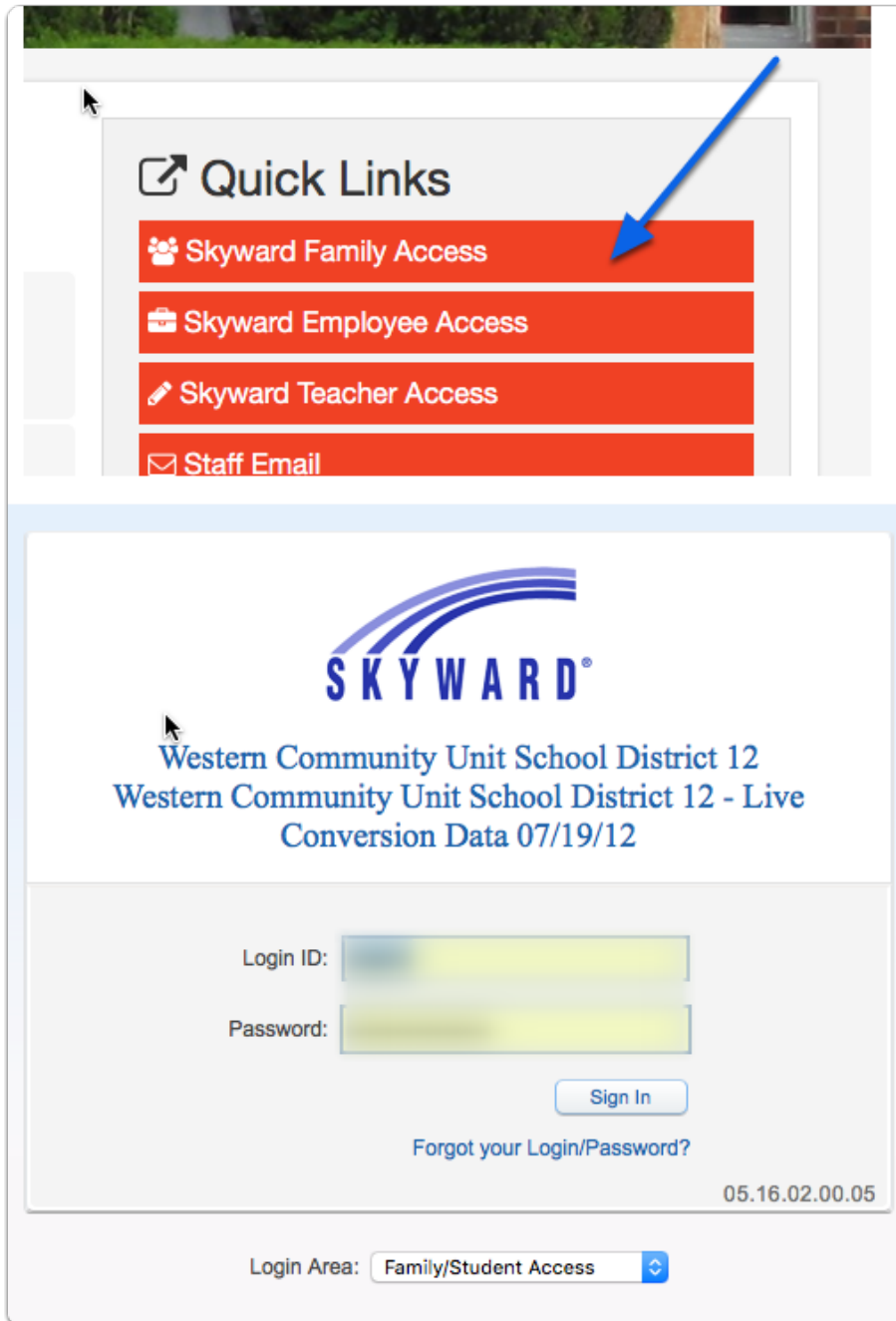


Log into Skyward Family Access

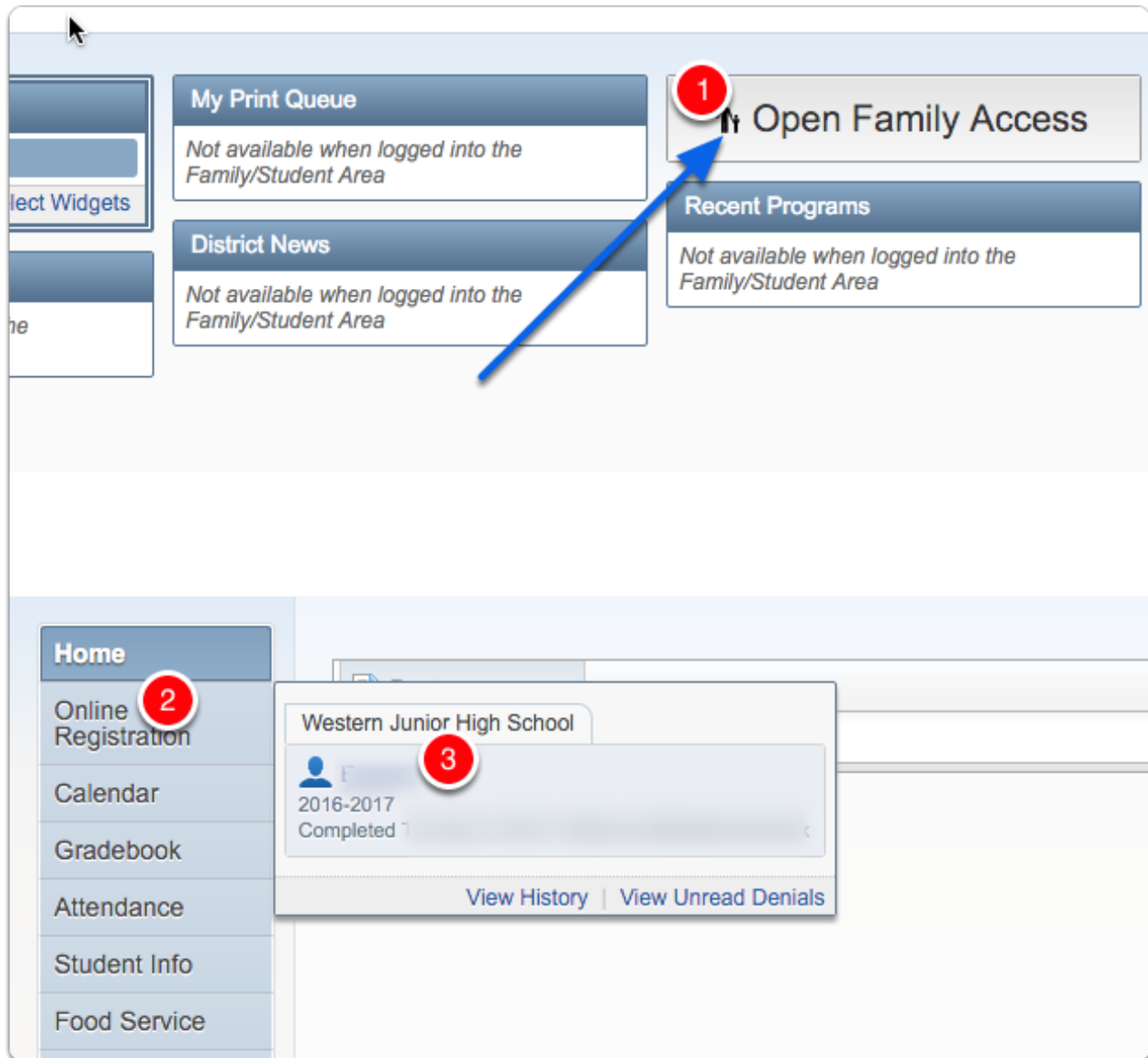
From the homepage at www.westerncusd12.org click **Skyward Family Access**. If you do not know your login information, contact Terri Lehr at 217.335.7060.



The screenshot shows the Skyward Family Access login interface. At the top, there is a 'Quick Links' section with four red buttons: 'Skyward Family Access', 'Skyward Employee Access', 'Skyward Teacher Access', and 'Staff Email'. A blue arrow points to the 'Skyward Family Access' button. Below this is the Skyward logo, followed by the text 'Western Community Unit School District 12' and 'Western Community Unit School District 12 - Live Conversion Data 07/19/12'. The login form includes fields for 'Login ID:' and 'Password:', a 'Sign In' button, and a link for 'Forgot your Login/Password?'. The version number '05.16.02.00.05' is displayed in the bottom right of the login area. At the bottom of the page, there is a 'Login Area:' dropdown menu currently set to 'Family/Student Access'.

Open Family Access

1. Click Open Family Access
2. Select Online Registration from the menu on the left.
3. Select your student's name. *If your student is not available, please contact Terri Lehr at 217.335.7060.*



Complete Each Step of the Registration

1. Verify and/or update information on each step of the registration.
2. Click **Complete Step...** at the bottom of the page.
3. If registration does not automatically proceed to the next page, please click **Next Step**.

