

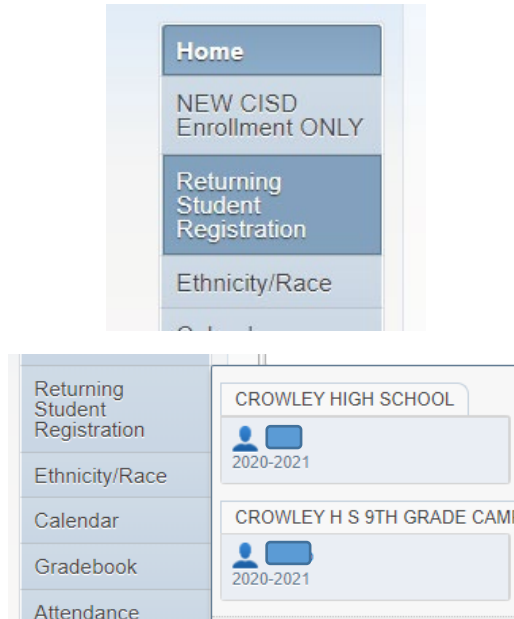
INSTRUCTIONS FOR RETURNING STUDENT REGISTRATION IN SKYWARD

STEP 1: Log in to your Skyward account. [Forgot Password? Find the steps to recover the password at the end of this document]

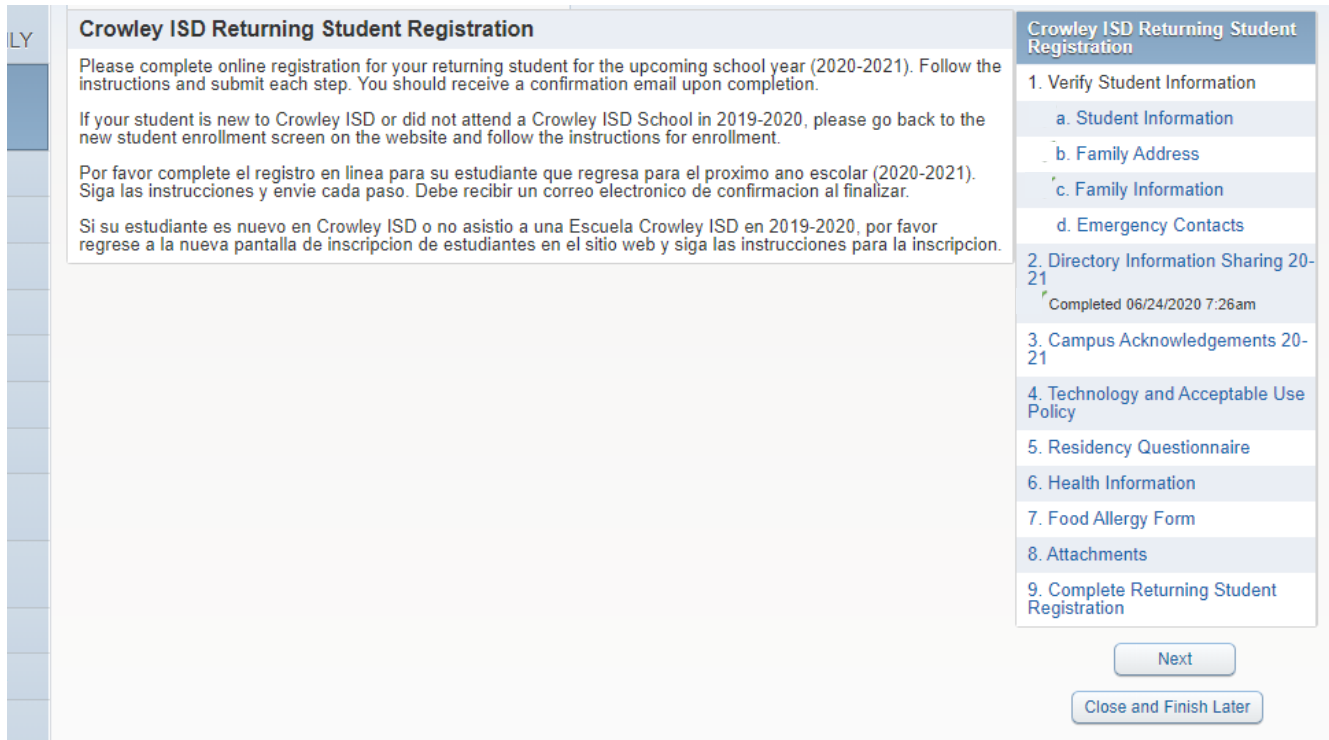
After logging in to Skyward, you should see a screen similar to this:

The screenshot displays the Skyward Family Access interface. At the top left, the Skyward logo is followed by "Family Access" and "All Students" with a dropdown arrow. On the top right, there is a "District Links" icon. Below the header, a navigation menu on the left includes "Home", "NEW CISD Enrollment ONLY", "Returning Student Registration", "Ethnicity/Race", "Calendar", "Gradebook", "Attendance", "Student Info", and "Schedule". The main content area features a "Post a message" input field and a notification banner: "Returning Student Registration is now open until 05/15/2021". Below this, two notices are shown for "CROWLEY HIGH SCHOOL" and "CROWLEY H S 9TH GRADE CAMPUS", both stating that registration is open but not completed for a specific student. A "Go to Returning Student Registration for" button is provided for each notice. On the right side, there are tabs for "Upcoming Events" and "Calendar". A message at the top right of the main area says "You have unread messages" with a gear icon.

