

How to use Skyward's Family Access to complete Online Registration for 2020-21

This document walks you through using Family Access for Online Registration for the 2020-21 school year.

PARENTS NEED TO CHECK, CORRECT, AND COMPLETE ALL FORMS IN ONLINE REGISTRATION. ALL FORMS ARE REQUIRED.

STEP ONE:



FRANKLIN
ACADEMY

Academics Conversations **Parent Portal** Calendar About Support Admissions



Select 'Parent Portal' from the Franklin Academy home page www.thefranklin.academy

STEP TWO:



Parent Portal



From the Parent Portal page, select Skyward

STEP THREE:

SKYWARD®
The Franklin Academy

Login ID:

Password:

[Forgot your Login/Password?](#)

05.19.10.00.09

Login Area:

Enter your Login ID and Password

- Your Login ID will be your first name.last name – all lower case, so John Doe will be john.doe
- If you have forgotten either your Login ID or password, click on the [Forgot your Login/Password?](#) link.
 - An email will be sent to you with reset information. Remember the check spam folders. The sender will be do_not_reply@thefranklin.academy and subject will be Forgotten Login/Password Assistance.

From	Subject
do_not_reply@thefranklin.academy	Forgotten Login/Password Assistance

STEP FOUR:



Family Access

Leia ZSkywalker ▾

Home

Online Registration

Ethnicity/Race

Calendar

Gradebook

Attendance

Student Info

Schedule

Test Scores

Activities

Academic History

Report Cards

Health Info

Login History

Post a message

Online Registration is now open until 01/31/2021

Online Registration at Lower School for the 2020-2021 school year is now open, yet has not been completed for Leia.

[Go to Online Registration for Leia](#)

No messages were found.

Click on Go to Online Registration for (your student). Make sure you are registering for the 2020-21 school year.

STEP FIVE:

Home	Online Registration	
Online Registration	Leia (Lower School 2020-2021)	
Ethnicity/Race	Online Registration Steps	Online Registration Steps
Calendar	PLEASE DO NOT USE A PHONE FOR ONLINE REGISTRATION!	1. Verify Student Information
Gradebook	To begin 2020-21 Online Registration, click the "Verify Student Information" link on the right side of this page under Online Registration Steps. Steps 1-7 are required to complete Online Registration.	a. Student Information
Attendance	1. Verify Student Information	b. Family Address
Student Info	a. Student Information	c. Family Information
Schedule	b. Family Address	2. Family Demographics Form
Test Scores	c. Family Information	3. Health Form
Activities	2. Family Demographics Form	4. Emergency Contacts & Authorized Pickup Form
Academic History	3. Health Form	5. Grandparents & Special Friends Form
Report Cards	4. Emergency Contacts & Authorized Pickup Form	6. General Permission Form
Health Info	5. Grandparents & Special Friends Form	7. Complete Online Registration
Login History	6. General Permission Form	
	7. Complete Online Registration	

Begin Online Registration by clicking on a. Student Information on the right side of the screen. You will need to complete each section listed below:

Registration Instructions

1. Verify Student Information

[a. Student Information](#)

[b. Family Address](#)

[c. Family Information](#)

2. [Family Information](#)

3. [Health Form](#)

4. [Emergency Contacts & Authorized Pickup](#)

5. [General Permission Form](#)

6. [Complete Online Registration](#)

STEP SIX:

Home

Online Registration

Ethnicity/Race

Calendar

Gradebook

Attendance

Student Info

Schedule

Test Scores

Activities

Academic History

Report Cards

Health Info

Login History

Online Registration

Mark as not completed and make changes

District Message

PLEASE DO NOT USE A PHONE FOR ONLINE REGISTRATION!

To begin 2019-20 Online Registration, click the "Verify Student Information" link on the right side of this page under District Message. Steps 1-9 are required to complete Online Registration.

1. Verify Student Information
2. Family Information
3. Health Form
4. Emergency Contacts & Authorized Pickup
5. Grandparents & Special Friends
6. Media Permission
7. Communion Permission Form
8. General Permission Form
9. Complete Online Registration

District Message

1. Verify Student Information
✓ Completed 01/25/2019 9:20am
- a. Student Information
- b. Family Address
- c. Family Information
2. Family Demographics
✓ Completed 01/25/2019 9:21am
3. Health Form
✓ Completed 01/25/2019 9:23am
4. Emergency Contacts & Authorized Pickup
✓ Completed 01/25/2019 9:23am
5. Grandparents & Special Friends
✓ Completed 01/25/2019 9:24am
6. Media Permission
✓ Completed 01/25/2019 9:24am
7. Communion Permission Form
✓ Completed 01/25/2019 9:25am
8. General Permission Form
✓ Completed 01/25/2019 9:27am
9. Complete Online Registration

Next

Look for the green checkmark next to each step. When you have successfully completed each step, click Next.

FINAL STEP:

Online Registration

Print [Mark as not completed and make changes](#)

Step 9. 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 Nehchal?

Review Online Registration Steps		
Step 1)	Verify Student Information	Completed 01/25/2019 9:20am
<i>No Requested Changes exist for Step 1.</i>		
Step 2)	Family Demographics	Completed 01/25/2019 9:21am
Step 3)	Health Form	Completed 01/25/2019 9:23am
Step 4)	Emergency Contacts & Authorized Pickup	Completed 01/25/2019 9:23am
Step 5)	Grandparents & Special Friends	Completed 01/25/2019 9:24am
Step 6)	Media Permission	Completed 01/25/2019 9:24am
Step 7)	Communion Permission Form	Completed 01/25/2019 9:25am
Step 8)	General Permission Form	Completed 01/25/2019 9:27am

Guardian Name: _____ Guardian Address: _____

District Message

1. Verify Student Information
✓ Completed 01/25/2019 9:20am
2. Family Demographics
✓ Completed 01/25/2019 9:21am
3. Health Form
✓ Completed 01/25/2019 9:23am
4. Emergency Contacts & Authorized Pickup
✓ Completed 01/25/2019 9:23am
5. Grandparents & Special Friends
✓ Completed 01/25/2019 9:24am
6. Media Permission
✓ Completed 01/25/2019 9:24am
7. Communion Permission Form
✓ Completed 01/25/2019 9:25am
8. General Permission Form
✓ Completed 01/25/2019 9:27am
9. Complete Online Registration

[Previous Step](#) [Next Step](#)

Upon successful completion, this screen will show.

NOTE: To make changes (email address, phone number, emergency contact, etc.), click on Mark as not completed and make changes (see red box).