

Online Registration Instructions

**** Please read instructions carefully ****

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

Some screen shots may differ slightly from the actual image(s) during online registration.

1. Go to www.eastroy.k12.wi.us
2. Click on the **Skyward** icon at the top of the page or go to Parents | Secure Login | Skyward Family Access.
3. Enter your login & password and click **Sign In**. *Follow the instructions on the Skyward login page to access your new or forgotten username and password.*
4. Click **Go to Annual Online Registration for....** on the main page or click on Online Registration on the left and select a child.
5. Proceed through each of the steps listed on the right side of your screen. Read through each message displayed above each step, if applicable, for additional information. Click **Complete Step # and move to Step #** when finished. In some cases, you may need to scroll to the bottom of the page to find this button or maximize your screen.
 - The health update, transportation form, volunteer application and PTO interest forms (if applicable) require you to click on **Submit** near the bottom of the form prior to clicking on the **Complete Step...** button. If this is missed, your information will not save.
 - See page 2 for instructions regarding the fees step.
6. After completing the final step, review them to ensure that you have correctly completed each. If changes are needed, click on the step on the right, click on the **Edit Step #** button and make the necessary changes. When you have finished making the necessary changes, click **Complete Step #** again.
7. When you are finished, click **Submit Annual Online Registration**. This button will not be available until you have completed all required steps.



Annual Online Registration is now open until 08/11/2014

Annual Online Registration at No Count School for the 2014-2015 school year is now open, yet has not been completed for Student.
Go to Annual Online Registration for Student

1. Verify Student Demographics
 - a. Student Information
 - b. Family Address
 - c. Family Information
 - d. Emergency Information
 - e. Emergency Contacts
2. Verify SkyAlert Emergency Notifications
3. Health Update
4. Transportation Request
5. Policies and Consents
6. Volunteer Application
7. Athletic Acknowledgement
8. Free/Reduced Meals Application
9. Make a Fee/Food Service Payment
10. Complete Annual Online Registration

Previous Step Next Step

Close and Finish Later

If you have more than one child in the district:

- Return to the main Family Access page, and select the next child from the Online Registration tab on the left.
- Follow these steps for all of the children in your household.

Where Can I Find...?

SCHOOL DIRECTORY: Your display options will be the same as 2015-16. You can change your display options by clicking on **My Account** at the top of the screen. The School Directory options are at the bottom of the page. Select your options then click **Save**. The online School Directory is available to all families via Family Access.

SCHEDULES/CLASSROOM TEACHERS: **Student schedules/classroom teachers will not be available until online registration has been completed.** Schedules/teachers can be found and printed by clicking the **Schedule** tab. Elementary classroom teachers are listed under the Character Traits course. Please contact the appropriate school office if you have any scheduling questions. See contact information on page 2.

AM/PM 4K PLACEMENT: To find out if your child is in the AM or PM session of 4K, go to the **Schedule** tab and then click the Character Traits course. If the teacher code ends in an 'A', your child will be in the morning session. If the teacher code ends in a 'P', your child will be in the afternoon session. For example, DAA is Day AM, DAP is Day PM.

HIGH SCHOOL LOCKERS/COMBINATIONS: Lockers and combinations can be found on the **Student Information** tab.

MIDDLE SCHOOL LOCKS: Middle school locks will be handed out during In-House Registration.

BUS INFORMATION: After August 23, 2016, bus information will be available via eLink. Go to www.eastroy.k12.wi.us > Parents > Secure Login and click on VersaTrans eLink. When logging in for the first time, use your child's first and last name formatted as **firstname.lastname** for both the username and password. Click **Login**. Enter your email address and answer a security question on the next screen. The next screen will show you a list of children in your family. Click on a child's name for route information. To change your password, click on **Options** in the upper right hand corner and then **Change User Profile**.