STEP 2: On the left-hand side, click “Returning Student Registration” and choose the student you would like to register.



It will take you to a screen that looks like this, where you will click the “next” button to proceed with the registration:



STEP 3: Go through the screens and update information as needed. If there are fields that are “read only” but need to be updated, you will be able to contact the registrar at the campus once they return, approximately 3 weeks before school starts again.

TO MOVE TO THE NEXT STEP:

- If you began your application on 6/23, you will need to click the button at the bottom of the page that says “Complete Step #” and then click “Next” on the right side of the screen.
- If you began your application after approximately 7:00 AM, you will have a button that says “Complete step # and move to step #” to move to the next step.”

EXAMPLE:

Step 1a. Verify Student Information: Student Information Undo
(Required)

Please verify your student's information. Many places will allow you to edit if there has been a change in information. Please update any changes to the student's or family's information

Por favor verifique la informacion de su estudiante. Muchos lugares le permitiran editar si ha habido un cambio en la informacion. Actualice cualquier cambio en la informacion del estudiante o de su familia.

General Information

First: Middle:
Last: Suffix:
Birthday: Gender: Female ▾
Other Name:
Language: ENGLISH Race: WHITE/NON HISP
 Do you have internet access?
 Do you have a device to access eLearning material?
Military Connected: ▾

Home Phone: (682) Ext:
Cell ▾ (682) Ext:
Cell ▾ (817) Ext:
School Email: Home Email:
Birth County:
Birth State: TX - TEXAS ▾
Birth Country: UNITED STATES

FAQs:

- **What if I have received confirmation of a transfer but it still shows me going to the old school?**
 - It may not have been coded on our side. Registrars are now off contract, so the remaining changes may not be made until after July 20th. DO NOT complete registration at this time because it will NOT carry over. Please wait to register once the adjustment has been made.
- **What if I **didn't** apply for a transfer but it shows me going to a campus that I did not expect?**
 - First, check the district school locator to verify the campus you are assigned to according to your address. You can find the locator here: [School Locator](#)
 - If the school in Skyward does not match what the locator says and you did not apply for a transfer, there are a few possible explanations:
 - Your student is a part of a program only offered at a specific campus. This is common with Special Education students, Bilingual Education students, and PK students participating in Head Start
 - Your student had a transfer in place from a previous year that has carried over.
 - There is an error on the Skyward end of things.
 - If the error is a result of these things, please check back after July 20th, 2020. Errors from the Skyward end of things and changes due to transfers should be in place at that point. You can also contact the campus with questions about special programs or changes you did not expect to see at that time.
 - If you are not assigned to the campus you expect, DO NOT register at this time. It will not carry over.
- **Should I go ahead and register if it isn't showing the right school or the school I expect?**
 - No. It will not carry over. Please wait until it has been corrected.
- **What if I need to make a change to a "read only" field?**
 - You can contact the campus once the registrars return to work on July 13th, 2020.
- **What if I get a red message that says "All fields with **bold text and borders** are currently waiting for approval by the district"?** All fields with **bold text and borders** are currently waiting for approval by the district.
 - You can still save that step and move on. It just means that the district will be looking at that data prior to accepting the registration. This is mainly done to ensure data is accurate and/or that we have documentation on file to go with the change.
- **What if I need to change something in a step I already completed?**
 - If you do want to make edits to a certain step, select that step on the right and click the button at the bottom that says "Edit Step #"
- **How do I know I have completed a step?**
 - You will see a green check next to the step on the right side of the screen. This indicates that you have completed that step and do not need to revisit it.
- **Why do I have to fill out the same forms every year?**
 - Crowley ISD wants to stay updated on the most current information to better serve our students and families. It is also important to have the most up to date information when we report statistics and data to the state.
- **What if I don't know my password to get into skyward?**
 - See example below:

- To recover your password, you will go to family access and click on the blue forgot my password link. It will ask for a username or email address. This will send an account reset link to the email that we have in Skyward for you. (this is an automated email it could take up to 10 minutes to come to your email, it may be sent to your junk or spam folder so be sure to check those also)

The image shows two screenshots of the Skyward system interface. The left screenshot is the main login page for CROWLEY ISD, titled 'Live - Family & Student Database'. It features a 'Sign In' button and a link labeled 'Forgot your Login/Password?' which is highlighted with a yellow box. A red arrow points from this link to the right screenshot. The right screenshot is the 'Forgotten Login/Password Assistance' page, which prompts the user to enter their 'Email or User Name' and provides 'Submit' and 'Back' buttons. The Skyward logo is visible at the top of both pages.

- **What if I never get the email to reset my password?**

- That means that the email address we have for you in the system may not be accurate. Once the campuses re-open on July 13th, you will contact the campus to update your email address. Don't worry! You will still have plenty of time to complete registration!

- **What if my question is not answered by this document?**

- The district re-opens on the 13th. You will be able to contact the campuses for further assistance with registration.