

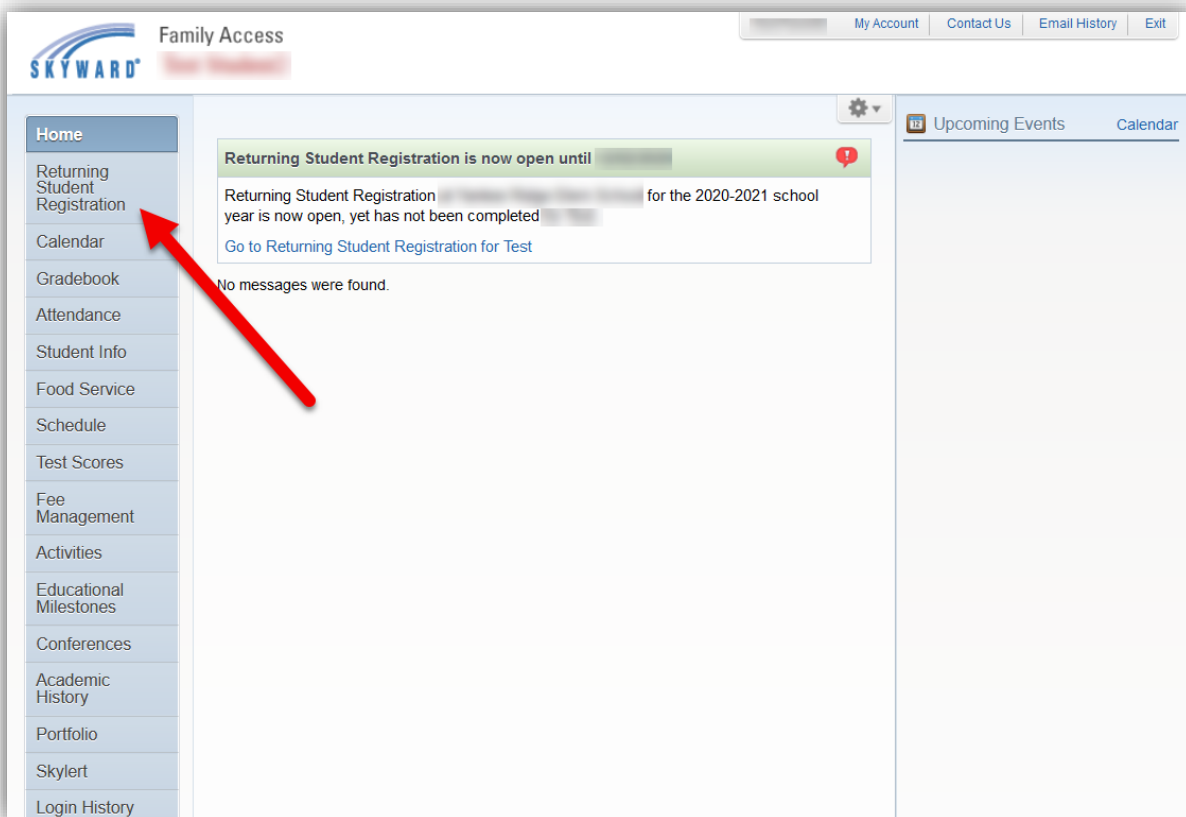
Completing Online Registration for USD #116 Returning Students

1. Open a web browser, navigate to skyward.usd116.org and log in.

Note 1: while any web browser will work, we recommend using the Google Chrome web browser

Note 2: if you are unable to login, please call (217) 531-7100 or email onlineregistration@usd116.org

2. Once logged in, click “Returning Student Registration” in the top-left corner of the screen.



3. Click on your student's name.

Note: registration will need to be completed for each student.

The screenshot displays the Skyward Family Access interface. At the top left is the Skyward logo and the text "Family Access". On the top right, there are links for "My Account", "Contact Us", "Email History", and "Exit". A left-hand navigation menu includes options like "Home", "Returning Student Registration", "Calendar", "Gradebook", "Attendance", "Student Info", "Food Service", "Schedule", "Test Scores", "Fee Management", "Activities", "Educational Milestones", "Conferences", "Academic History", "Portfolio", "Skylert", and "Login History".

