

## Palmyra-Eagle Area School District Online Registration Instructions

For best results, turn off your pop-up blocker.  
All online registration features may not be available on mobile devices.

**\*Note** – registration is **NOT** complete until you receive an email stating your child “has been successfully registered for the 20xx-20xx School Year”

1. Go to [www.peasd.org](http://www.peasd.org).



2. Click on the **Skyward** icon at the top of the page or go to Parents | Parent Resources | Skyward Family Access Login.

3. Log in to Skyward Family Access with your Login Id/User Name and Password and click Sign in

- If you forgot your login and/or password please click the *Forgot your login/Password* link and follow the prompts.
- If you don't have an account, or have additional trouble logging in please contact Traci Plotz at the District Office at 262-495-7101 x2600 or Ann Popp at the High School at 262-495-7101 x2216.

4. Click on the Online Registration on the left and select a child or the Online Registration Link.

- Proceed through each step listed on the right side of your screen carefully. Read through each message displayed above each step, if applicable, and follow the directions for each.

**For Each Step:**  
Read and perform the directions for each step

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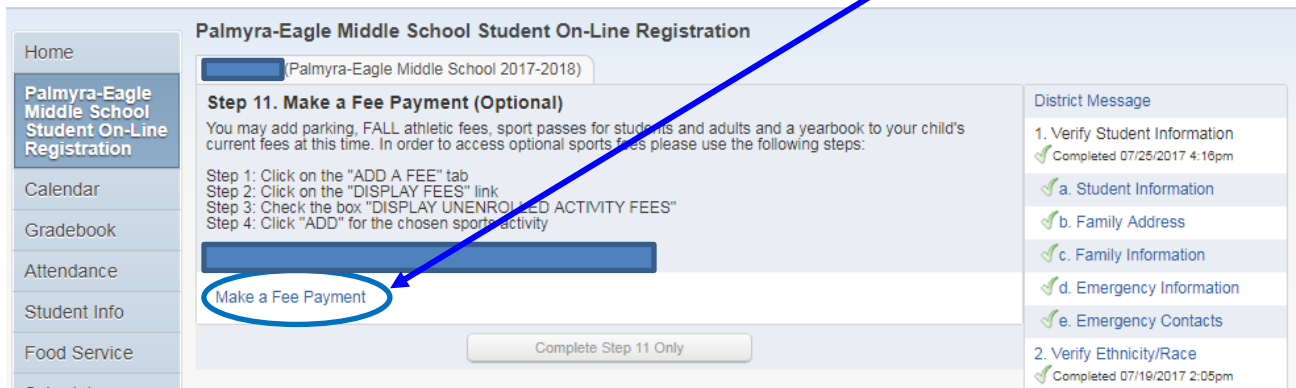
Click the **Complete Step #** box when finished (you may need to scroll down to find the button)

After completing each step, click on the next step on the right side of the screen.

