

SKYWARD New Student Enrollment Applications: Summary Page

Your Un-submitted Enrollment Applications

Student Name	Application Status/Options
Lilyann Marie Smithscr	All Steps have been completed, please select one of the following options: Submit Application to the District Review/Update the Application Cancel this Application
Bethany Joy Smithscr	All Steps have NOT been completed, please select one of the following options: Review/Update the Application Cancel this Application

[Click to Enroll Additional Students](#)

Your Submitted Enrollment Applications

Student Name	Applicant Status/Options
Benjamin A Smithscr	The district is currently reviewing the applicaiton, please select one of the following options: View the Submitted Application

If a user has started an application and exited out of the Portal or Family Access, the next time they log in or access the NSOE area, they will be brought to the Summary Page as seen above. If a user had an application denied, and this is their first time logging in since then, they will see a red message in the upper left portion of the screen notifying them of this.

From here, the guardian can click the **Click to Enroll Additional Students** button to start a new Enrollment Application.

In the table where Un-submitted Enrollment Applications are found, the options available will depend upon how far they have gotten in the application process. If all parts are complete, they will have all three buttons seen in the example above for Lilyann. If some parts are not complete, the red message displays, and only the two buttons will be available seen in the example above for Bethany.

Submit Application to the District: This button will submit the completed Enrollment Application to the district for processing.

Review/Update the Application: This button will open the Enrollment Application screen (Student, Guardian/Family, Health, and Emergency Contact Information) so the guardian can modify or complete it.

Review/Update Additional Forms: This button will open the Additional Forms screen (the district specified Custom Forms) so the guardian can update those other forms.

Cancel this Application: This button will void and delete the existing application. There will be no way to get it back. The guardian would need to start a new application.

In the table where Submitted Applications are found, the guardian will be able to see any applications that have **not** been approved, denied, or canceled by the district staff. A user

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** Denotes Required Field to save screen.

will only be able to **View the Submitted Application**. They will not have the ability to make changes to the submitted information, except by directly contacting the district and having the changes made from the Student Management side of the software.