Home

- Calendar
- Gradebook
- Attendance
- Student Info
- Food Service
- Schedule
- Discipline
- Test Scores
- Fee Management
- Activities
- Student Services
- Teacher Conferences
- Academic History
- Portfolio
- SkyAlert
- Health Info
- School Directory

Tyler's VersaTrans e-Link®

User Name:

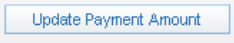
Password:

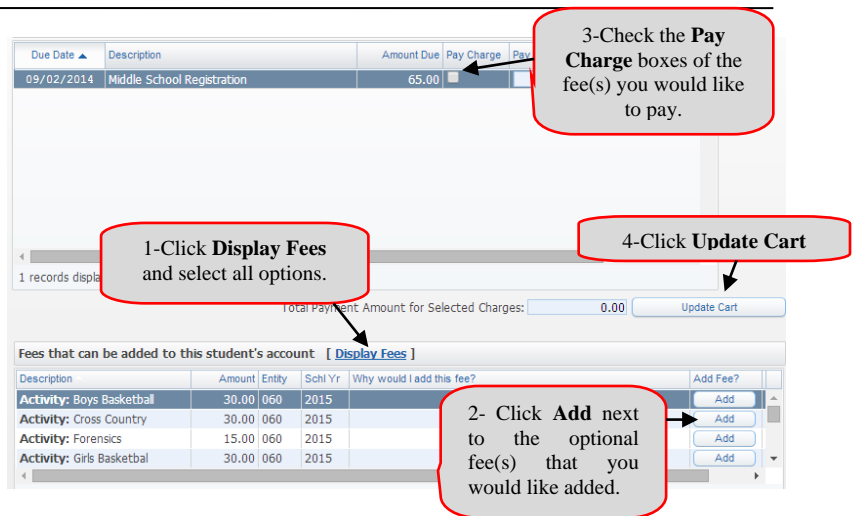
Login

Forgot your username or password?

Fees and Payments

TO ADD OPTIONAL AND SPORTS FEES:

- Click on **Update Payment Amount**  next to Fee Management for the student you wish to add fees for.
- Click on **Display Fees** and select all options to display all activity and general fees.
- Scroll through additional charges. Click on **Add** to add additional charge(s).
- Check the **Pay Charge** checkbox for each charge you wish to pay. If the **Pay Charge** boxes are not checked, no fees will show in your cart.
- Click **Update Cart**. Repeat for each child in your family.



1-Click **Display Fees** and select all options.

2- Click **Add** next to the optional fee(s) that you would like added.

3-Check the **Pay Charge** boxes of the fee(s) you would like to pay.

4-Click **Update Cart**

Due Date	Description	Amount Due	Pay Charge	Pay
09/02/2014	Middle School Registration	65.00	<input type="checkbox"/>	<input type="checkbox"/>

Total Payment Amount for Selected Charges: 0.00

Description	Amount	Entity	Schl Yr	Why would I add this fee?	Add Fee?
Activity: Boys Basketball	30.00	060	2015		<input type="checkbox"/>
Activity: Cross Country	30.00	060	2015		<input type="checkbox"/>
Activity: Forensics	15.00	060	2015		<input type="checkbox"/>
Activity: Girls Basketball	30.00	060	2015		<input type="checkbox"/>



TO ADD A FOOD SERVICE PAYMENT:

- Click on **Update Payment Amount** in the Food Service section.
- Enter the amount of payment in the Payment Amount field. Note: Food service accounts are family accounts. Only one payment is needed for the family account.

Food Service Payment:

* Payment Amount:


TO PAY ONLINE WITH REVTRAK:

- Click on **Pay with Vendor**  to make a payment.
- Click **Yes** to submit your payment with RevTrak. Click **Go To Checkout** to proceed. 
 - If you are a new customer, select **I am a new customer** and enter your email address (you will create a password later).
 - If you are a returning customer, select **I am a returning customer** and enter your email address and password. (Note: The RevTrak password is not always the same as your Family Access password and was not issued by the district).
 - If you forgot your password, click on **Forgot your password**.
 - Select **Sign In**
 - Enter payment information and click **Complete Order**.
 - Payment will be processed, credit card statements will show payment made to the school district and **Receipt** can be viewed and printed. If you purchased a sports pass or are a paid high school sports participant, you **MUST** print a receipt and present it to the photographer during in-house registration.
 - Click on **Logout** of RevTrak. Return to Family Access to Submit Online Registration.

Enter your email address:

I am a new customer
(You'll create a password later)

I am a returning customer and my password is

Sign in using our secure server 
Forgot your password? Click here.

