

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.

1. Go to 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.

5. To begin, Click on Step 1. a. Student Information on the right side of the screen. 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.

Secure | https://skyward.iscorp.com/scripts/wsisadll/WService=wsedupalmyraeaglew/sfonlinereg001.w

Family Access Skyward Family My Account Contact Us Email History Exit

SKYWARD Skyward Student District Links

Home Palmyra-Eagle Middle School Student On-Line Registration

Palmyra-Eagle Middle School Student On-Line Registration (Palmyra-Eagle Middle School 2017-2018)

Step 1a. Verify Student Information: **Student Information** Completed 07/25/2017 4:16pm

PLEASE VERIFY YOUR STUDENT'S INFORMATION. DO NOT CHANGE OR RE-ENTER AN ADDRESS UNLESS YOU HAVE MOVED. YOU WILL BE ALLOWED TO ENTER MEDICAL ALERTS AND MEDICAL CONCERNS FOR YOUR CHILD. PLEASE RESERVE ALERTS FOR LIFE THREATENING ALLERGIES AND HEALTH CONDITIONS. A MEDICAL CONCERN IS RESERVED FOR NON-LIFE THREATENING, CHRONIC HEALTH CONDITIONS. ALL OTHER HEALTH INFORMATION CAN BE RECORDED ON THE MEDICAL ALERT FORM IN STEP #8.

General Information

First: [text] Middle: [text]
 Last: [text] Suffix: [text]
 Birthday: [text] Gender: Male
 Other Name: [text] Race: White
 * Language: EN
 Home Phone: (262) [text] Ext: [text]
 [text] Ext: [text]
 Home Email: [text]

Allow Publication of Student's Name for: [?] Photo: Yes News Releases: Yes Website: Yes Social Media: Yes Yearbook: Yes

Complete Step #1a and move to Step #1b

District Message

1. Verify Student Information Completed 07/25/2017 4:16pm
- a. Student Information**
- b. Family Address
- c. Family Information
- d. Emergency Information
- e. Emergency Contacts
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
- Student Directory Permission Completed 07/25/2017 4:18pm
7. Personal Communication Devices Policy Completed 07/25/2017 4:18pm
8. Add a Food Service Application
9. MS/HS Athletic and Activity Code Completed 07/25/2017 4:22pm
10. HS/MS Physical Form

To Begin:

Click Step 1.a. Student Information

For Each Step:

Read and perform the directions for each step

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

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.

3. Technology Acceptable Use & Safety Agreement
4. Alcohol & Drug Prevention Policy
6. Student Directory Permission
7. 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 1st – Aug 23rd).

- a. When you are ready to may 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.

Palmyra-Eagle Middle School Student On-Line Registration

(Palmyra-Eagle Middle School 2017-2018)

Step 11. **Make a Fee Payment (Optional)**

You may add parking, FALL athletic fees, sport passes for students and adults and a yearbook to your child's current fees at this time. In order to access optional sports fees please use the following steps:

Step 1: Click on the "ADD A FEE" tab
 Step 2: Click on the "DISPLAY FEES" link
 Step 3: Check the box "DISPLAY UNENROLLED ACTIVITY FEES"
 Step 4: Click "ADD" for the chosen sports activity

****There is a convenience fee of \$2.00 to pay fees online. ****

Make a Fee Payment

Complete Step 11 Only

District Message

1. Verify Student Information Completed 07/25/2017 4:16pm
- a. Student Information
- b. Family Address
- c. Family Information
- d. Emergency Information
- e. Emergency Contacts
2. Verify Ethnicity/Race Completed 07/19/2017 2:05pm

- 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.

Online Payment Entry - Single Point of Entry Interface

Online Payment Entry for User: [Redacted]

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)

[Redacted]	Total Payment	[Redacted]	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: 82.50

Pending Cart
No items in cart

[Redacted]	Total Payment	[Redacted]	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

[Redacted]	Total Payment	[Redacted]	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: 0.00

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

Update Fee Management Payment For [Redacted]

Fees due for student [Redacted]

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**

- 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**.

The screenshot shows a 'CHECKOUT' page with a 'Review & Submit' section. It includes fields for 'BILLING' (Palmyra, WI 53156) and 'PAYMENT METHOD' (MasterCard). Below these are 'ITEMS' listed: 'LOCK-NEW STUDENT' for \$7.50 and 'REGISTRATION FEE - MS' for \$75.00. A summary shows a 'SUB TOTAL' of \$82.50 and a 'TOTAL' of \$84.50. A green 'PLACE ORDER' button is at the bottom. Blue arrows point from the text above to the 'EDIT' buttons, the 'TOTAL' row, and the 'PLACE ORDER' button.

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.

The screenshot shows the 'Palmyra-Eagle Middle School Student On-Line Registration' progress page. It lists 12 steps, with the first 11 completed. Step 12, 'Complete Palmyra-Eagle Middle School Student On-Line Registration (Required)', is the current step. A 'Submit Palmyra-Eagle Middle School Student On-Line Registration' button is at the bottom. A blue arrow points from the text above to this button. The page also includes a 'District Message' on the right and a sidebar with navigation links.

9. Repeat steps for additional students.