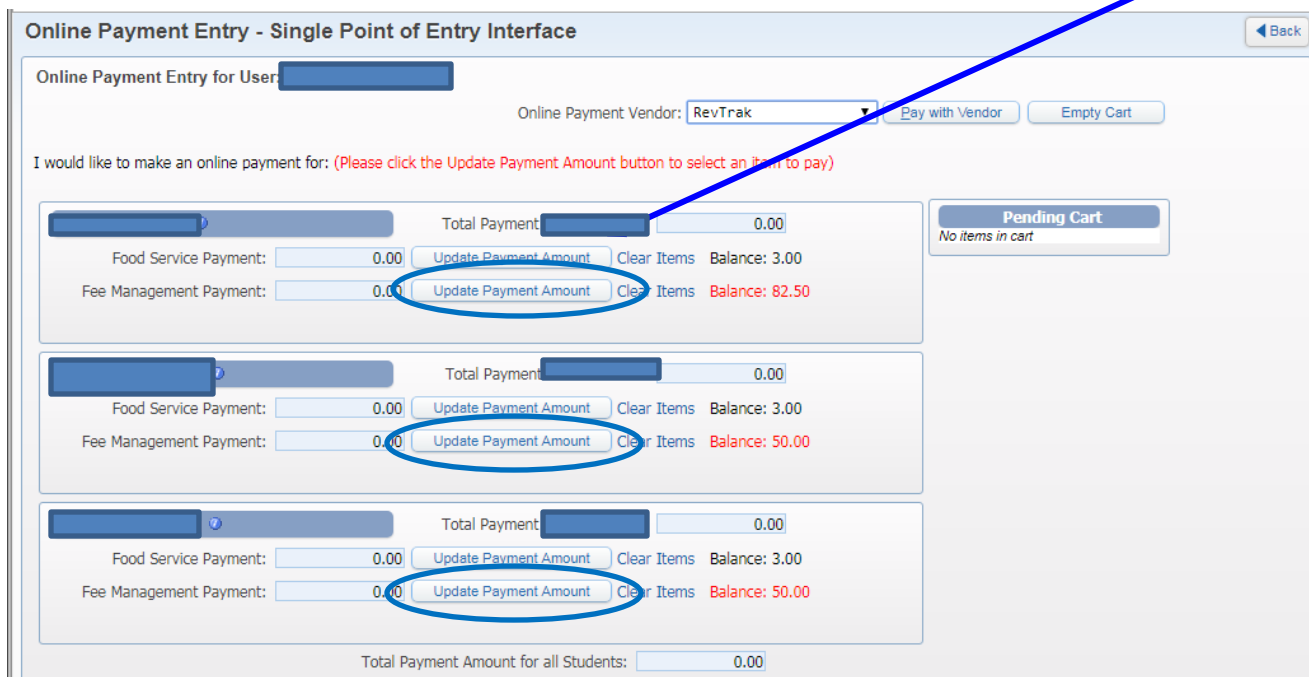
The following steps require you and your student to read a policy. Once read, please provide the information required at the bottom of the policy.

- Technology Acceptable Use & Safety Agreement
- Alcohol & Drug Prevention Policy
- Student Directory Permission
- Personal Communication Devices Policy

6. After completing the steps listed above the fee payment, please review them to ensure that you have correctly completed each step. If changes are needed, click on the **Edit Step #** button at the bottom of the appropriate step and make the necessary changes. When you have finished the changes for that step, click the **Complete Step #** again.
  
7. **Make a Fee Payment** (via Revtrak web store) – this step may be done for each individual student, or you may submit the fee payments for all your students at once. The convenience fee will be **waived** during the online registration period (Aug 1<sup>st</sup> – Aug 23<sup>rd</sup>).
  - a. When you are ready to make your fee payment click the **Make a Fee Payment** step on the right side of your screen. On the next screen read the instructions and click **Make a Fee Payment** again.



- b. Each of your students will appear on the next screen and you may make registration and/or food services fees for all students in this step, if you wish. On the online payment entry screen click **Update Payment Amount** for the Fee Management Payment line.



c. Fees that are due show in the window. Click the **Pay Fee** check box.

Update Fee Management Payment For [Student ID]

Fees due for student [Student ID]

Due Date	Description	Amount Charged	Amount Paid	Amount Due	Pay Fee	Payment Amount	Remaining Due
08/31/2017	Lock-new student	7.50	0.00	7.50	<input checked="" type="checkbox"/>	7.50	0.00
08/31/2017	Registration Fee - MS	75.00	0.00	75.00	<input checked="" type="checkbox"/>	75.00	0.00

2 records displayed

Total Payment Amount for Selected Charges: 82.50 [Update Cart]

Fees that can be added to this student's account [Display Fees]

Description	Amount	Entity	Schl Yr	Why would I add this fee?	Add Fee?	Enrolled
Activity: BOYS BASKETBALL	50.00	333	2018		Add	No
Activity: CROSS COUNTRY	50.00	333	2018		Add	No
Activity: FOOTBALL	50.00	333	2018		Add	No
Activity: GIRLS BASKETBAL	50.00	333	2018		Add	No

11 records displayed

- d. If you would like to pay **additional fees** (i.e. Athletic Fees, Yearbook, Sports Pass) at the time of registration you may do so. Just scroll through the optional fees list and click **Add** for any additional fees you would like to pay. (If Optional Middle/High School Fees are not displayed in the lower part of the screen, click **Display Fees**.)
- e. After you click update cart you will be taken back to the online payment entry screen. Here can choose the student to update payment amount or choose to update the Food Service Payment amount. You will also see your Pending Cart total at the side of the screen.
- f. Once all payment information has been updated you can click **Pay with Vendor**

Online Payment Entry - Single Point of Entry Interface

Online Payment Entry for User: [Student ID]

