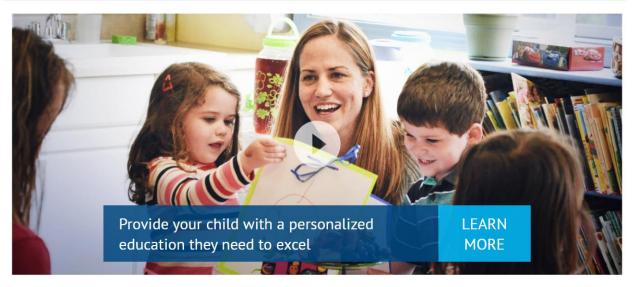
How to use Skyward's Family Access to complete Online Registration for 2020-21

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:





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

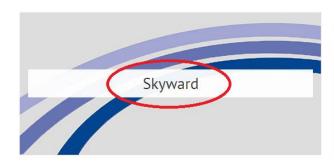
STEP TWO:



Academics Conversations Parent Portal Calendar About Support Admissions



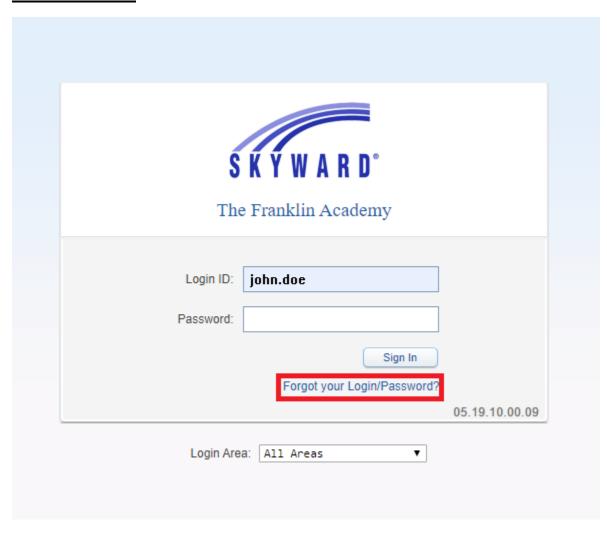
Parent Portal





From the Parent Portal page, select Skyward

STEP THREE:



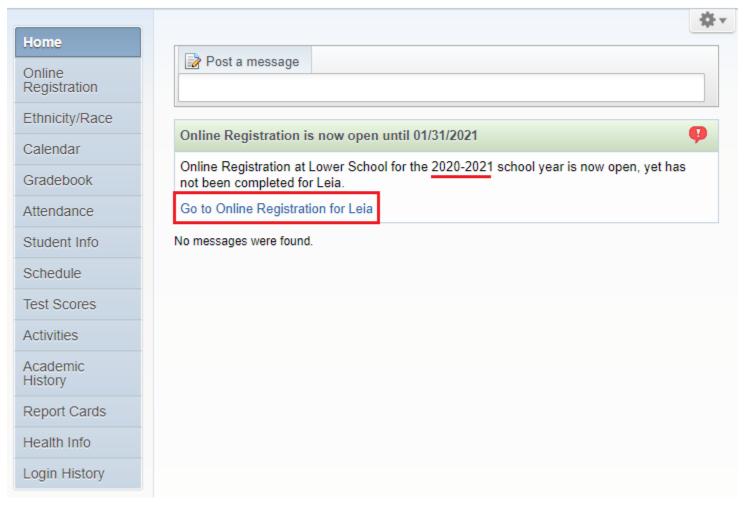
Enter your Login ID and Password

- 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.



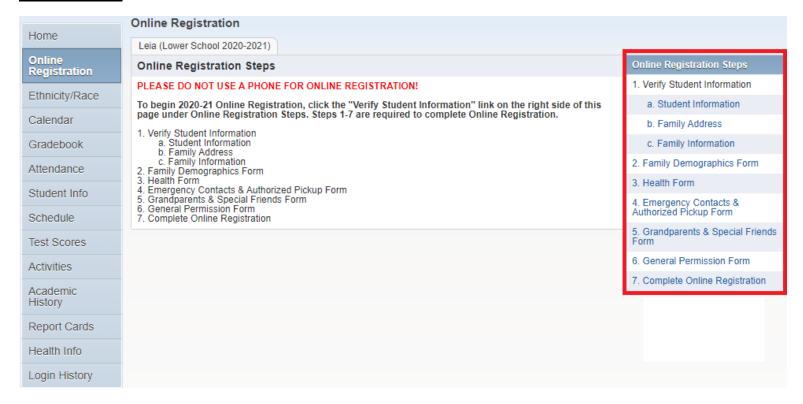
STEP FOUR:





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

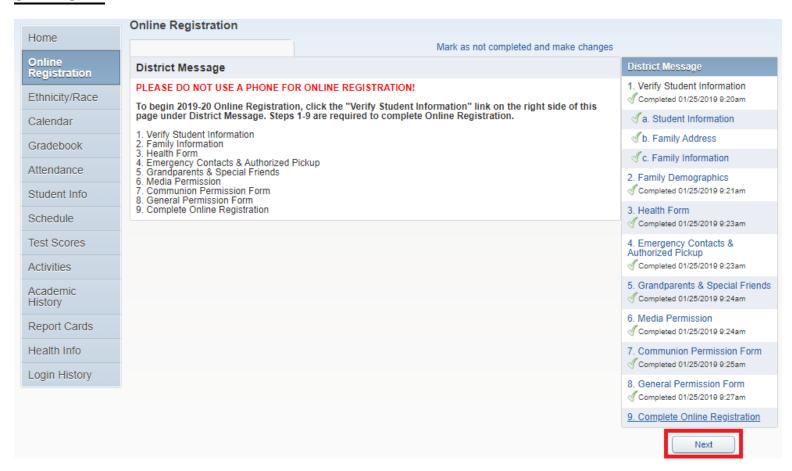
STEP FIVE:



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:

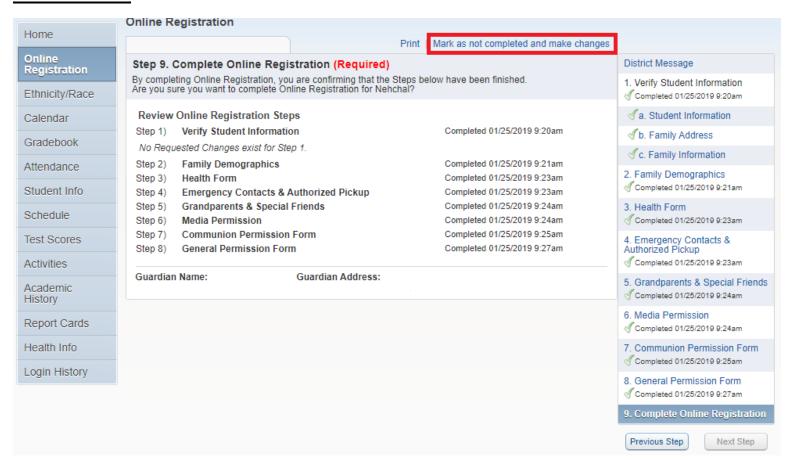
Registration Instructions
1. Verify Student Information
a. Student Information
b. Family Address
c. Family Information
2. Family Information
3. Health Form
4. Emergency Contacts & Authorized Pickup
5. General Permission Form
6. Complete Online Registration

STEP SIX:



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

FINAL 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).