



# Online Registration Instructions

**\*\* Please read instructions carefully before you begin registration \*\***



- ❖ You may need to edit your computer settings to allow pop-ups from kl2.wi.us during this process.
- ❖ 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.
- ❖ Some forms are grade level specific, therefore not available to all students.

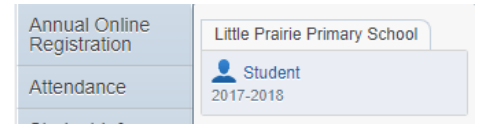


## Logging onto Family Access:

1. Go to [www.eastroy.kl2.wi.us](http://www.eastroy.kl2.wi.us).
2. Click on the **Skyward** icon at the top of the page or go to Parents | Parent Portals | Skyward Family Access.
3. Enter your login & password and click **Sign In**. Follow the instructions on the Skyward login page or in the FAQ's on page 2 to access your new or forgotten username and password.

## To Begin Online Registration:

Click **Go to Annual Online Registration for ...** on the main page or click on **Annual Online Registration** on the left and select your child's name (*the registration process must be completed for each child*).



1. Update Student Information
  - a. Student Information
  - b. Family Address
  - c. Family Information
  - d. Emergency Information
  - e. Emergency Contacts

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.



Some forms are easier to complete by clicking on **View Full Screen**. Once these forms are completed, you can click on **Complete Step....** near the top of the screen or click **Exit Full Screen**.



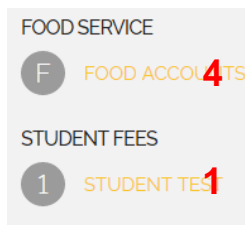
If a link appears within a required step (Elem Traffic Pattern, Fees, etc.), it must be opened to acknowledge the step. You will not be able to complete the step without opening these links.

The Volunteer Application and PTO Interest Form 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.

## To Pay Online:

Online fee payment is preferred but not required. All convenience fees have been waived during online registration. The fee link must be clicked on to acknowledge the mandatory fees, even if paying in person. *If paying by cash/check, click the x in the upper right hand corner to close the screen to return and complete the online registration process.*

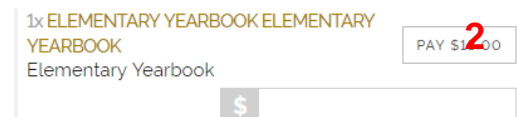
1. Click on the student's name under **Student Fees**.
2. Click the amount of each charge to add it to the payment amount.
3. Once all fees are added to the payment amount box, click **Add Selected to Cart**. Repeat for each student. *Note: Some activity/sports fees may not be available under Optional. If this is the case, contact the administrative assistant at your child's school to have specific activity/sports fee(s) added to his/her account.*
4. To add fees to the family Food Service account, click on **Food Accounts** and enter the amount of payment, then click **Add Selected to Cart**. Food service accounts are family accounts. Only one payment is needed.
5. Once all items are added to the cart, click **Checkout**.



### REQUIRED



### OPTIONAL



## Paying with RevTrak:

- Create a RevTrak account or enter your password and sign in.
  - To retrieve your login information, click on RevTrak under Parent Portal then click on **Forgot Password** on the login screen and enter your email in the space provided. You will receive your password within a few minutes. If you don't receive it:
    - Check your spam folder – the email may have been blocked, or
    - You do not have a password associated with this email - checkout as a new customer.
- Enter required payment information.
  - 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 sports pass area during in-house registration – prior to getting pictures taken.**
- Click on **Logout** of RevTrak. Click the **X** in corner to return to Family Access to Submit Online Registration.

## To Complete Online Registration

After completing the final step, review all steps to ensure that you have correctly completed each. If changes are needed, click on the desired 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. When you have verified that all required steps are complete and accurate, click **Submit Annual Online Registration**. This button will not be available until you have completed all required steps.

*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.*

## Contact Information

Family Access/Online Registration	Lisa Dragotta	262-642-6720 x3225	dralis@easttroy.k12.wi.us
Food Service	Ruth Bentley	262-642-6760 x5302	benrut@easttroy.k12.wi.us
Athletics	HS-Pam Gannon	262-642-6760 x5221	ganpam@easttroy.k12.wi.us
	MS-Colleen Noethen	262-642-6740 x4221	noecol@easttroy.k12.wi.us
Transportation	Megan Grossmueller	262-642-6760 x5901	gromeg@easttroy.k12.wi.us
Scheduling, Class Placement & Fees	HS-Mary Harding	262-642-6760 x5224	harmar@easttroy.k12.wi.us
	MS-Colleen Noethen	262-642-6740 x4221	noecol@easttroy.k12.wi.us
	PV-Phyllis Kneiart	262-642-6720 x3221	knephy@easttroy.k12.wi.us
	LP-Mary Brehm	262-642-6730 x2221	brehmar@easttroy.k12.wi.us

## Frequently Asked Questions

**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?**

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?** on the logon screen. 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@easttroy.k12.wi.us](mailto:do.not.reply@easttroy.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@easttroy.k12.wi.us](mailto:dralis@easttroy.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.

**I am unable to complete registration in one sitting. What can I do?**

Click on **Close and Finish Later** under the right menu. When you log back in, click on the step where you left off.

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

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

**How do I correct something after I already submitted?**

Click the **Online Registration** tab. Click **Mark Annual Online Registration as not completed and make changes**. Select the step, on the right, that you need to make changes to and click **Edit Step**. Once you have made your changes, mark that step as completed, click **Complete Online Registration** and then **Submit Online Registration** again.

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

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

### Where can I find my child's classroom teacher/schedule?

Once 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.

### How do I know if my child is in the AM or PM 4K session?

Once online registration has been completed, 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.

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

All health information, not currently shown on the Health Info tab, should be documented on the Health Update form within the online registration steps. Contact health services directly at 262.642.6760 x5200 to discuss any concerns you may have. Send all updated vaccination information to [hattri@eastroy.k12.wi.us](mailto:hattri@eastroy.k12.wi.us).

### How can I adjust my School Directory preferences?

Your display options will be the same as 2016-17. 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.

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

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.

### Submit your payment by cash or check:

Make check payable to East Troy Community Schools and mail it to a school office or bring it to In-House Registration at Prairie View Elementary on August 2 from 10 am-7 pm.

### Where can I find my child's busing information?

After August 22, 2017, bus information will be available via eLink. Go to [www.eastroy.k12.wi.us](http://www.eastroy.k12.wi.us) > Parents > Parent Portals > 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. 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**.

### Where can I find locker information?

Lockers and combinations can be found on the **Student Info** tab. Sixth grade locks will be handed out during In-House Registration.