Continue this process for each step of the registration process.

Online Registration

(Western Junior High School 2016-2017)

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

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. Student Permissions

4. Complete Online Registration

Previous Step Next Step Close and Finish Later

1 General Information

* First: Middle:

* Last: Suffix:

* Birthday: Gender: Male

* Language: Race: White

* Native Language:

Home Phone: Ext:

Ext:

Birth County: Adams

Birth State: IL - ILLINOIS

Birth Country: USA

2 Complete Step 1a Only

(*) Indicates a required field.

Complete Online Registration

After verifying all information is complete, click **Submit Online Registration**

Online Registration

(Western Junior High School 2016-2017) Print

Step 4. 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 Emmett?

Review Online Registration Steps

Step 1) **Verify Student Information** Completed 04/05/2016 1:30pm
*Requested Changes **Pending Approval** by the District:*

Area	Field	Requested For	Requested Value
Fam Info	Change Address		
Stu Info	Second Phone		
Stu Info	Second Phone Label		
Stu Info	Third Phone		
Stu Info	Third Phone Label		

** If a Requested Change is denied by the district, Online Registration for this student will be marked as INCOMPLETE.*

Step 2) **Verify Ethnicity/Race** Completed 04/05/2016 1:27pm
No Requested Changes exist for Step 2.

Step 3) **Student Permissions** Completed 04/05/2016 1:28pm

Guardian Name: Guardian Address:

Submit Online Registration