Contact Information

Family Access/Online Registration	Lisa Dragotta	262-642-6720 x3225	dralis@eastroy.k12.wi.us
Food Service	Ruth Bentley	262-642-6760 x5302	benrut@eastroy.k12.wi.us
Athletics	High School-Mary Rubach Middle School-Colleen Noethen	262-642-6760 x5221 262-642-6740 x4221	rubmar@eastroy.k12.wi.us noecol@eastroy.k12.wi.us
Transportation	Jo Ann Leasure	262-642-6760 x5901	leajoa@eastroy.k12.wi.us
Scheduling, Class Placement & Fees	High School-Mary Harding Middle School-Colleen Noethen Prairie View-Phyllis Kneiart Leona Doubek-Mary Brehm	262-642-6760 x5224 262-642-6740 x4221 262-642-6720 x3221 262-642-6730 x2221	harmar@eastroy.k12.wi.us noecol@eastroy.k12.wi.us knepny@eastroy.k12.wi.us brehmar@eastroy.k12.wi.us

Frequently Asked Questions

Q: I am new to the District and/or I forgot my username and/or password for Family Access. How do I get my login information?

A: All parents of active students have a Family Access account. If you forgot your login or password or are new to the district, click on **Forgot your login or password?** Click on **Submit**. If your email address matches what the district has on file, you will be sent an email containing your login and a link that can be used to reset your account. Be sure that your spam/junk filter is set to allow e-mails from do.not.reply@eastroy.k12.wi.us. The school district must have a matching email address on file for you to receive this log on information. To add your email address to the school's database, send it to dralis@eastroy.k12.wi.us along with your child's name and your name. If you do not have a valid email address, contact Lisa Dragotta at 262.642.6720 x3225 to obtain your username and password.

Q: How do I order pictures?

A: Use the package envelope that was provided to your child at the end of the school year or order envelopes with be available at In-House Registration. To prepay for portrait packages, go to www.schoolandsportpics.com. Click on: School Prepay - Enter numeric code: -100379 (HS) -100378 (MS) -100377 (PV) -100376 (LD)

Q: Does it matter what browser I have installed on my computer?

A: The registration process works in any browser. If the pop-up blocker on your computer is turned on, you may need to edit your settings to allow pop-ups or turn the pop-up blocker off during this process.

Q: Does it cost any extra to pay online?

A: No, all service fees have been waived during the online registration period.

Q: I have joint custody of my child(ren). Why can I not make changes to their demographic information?

A: Only members listed as 'Family 1' will be able to make changes to your child's demographic info and make payments via Family Access. Other joint custody parents may view the info and contact their child's school to make additions/corrections to a child's contact info and/or may send a check or money order to their child's school office to make a payment. 'Family 2' members can only make changes to their own information via Family Access.

Q: I have completed a step but I need to make a change.

A: In order to make changes to a step that has been marked as completed, click on the step, click the Edit Step # button and make the necessary changes. Be sure to mark the step as complete once you have finished.

Q: Can I submit a free/reduced fee waiver online?

A: Yes, while completing an online application, there is an option to share information for the reduction of registration fees. Note: your fees may not be adjusted until approval of your application. A waiver for the reduction of registration fees can also be found online in District > About Us > Forms or requested from a school office and should be completed by October 15 to qualify.

Q: Why am I getting security prompts when I open some of the registration steps?

A: Switch to Internet Explorer or Firefox to complete registration. This happens if you are using Google Chrome.

Q: I have finished registration but the submit button is greyed out?

A: In order to submit registration, all required steps must be marked as completed. Complete all steps and finish registration.

Q: I do not want to pay my fees online. What are my other options?

A: You can make your check payable to East Troy Community Schools and mail it to any school office or you can pay in person during in-house registration. If you choose to pay in person and will purchase a sports pass or are a paid high school athlete, go to the pay stations in the cafeteria prior to getting your pictures taken. A receipt will be given to you at that time to give to the photographers. Note: charge/debit cards will not be accepted during in-house registration.

Q: How do I make changes to my child's medical alert information?

A: You cannot make changes to your child's medical alert information. Contact health services directly at 262.642.6760 x5200 to request these changes.

Q: My child will be playing a sport. If the fee hasn't been added to my account, how can I pay online?

A: Your child may need to first be added to the activity via the office. Please contact the athletic administrative assistant to assist you. Once he/she has been added, you should be able to pay the fee online. See page 2 for athletic contact information.

Q: Can I add a yearbook, parking pass and other optional fees to my child's account?

A: Yes. Follow the To Add Optional Fees instructions from page 2.

Q: Why can't I view my child's schedule/classroom teacher?

A: Student schedules/teachers will not be available in Family or Student Access until Online Registration has been marked completed for your child. Once the process is marked as complete, this information can be found on the Schedule tab.