Online Payment Vendor: RevTrak [Pay with Vendor] [Empty Cart]

I would like to make an online payment for: (Please click the Update Payment Amount button to select an item to pay)

[Student ID] Total Payment: 82.50

Food Service Payment: 0.00 [Update Payment Amount] [Clear Items] Balance: 3.00

Fee Management Payment: 82.50 [Update Payment Amount] [Clear Items] Balance: 82.50

**Pending Cart**

Lock-new stu 7.50

Registration 75.00

**Total: 82.50**

[Student ID] Total Payment: 0.00

Food Service Payment: 0.00 [Update Payment Amount] [Clear Items] Balance: 3.00

Fee Management Payment: 0.00 [Update Payment Amount] [Clear Items] Balance: 50.00

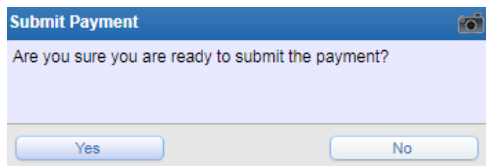
[Student ID] Total Payment: 0.00

Food Service Payment: 0.00 [Update Payment Amount] [Clear Items] Balance: 3.00

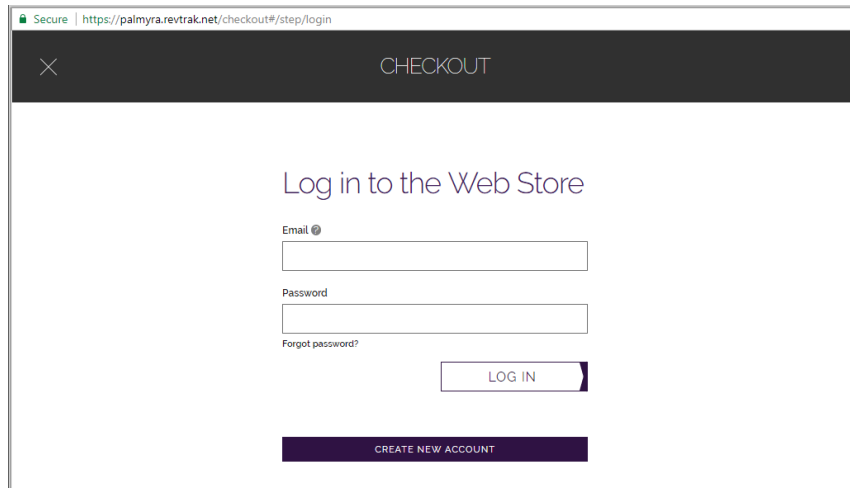
Fee Management Payment: 0.00 [Update Payment Amount] [Clear Items] Balance: 50.00

Total Payment Amount for all Students: 82.50

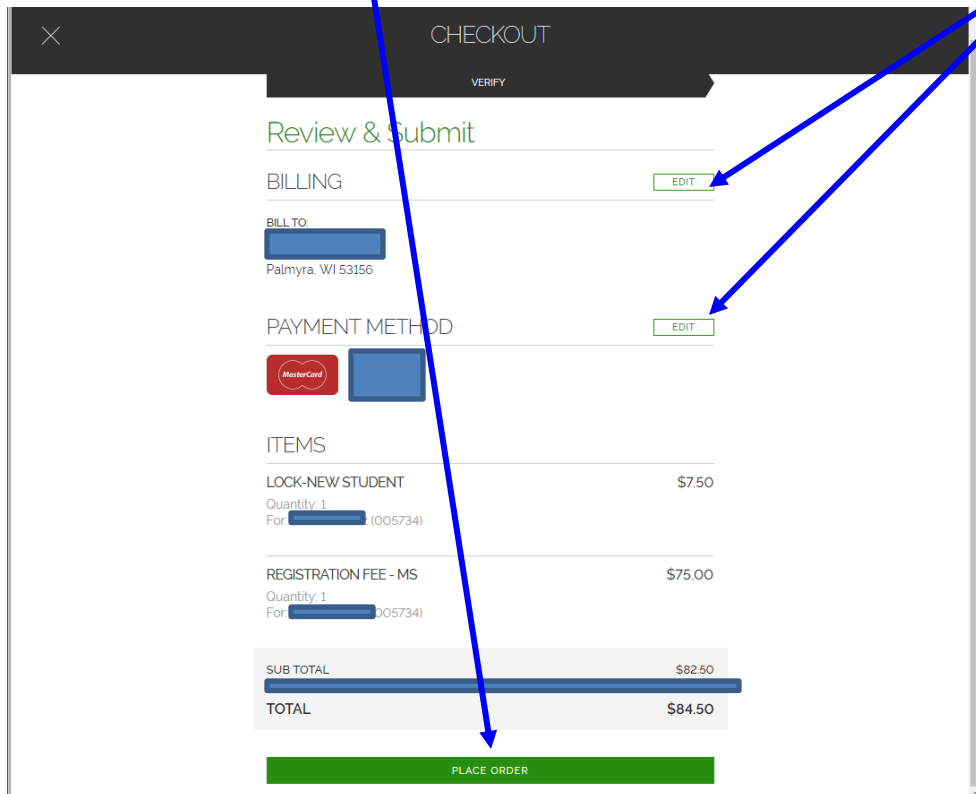
- g. A warning box will appear, read the question carefully and click the appropriate response.



