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

   a. If you forgot your login and/or password please click the *Forgot your login/Password* link and follow the prompts.
   b. 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.

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

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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.

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.

Once all fees have been checked or added. Click *Update Cart*.

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**.

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.

9. Repeat steps for additional students.