A central notification box contains the following text:
Urbana School District #116 is offering Online Registration to parents/guardians, allowing them to register their returning students without having to attend Centralized Registration and fill out multiple paper forms.
If you have multiple students, each of them should be listed below and registration will have to be completed for each of them individually. If one of your students isn't listed, please contact your school's office.
If you have a child entering kindergarten, 6th or 9th grade, they will need to have a school physical done. If you need an appointment, you may contact the Urbana School Health Center at 217-239-4220.
Click on your student's name below to begin.

Below the notification, a student entry is shown with a red box around the name and a red arrow pointing to it. The entry includes a small profile icon and the text "2020-2021". At the bottom of the notification box, there are links for "View History" and "View Unread Denials".

- Proceed through steps 1 through 10, on the right-hand side of the screen, verifying your student's information and providing any requested additional information.

As you complete each step, be sure to click on "Complete Step xx and move to Step xx" at the bottom of the screen.

Family Access

My Account | Contact Us | Email History | Exit

Home

Returning Student Registration

Calendar

Gradebook

Attendance

Student Info

Food Service

Schedule

Test Scores

Fee Management

Activities

Educational Milestones

Conferences

Academic History

Portfolio

Skylert

Login History

Returning Student Registration

Step 2a. Verify Student Information: Student Information (Required) Undo Online Registration Welcome

1. Online Registration Walkthrough
✓ Completed 06/17/2020 1:09pm

2. Verify Student Information

a. Student Information

b. Family Address

c. Family Information

d. Emergency Information

e. Emergency Contacts

f. Health Information

3. Address Verification (Signed Lease, Mortgage or Utility Bill)

4. Verify Skylert Information

5. Emergency Medical Authorization

6. Review District and School Handbooks

7. Policies and Procedures

8. Publicity and Photo Release Consent

9. Make a Fee Payment

10. Complete Returning Student Registration

General Information

First: Middle:

Last: Suffix:

Birthday: Gender:

Other Name:

Language: Race:

Native Language:

Military Connected ?

School Email:

Birth Country:

Complete Step 2a and move to Step 2b

Previous Step Next Step

Close and Finish Later

- Address verification is required by the District every school year. While in "Step 3: Address Verification", be sure to upload either: a) two current (within the last 60 days) utility bills or b) a current lease or mortgage

- You are able to pay registration fees in “Step 9” through our WebStore (RevTrak). If you choose not to make a payment at this time, you can skip this step.

If you do wish to make a payment:

- Simply click on “Make a Fee Payment” and in the window that displays and log in with your RevTrak account (if you do not have an account, you can create one at this time).
 - For elementary students, select “Student Fees” and then your child’s school. For Middle School and High School students, select “Student Fees”, your child’s school, select “Student Fees” again, and then “Registration Fees” on the left side of the screen.
 - Continue with the prompts to pay the registration fee. When you are done, close the window that opened for the fee payment and return to the window with Online Registration.
 - If you have problems paying the registration fee, please call (217) 384-3649.
- On the last step, verify that you have completed all requirements and click “Click Submit Returning Student Registration”.

The screenshot shows the Skyward Family Access interface for 'Returning Student Registration'. The page title is 'Returning Student Registration' and it is for 'Test (Yankee Ridge Elem School 2020-2021)'. A 'Print' link is visible. The main content area is titled 'Step 10. Complete Returning Student Registration (Required)'. Below this, a message states: 'By completing Returning Student Registration, you are confirming that the Steps below have been finished. Are you sure you want to complete Returning Student Registration for Test?'. A section titled 'Review Returning Student Registration Steps' lists 10 steps with their completion times: Step 1 (1:02pm), Step 2 (1:01pm), Step 3 (1:01pm), Step 4 (1:04pm), Step 5 (1:04pm), Step 6 (1:04pm), Step 7 (1:04pm), Step 8 (1:05pm), and Step 9 (skipped). A 'Guardian Name' and 'Guardian Address' field is present. A blue button labeled 'Submit Returning Student Registration' is highlighted with a red arrow. On the right side, a 'Progress' bar shows 10 steps, with steps 1-9 completed and step 10 highlighted in blue. A sidebar on the left contains navigation links: Home, Returning Student Registration, Calendar, Gradebook, Attendance, Student Info, Food Service, Schedule, Test Scores, Fee Management, Activities, Educational Milestones, Conferences, Academic History, Portfolio, SkyAlert, and Login History.