- h. If you answer the questions with Yes, you will be asked to log into the revtrak web store. If you have paid your fees or added money to your student's food service account online in the past you will log in using your email address and password. *If you have never paid fees online before you will need to click the **Create New Account** button.*



- i. Once logged in a summary of your fees will appear along with your billing information and past payment methods to choose from. Review and Update any necessary information, by clicking the **EDIT** buttons. When ready to pay, click **Place Order**.



8. The Last step on the right side of the screen is to submit your Students Registration. Click on the step and the click on the **Submit** button at the bottom on the screen. After submitting you are brought back to the Family Access main page.

Family Access Palmyra-Eagle Middle School Student On-Line Registration - Google Chrome  
Secure | https://skyward.iscorp.com/scripts/wsisa.dll/WService=wshedupalmyraeaglewi/sfonlinereg001.w

Family Access [Redacted] My Account Contact Us Email History Exit  
SKYWARD District Links

### Palmyra-Eagle Middle School Student On-Line Registration

[Redacted] Palmyra-Eagle Middle School 2017-2018 Print

**Step 12. Complete Palmyra-Eagle Middle School Student On-Line Registration (Required)**  
By completing Palmyra-Eagle Middle School Student On-Line Registration, you are confirming that the Steps below have been finished.  
Are you sure you want to complete Palmyra-Eagle Middle School Student On-Line Registration for [Redacted]?

**Review Palmyra-Eagle Middle School Student On-Line Registration Steps**

Step	Step Name	Completion Status
Step 1)	Verify Student Information	Completed 07/25/2017 4:16pm
Step 2)	Verify Ethnicity/Race	Completed 07/19/2017 2:05pm
Step 3)	Technology Acceptable Use and Safety Agreement	Completed 07/25/2017 4:16pm
Step 4)	Alcohol and Drug Prevention Policy	Completed 07/25/2017 4:17pm
Step 5)	Medical Alert Form	Completed 07/25/2017 4:17pm
Step 6)	Student Directory Permission	Completed 07/25/2017 4:18pm
Step 7)	Personal Communication Devices Policy	Completed 07/25/2017 4:18pm
Step 8)	Add a Food Service Application	skipped
Step 9)	MS/HS Athletic and Activity Code	Completed 07/25/2017 4:22pm
Step 10)	HS/MS Physical Form	Completed 07/25/2017 4:25pm
Step 11)	Make a Fee Payment	skipped

Guardian Name: [Redacted] Guardian Address: [Redacted]  
[Redacted] PALMYRA, WI 53156

**Submit Palmyra-Eagle Middle School Student On-Line Registration**

**District Message**

1. Verify Student Information  
✓ Completed 07/25/2017 4:16pm
2. Verify Ethnicity/Race  
✓ Completed 07/19/2017 2:05pm
3. Technology Acceptable Use and Safety Agreement  
✓ Completed 07/25/2017 4:16pm
4. Alcohol and Drug Prevention Policy  
✓ Completed 07/25/2017 4:17pm
5. Medical Alert Form  
✓ Completed 07/25/2017 4:17pm
6. Student Directory Permission  
✓ Completed 07/25/2017 4:18pm
7. Personal Communication Devices Policy  
✓ Completed 07/25/2017 4:18pm

9. Repeat steps for additional students.

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